



Web Form Integration Guide

GOVERNID WEBFORM INTEGRATION DOCUMENT

Technical Documentation



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Abstract:

GovernID provides personal data management tools to both institutions and end users as stipulated by the Personal Data Protection Law No.6698 (KVKK) or Europe GDPR Regulations:

For institutions:

- Ensuring that Personal Data is received in accordance with legal regulations.
- Providing consent management while receiving Personal Data.
- Tracking the flow of Personal Data in the organization .
- Tracking Personal Data retentions.
- Tracking and processing withdrawn consents.

For End Users:

- Keeping track of which and to where private data is given.
- Trace whether expired data has been deleted.
- To be able to withdraw their consents (Consent Management) .

GovernID has put into service an API service that works with the HTTP1.1 protocol in order for institutions to fulfil their legal responsibilities stated above. API service uses JSON data type for mutual data transfer.

With the API service, organizations can perform the following operations:

1. Sending data to the API and receiving the transaction code
2. Listing personal data coming to the Data Entry Point (open and masked, based on access level)
3. Transaction codes of personal data arriving at the Data Entry Point and expired
 - a. Listing (with internal / external flows, if any)
 - b. Sending deletion / anonymization confirmation to the server
4. If Consent Management connected to the Institution Data Flow Lines is used, the flow codes whose consent is withdrawn
 - a. Listing
 - b. Confirmation notification to the server

Web Form Integration:

This document is prepared for integration of existing web forms with GovernID systems. By completing this integration, personal data flowing the integrated form will be managed by GovernID.

Web Form integration is a default built in service of GovernID for companies that has valid “GovernID Enterprise Licence” or “GovernID Enterprise Plus Licence”

Prerequisites and step by step preparation :

- Valid “GovernID Enterprise” or “GovernID Enterprise Plus” licence
- Web form should be using (REQUEST_TYPE), POST.
- Step by Step preparation On the GovernID Management GUI:
Important: Users who has specific management permissions can perform the task below!
 - Step 1: At least one DPO should be assigned to a title defined as “GDPR Data Officer”
 - Step 1.1 – Create a Title with “GDPR Data Officer”:
 - Click Organization Chart and Departments (home screen)
 - Find the title that will manage Data Officer, at chosen position in the org chart clicking on the menu (...) button on the right,
 - Click “Add a Job Title Below”
 - Choose type of account as “GDPR Data Officer”
 - Name the title in requited languages.
 - Choose department for the
 - Select ne necessary permissions
 - Click save (Check mark on top right)
 - Step 1.2 – Assign a DPO to the title.
 - Click Organization Chart and Departments (home screen)
 - Find the title that is a “GDPR Data Officer”.
 - Click the menu button (...) of this title.
 - Select “Personnel Assignment”
 - Assignment can be done via QR code or selecting from the list.
 - Click save (Check mark on top right)
 - Step 2: Transfer point of data taken at the form should be defined:
 - Steps to create a data flow point:
 - Click “Data Entry & Data Flow Points” (home screen)
 - On the tap of the screen, click the selector between “Data Entry Points” and “Data Flow Points”
 - Select “Data Flow Points”
 - On the Organization level (top of the list) click on the menu (...)
 - Select “Add Data Flow Point”
 - Name the Tracking Code, this code will be returned by API, necessary for API integration.
 - Name the Flow Point Name, this will be visible name in GovernID.
 - Click save (Check mark on top right)
 - Step 3: Legal text to be shown to users of the form.
 - Steps to create a legal text

