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# Information technology — Business Operational View —

## Part 12:
## Privacy protection requirements on information life cycle management (ILCM) and EDI of personal information

*Technologies de l'information — Vue opérationnelle d'affaires*

ICS: 35.240.60

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230 _Project Co-Editors' Note:_

231 _1._ _This DIS ballot document is an update of the draft DIS document, (e.g., sneak peek"), prepared for review_
232 _and comment by SC32/WG1 participating experts and P-members at the Beijing November, 2015 interim_
233 _meeting. As a result, a SC32/WG1 N8046 document was prepared. The SC32/WG1 N8029 "Notes on_
234 _progression of ISO/IEC 15944-12" (prepared by the Project Editors) was also accepted._

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# Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received. {See www.iso.,org/patents)

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword – Supplementary information.

The committee responsible for this document is ISO/IEC JTC1, *Information technology, SC32, Data management and interchange*.

ISO/IEC 15944 consists of the following parts, under the general title *Information technology – Business Operational View*:

⎯ *Part 1: Operational aspects of Open-edi for implementation\*\**

⎯ *Part 2: Registration of scenarios and their components as business objects*

⎯ *Part 4: Business transaction scenarios — Accounting and economic ontology*

⎯ *Part 5: Identification and referencing of requirements of jurisdictional domains as sources of external constraints\*\**

⎯ *Part 6: Technical introduction to e-Business modelling* [Technical Report]

⎯ *Part 7: eBusiness vocabulary\*\**

⎯ *Part 8: Identification of privacy protection requirements as external constraints on business transactions\*\**

⎯ *Part 9: Business transaction traceability framework for commitment exchange*

⎯ *Part 10: IT-enabled coded domains as semantic components in business transactions*

⎯ *Part 12: Privacy protection requirements on information life cycle management (ILCM) and EDI of personal information\**

278 ⎯ *Part 20: Linking business operational view to functional service view*

279 * Indicates standard is under development.  ** Indicates the standard is undergoing review under the "minor
280 revision" process.

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# 281 0  Introduction

## 282 0.1  Purpose and overview

283 Modelling business transactions using scenarios and scenario components includes specifying the applicable
284 constraints on the data content using explicitly stated rules. The ISO/IEC 14662 Open-edi Reference Model
285 identifies two basic classes of constraints, "internal constraints" and "external constraints". External
286 constraints apply to most business transactions.

287 Jurisdictional domains are the primary source of external constraints on business transactions. Privacy
288 protection requirements in turn are a common requirement of most jurisdictional domains, although they may
289 also result from explicit scenario demands from or on the parties involved in a business transaction.
290 (Requirements for secrecy or confidentiality are not addressed in this part of ISO/IEC 15944, unless they are
291 implicitly needed to apply privacy protection requirements to data).

292 This Part of ISO/IEC 15944 describes the added business semantic descriptive techniques needed to support
293 information life cycle management (ILCM) aspects as part of privacy protection requirements when modelling
294 business transactions using the external constraints of jurisdictional domains.  ILCM aspects are central to the
295 ability to ensure that privacy protection requirements are passed on and supported among all the parties to a
296 business transaction using EDI.

297 This standard applies to any organization which receives, creates, process, maintains, communicates, etc.
298 personal information (PI) and, in particular, to those who receive, create, capture, maintain, use, store or
299 dispose of sets of recorded information (SRIs) electronically. This standard applies to private and public sector
300 activities of Persons irrespective of whether such activities are undertaken on a for-profit or not-for-profit basis.

301 This standard is intended for use by those organizations to which privacy protection requirements apply and
302 who therefore need to ensure that the recorded information (electronic records and transactions) in their IT
303 Systems is trustworthy, reliable and recognized as authentic. Typical users of this standard include

304 a)   managers of private and public sector organizations;

305 b)   IT Systems and records/information management system professionals;

306 c)   Privacy protection officers (PPOs) and other personnel in organizations, including those responsible for
307      risk management; and,

308 d)   legal professionals and others within an organization responsible for information law compliance by the
309      organization.

310

**311 0.2 Use of ISO/IEC 14662 "*Open-edi Reference Model*" and Business Operational**
**312 View (BOV) perspective[1]**

**313 0.2.1 ISO/IEC 14662 "*Open-edi Reference Model*"[2]**

314 The ISO/IEC 14662 *Open-edi Reference Model*[3] states the conceptual architecture necessary for carrying out
315 electronic business transactions among autonomous parties. That architecture identifies and describes the
316 need to have two separate and related views of the business transaction.

