



MARK5 | & *GDPR*

0.0 | *Welcome*

The purpose of this document is to describe the current features of MARK5 that support the GDPR regulation. This guide requires that the reader is familiar with the user part of MARK5 as well as the administration part (Admin tool).

Our current set of features already assists customers in complying with the GDPR regulation. Furthermore we will add additional enhancements to MARK5 in the future:

- Overview of access-rights and permissions.
 - It will be possible to select one or more users and get a report showing a full matrix on access rights and permissions.
- Refined selection of deletion rights.
- Encryption of email.

0.0 | *Overview of content*

This document covers the current features in MARK5 that are relevant for GDPR.

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1.0 | Delete objects

The GDPR regulations state that companies must delete private data e.g. résumés after a given period of time. This page will teach you how to enable users to do so in MARK5:

To delete an email in MARK5, users must be granted the object permission; [Delete Object](#) from the MARK5 Admin tool.

Once enabled, you must close the [Admin tool](#) and ask the user to restart the MARK5 Client. The user should now be able to delete emails on all accessible mailboxes.

Tip: You can select deletion rights for other objects, such as [Contacts](#) and [Shortcodes](#) from the same area in the Admin tool. Just select the corresponding tab.

The screenshot displays the MARK5 Admin tool interface. The top menu includes 'File' and 'Tools'. The main window is titled 'Users' and contains a table with the following data:

Address	Person Name	Login	Description	Domain user
ct@mark5.dk	Casper Thalund	Mark5-ct		ct@mark5.dk
test01@mark5.dk	Test01 User	Mark5-test01		test01@mark5.dk
test02@mark5.dk	Test02 User	Mark5-test02		test02@mark5.dk
test03@mark5.dk	Test03 User	Mark5-test03		test03@mark5.dk

Below the table, there are buttons for 'Add', 'Edit', and 'Delete'. The 'Settings' section is expanded, showing various options for 'Documents' and 'Folder permissions'. The 'Object Permissions' section is also expanded, with the 'Delete Object' checkbox checked and highlighted in yellow.

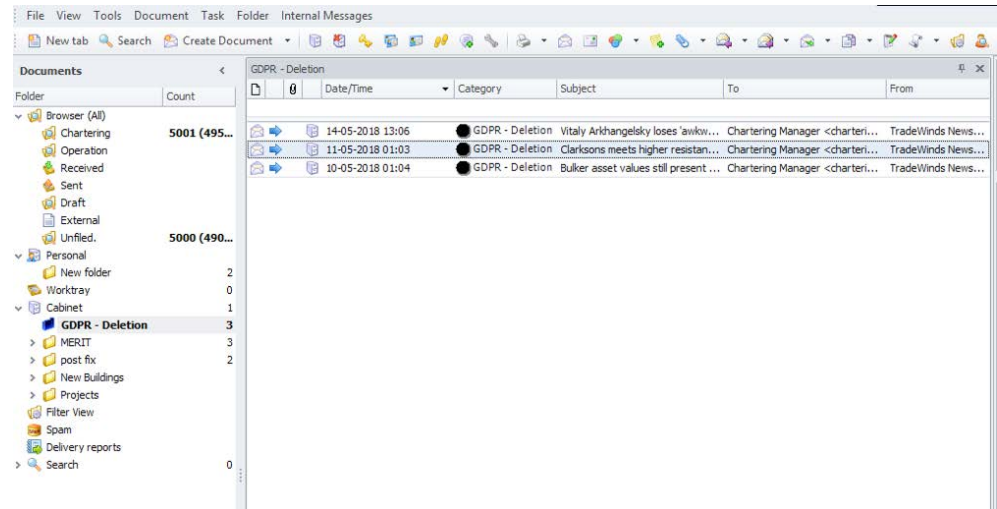
2.0 | *Auto file and categorise emails*

The following will teach you how to categorise certain emails to enable users to locate the emails for later processing.

An example hereof could be to have a **Rule** triggering on words like 'CV' or 'Résumé' and assign them with a category called 'GDPR - Deletion'. The rule could be setup to file those emails to a specific folder. The folder can be secured through **permissions**. You will need to create both the **category**, **folder** and the **rule** manually.

The screenshot is an example that shows how it can be setup. To setup a **Rule** please navigate to the **Rules Module** and follow the process. To view our detailed guide on creating rules in MARK5: [CLICK HERE](#)

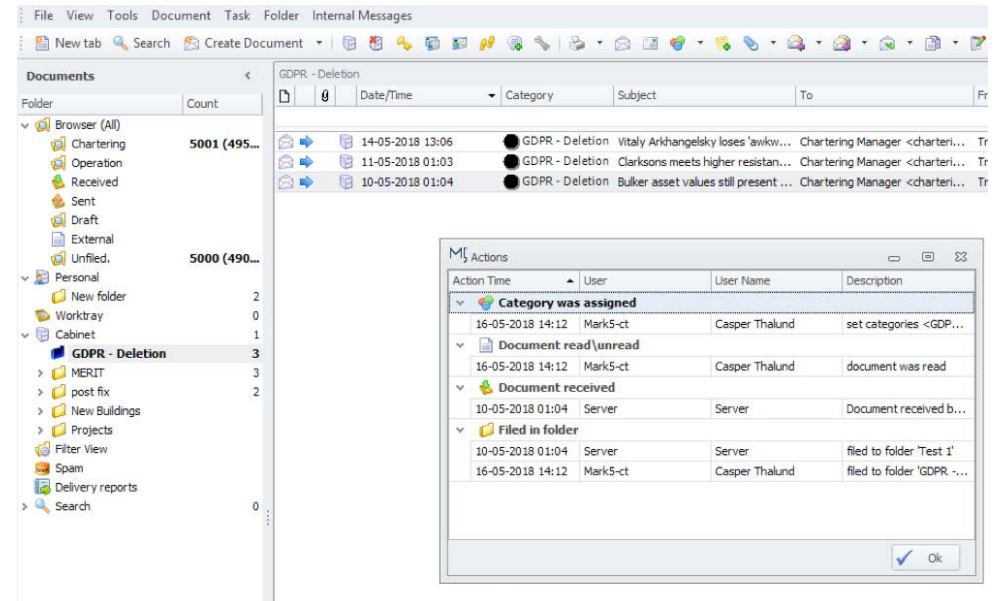
Tip: You should create **categories** prior to making the rules.



3.0 | Track actions on all objects in MARK5

In MARK5 you can trace **actions** on almost every object. That means you will be able to see that John Doe has printed an email and prior to reading and printing it, he filed it in a folder. In terms of GDPR, this feature gives users full visibility and Team Managers can act accordingly.

To view **actions** on email, folder or contact, simply right-click on the folder and select **View actions**, or select the email and press F9 on the keyboard.



4.0 | Full traceability in Admin tool

Besides being protected by a username and a password, the MARK5 **Admin Tool** holds a function to view all administrative changes. This ensures that the IT departments have full traceability. The function can be found under **Activity Log** from within the **Admin tool**.

Tip: We recommend creating named admin logins for all IT admins with access to the tool.