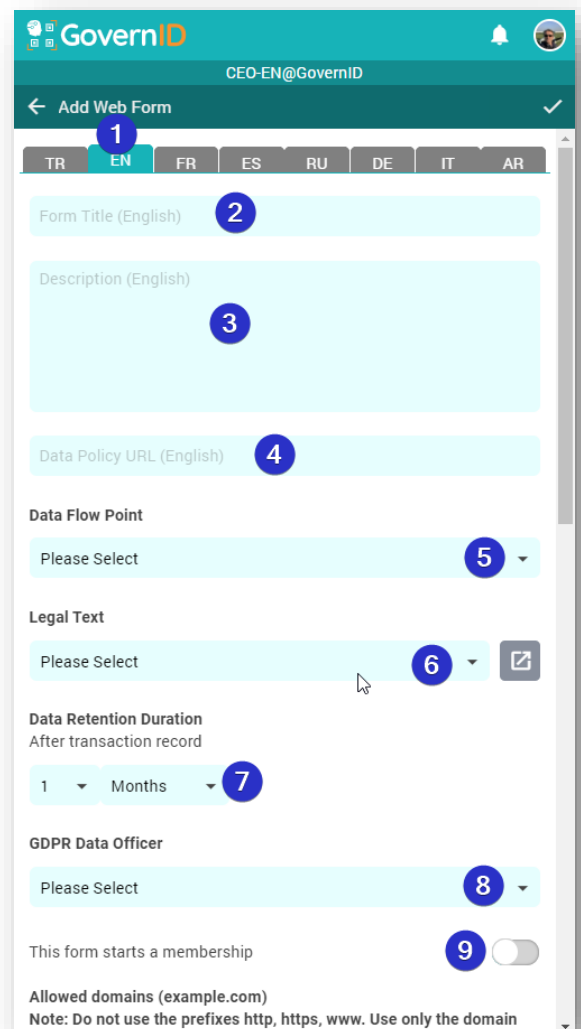
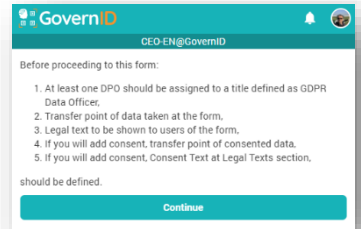
- Click “Legal” (home screen)
 - Click “Disclosure Statements”
 - Click “+” (add new) on the bottom right.
 - Name the text for related languages.
 - Enter the legal text in related languages.
 - Click save (Check mark on top right)
- Step 4: If you will add consent, transfer point of consented data.
 - Same as “Step 2”
 - Step 5: If you will add consent, Consent Text at Legal Text section should be defined.
 - Steps to create a legal text
 - Click “Legal” (home screen)
 - Click “Consent Statements”
 - Click “+” (add new) on the bottom right.
 - Name the text for related languages.
 - Enter the legal text in related languages.
 - Click save (Check mark on top right)

1. Adding “Web Form” connection to GovernID:

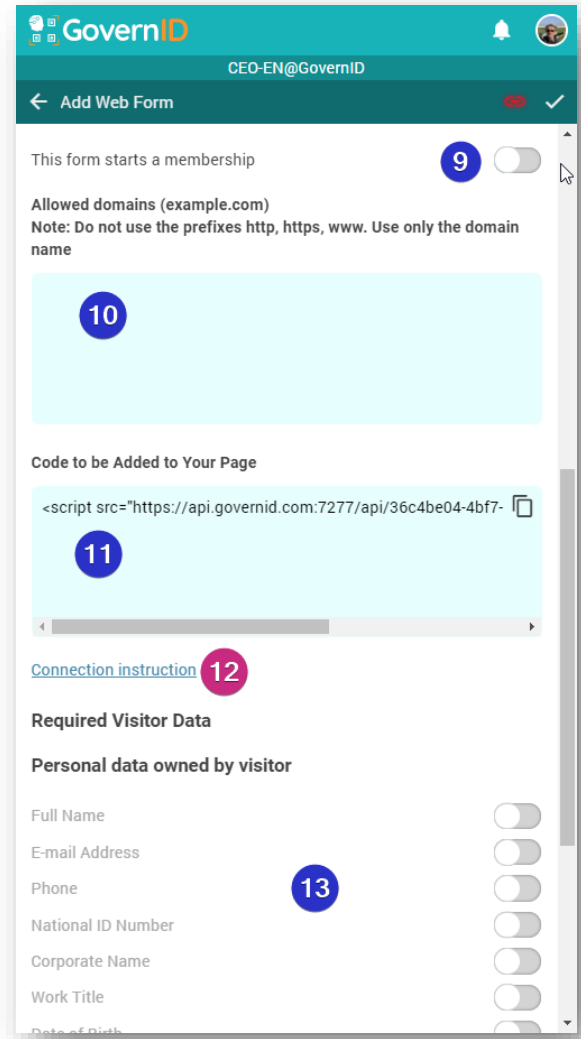
- Step by Step explanation of adding a Web Form connection:

Important: Users who has specific management permissions can perform the task below!

- Step 1: Preparation for mapping data
 - Step 1.1. Adding required info about designated Web Form to be connected:
 - Click “Data Entry & Data Flow Points” (home screen)
 - On the top of the list (Next to organization name), click menu (...).
 - Select “Add Web From”
 - Check the “Before proceeding part” and check if there are any red flags on the list. If there is please check the steps in the prerequisites part.
 - Click “Continue”.
 - Step 1.2. Adding Web Form:
 1. Select the language of form
 2. Add a form title
 3. Enter description and additional information about the form.
 4. If there is a published privacy policy of company, enter here.
 5. Select where data will flow to as this form is filled out.
 6. Select the related legal text, that is already prepared.
 7. Select the retention time of data to be stored in repository
 8. Select the GDPR Data Officer, that is already been assigned.
 9. Select if this form starts a membership or not.



10. The domain information in the link of the form.
11. Script to copy to target web form content. The script will be copied to enable data integration.
12. Mapping process starts with “Connection Instructions”
13. Data fields in the easy selection part. They are disabled in this stage, as soon as the form is connect for mapping, all fields will be enabled.



