civica

Tranman Data Management module

Efficient data management processes supporting your GDPR compliance journey

Streamline the retrieval and disposal of personal data held in your Tranman solution and demonstrate data management best practice.

Your Tranman solution is among the systems your organisation uses to hold what the EU GDPR classes as 'personal data' — such as records you hold for drivers, vehicles, maintenance and accidents.

GDPR extends the rights for people whose personal data you hold (the 'data subjects'): for example, they can request that you amend or erase their personal data. To avoid the potential for fines and loss of customer trust, your organisation needs to be able to demonstrate it can meet those requests.

Proactively managing your data in Tranman improves the accuracy of your reporting and the speed at which they can be produced plus, the day to day use of the system itself.

Meeting data subjects' requests

Tranman's Data Management module supports your GDPR compliance efforts by helping you respond efficiently to data subjects' requests. The module simplifies the retrieval of all records relating to a data subject from your entire

Tranman solution, so you don't have to search each module individually, making the process quick and easy. Not only will it reduce the risk of errors and omissions, it can save you up to 60% of the time taken to manually administer a subject request. Once the records have been retrieved, you can anonymise or erase the personal data at the touch of a button.

Data management best practice

Implementing the Tranman Data Management module helps you show the regulator you're following data management best practices. The module makes it easier to review personal data you hold in Tranman and check it for accuracy. You'll be able to mark records with the date they were last reviewed to help maintain a regular review schedule.

It's also easy to identify and remove personal data you no longer need to keep, ensuring that you don't retain data for longer than allowed and improving the quality and relevance of management information.

Improves data management **Eliminates manual tasks** **Reduces risk of non-compliance**

Main benefits:

▶ **Eliminates manual searches with a quick and easy review, retrieval, anonymisation and disposal of personal data**

▶ **Reduces risk of errors and omissions when responding to data subjects' requests**

▶ **Demonstrates data management best practices to the regulator**

▶ **Cuts subject access request processing time by up to 60%**