317 The first is the Business Operational View (BOV). The second is the Functional Service View (FSV). Figure 1
318 from ISO/IEC 14662 illustrates the Open-edi environment. {For definitions of the terms used in Figure 1,
319 please see Clause 3 below}

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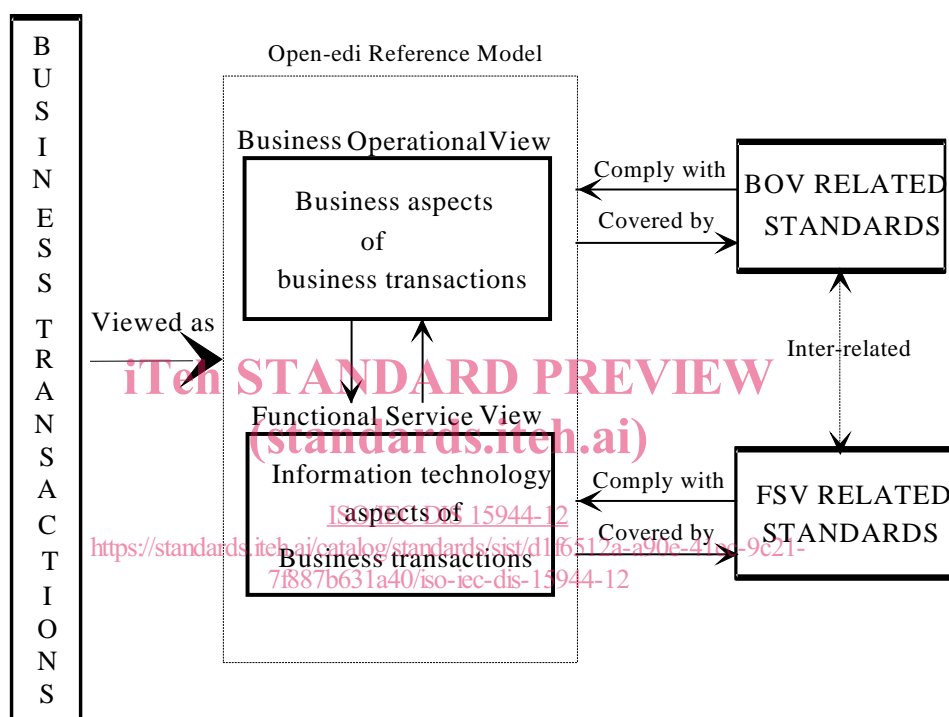


321                          **Figure 1 —    Open-edi environment – Open-edi Reference Model**

322 This Part of ISO/IEC 15944 focuses on addressing commonly definable aspects of external constraints that relate to
323 information life cycle management (ILCM) in a privacy and data protection[4] context when the source is a
324 jurisdictional domain. A useful characteristic of external constraints is that, at the sectoral level, national and international

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[1] While "public administration" is one of the three distinct sub-types of Person, most of the rules in this Part applicable to
"organization" also apply to "public administration". In addition, an unincorporated seller is also deemed to function as an
"organization". Consequently, the use of "organization" throughout this part of ISO/IEC 15944 also covers "public
administration". Where it is necessary to bring forward specific rules, constraints, properties, etc., which apply specifically
to "public administration", this is stated explicitly.

[2] The ISO/IEC 14462 *Open-edi Reference Model* serves as the basis of the 2000 Memorandum of Understanding (MOU)
among ISO, IEC, ITU and the UN/ECE concerning [harmonization of]standardization in the field of electronic business.
{See http://www.itu.int//ITU-T/e-business/files/mou.pdf }

[3] ISO/IEC 14662 (3rd ed. E/F) *"Information technology — Open-edi Reference Model/Technologies de l'information —
Modèle de référence EDI-ouver*t" is an ISO freely available standard.

[4] "Privacy protection" is the common set of world-wide requirements. In the European Union, "data protection" is the
equivalent concept used mainly (due to historical reasons).

325 levels, etc., focal points and recognized authorities often already exist. The rules and common business practices in many
326 sectoral areas are already known. Use of this Part of ISO/IEC 15944 (and related standards) addresses the transformation
327 of these external constraints (business rules) into specified, registered, and re-useable scenarios and scenario
328 components.
329

330 **0.2.2    ISO/IEC 15944-1 "Business Agreement Semantic Descriptive Techniques" ("Business**
331 **Operational View (BOV"))**

332 ISO/IEC 15944-1 states the requirements of the BOV aspects of Open-edi in support of electronic business
333 transactions. They shall be taken into account in the development of business semantic descriptive
334 techniques for modelling e-business transactions and components thereof as re-useable business objects.
335 They include:

336 •    commercial frameworks and associated requirements;

337 •    legal frameworks and associated requirements;

338 •    public policy requirements particularly those of a generic nature such as consumer protection, privacy,
339      accommodation of handicapped/disabled;

340 •    requirements arising from the need to support cultural adaptability. This includes meeting localization and
341      multilingual requirements, (e.g., as may be required by a particular jurisdictional domain or desired to
342      provide a good, service and/or right in a particular market). Here one needs the ability to distinguish, the
343      specification of scenarios, scenario components, and their semantics, in the context of making
344      commitments, between:

345      a)    the use of unique, unambiguous and linguistically neutral identifiers (often as composite identifiers) at
346            the information technology (IT) interface level among the IT systems of participation parties on the
347            one hand; and, on the other,

348      b)    their multiple human interface equivalent (HIE) expressions in a presentation form appropriate to the
349            Persons involved in the making of the resulting commitments.