GovernID CEO-EN@GovernID

← Add Web Form

This form starts a membership 9

Allowed domains (example.com)
Note: Do not use the prefixes http, https, www. Use only the domain name

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Code to be Added to Your Page

```
<script src="https://api.governid.com:7277/api/36c4be04-4bf7-"
```

11

[Connection instruction](#) 12

Required Visitor Data

Personal data owned by visitor

Full Name

E-mail Address

Phone 13

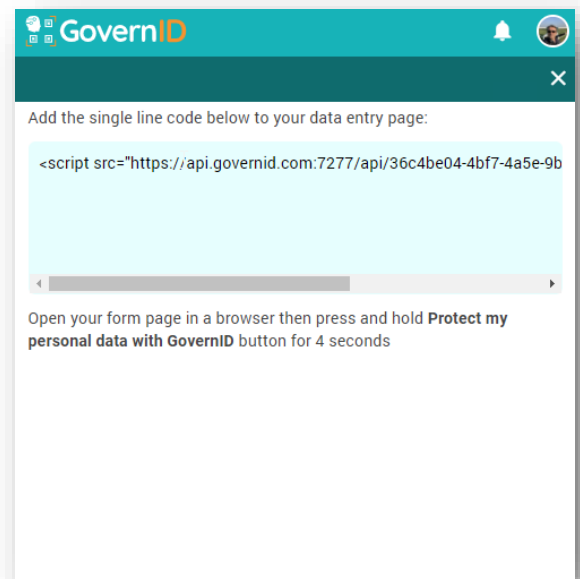
National ID Number

Corporate Name

Work Title

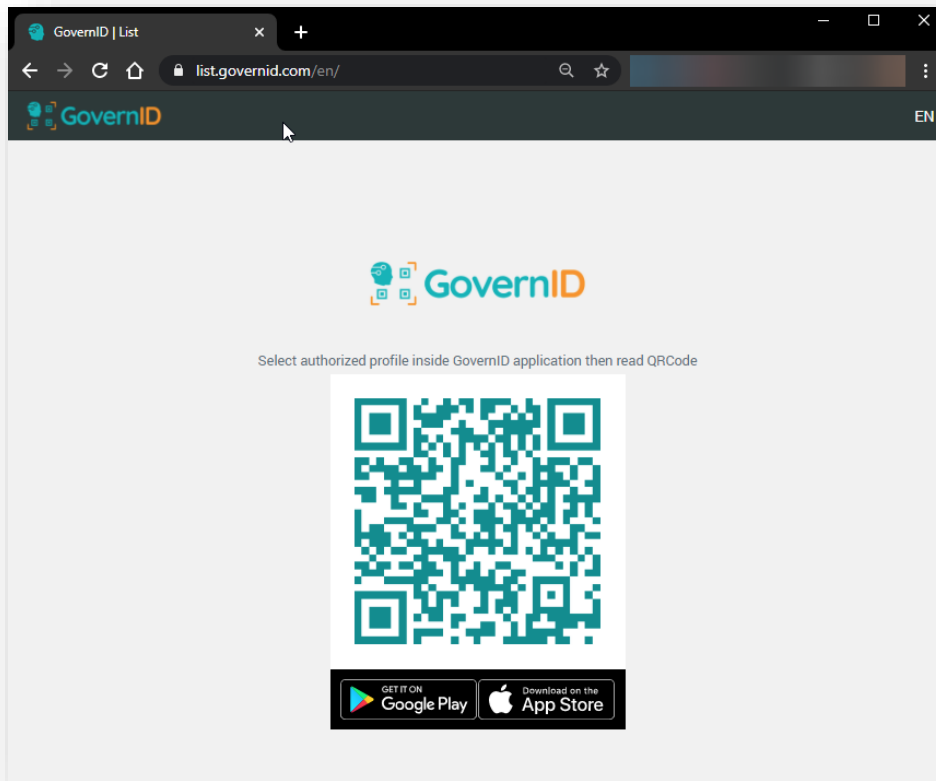
Date of Birth

- Step 2 : Connection Instructions :
 - Step 2.1. Mapping process
 1. Add the script in step 11 in previous page or you can access when you click “Connection instructions” link in previous “Add Web From” part.
 2. Click on Connection Instructions.
 3. Open the web page where you have injected the script.
 4. Follow the instruction on the GovernID page: In the web page click and hold your mouse for 4 seconds in the form area.
 5. On the GovernID setup page, as the connection is established the page will show the elements of the web form and provide necessary identification for mapping the fields.



2. Listing (browsing) the records

- Raw Listing :
 - Go to link <https://list.governid.com/en/>
 - Scan the QR code with your app on your mobile



- Select the desired the data groups to browse.
- API Access :
 - is described in “20210127 GovernID GDPR-KVKK API User Guide 2.2” document in details.

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