350 Figure 2 shows an integrated view of these business operational requirements. It is based on Figure 3 from
351 ISO/IEC 15944-1. Since the <u>focus of Part 12 of ISO/IEC 15944 is that of external constraints</u> for which
352 jurisdictional domains are the primary source, these primary sources have been shaded in Figure 2 below).
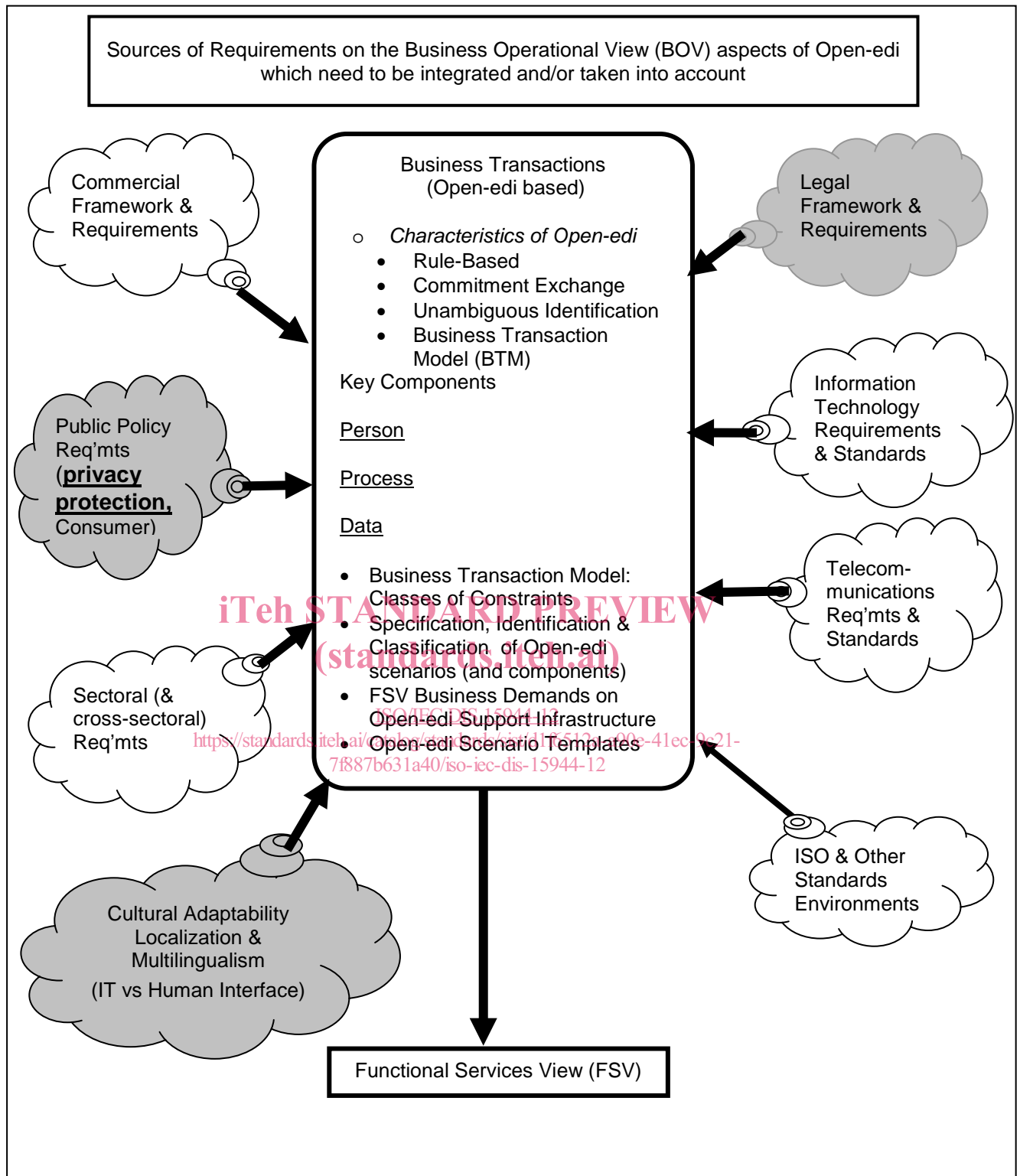
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354 **Figure 2 — Integrated view - Business operational requirements: External constraints focus**