

FUNCTIONAL REQUIREMENTS FOR DEVELOPED METHOD

ID	Phase	Description
F_R1	<i>Pre-work</i>	<p>The method shall include definitions of roles that are responsible for managing personal data deletion procedures.</p> <p>Motive: To organization be able process personal data deletion requests without delay and respecting personal data protection laws.</p>
F_R2	<i>Pre-work</i>	<p>The method shall include criteria and techniques for identifying personal data.</p> <p>Motive: To organization be able process personal data deletion requests effectively and reduce risks of undeleting not necessary data.</p>
F_R3	<i>Pre-work</i>	<p>The method shall include recommendations for reviews and audits of business applications, including guidance on data localization and mapping to identify where data is stored across applications.</p> <p>Motive: To organization be able process data subjects' requests for data deletion and to ensure the removal of their data from all applications operated by the organization.</p>
F_R4	<i>Process</i>	<p>The method shall include designed process flow where responsible, accountable, consulted, and informed (RACI) are assigned.</p> <p>Motive: To prevent unprocessed personal data deletion requests and reduce the risk of non-compliance with data privacy regulations.</p>
F_R5	<i>Process</i>	<p>The method shall include a process model for deleting personal data in business applications.</p> <p>Motive: To organization be able effectively manage personal data deletion procedures and reduce the risk of non-compliance with data privacy regulations and other risks related to data retention in organizations.</p>

F_R6	<i>Process</i>	<p>The process model shall be designed with starting activity that separates into two flows: 1) processing data subject request; 2) request for mass deletion.</p> <p>Motive: To organization be able effectively manage both activities.</p>
F_R7	<i>Process</i>	<p>The process model shall include activity to validate requester's identity is request legitimate.</p> <p>Motive: To reduce the risk of processing data for data subjects who have not legitimately requested such actions, and to ensure compliance with data protection regulations.</p>
F_R8	<i>Process</i>	<p>The process model shall include activity to validate if organization in any business application has stored data subjects' personal data than can be deleted.</p> <p>Motive: To delete personal data accurately and to reduce the risk to delete data that must be retain for legal or compliance purposes.</p>
F_R9	<i>Process</i>	<p>The process model shall include activity that register the validated data subject request for data deletion. Registered information shall include ID of data subject, personal data types that are requested to be deleted, date when request received, due date when request must be processed.</p> <p>Motive: To delete personal data accurately and to reduce the risk to delete data that must be retain for legal or compliance purposes.</p>
F_R11	<i>Process</i>	<p>The process model should include activity to notify responsible roles if the due date is approaching.</p> <p>Motive: To delete data in timely manner, prevent unprocessed personal data deletion requests, fulfill requirement F_R11 and reduce the risk of non-compliance with data privacy regulations.</p>
F_R12	<i>Process</i>	<p>The method shall ensure if data request is valid then data deletion should be processed within one month. If it is not</p>

		<p>possible, then should inform data subject when deletion will be executed.</p> <p>Motive: To comply with legal timelines for processing data subject requests and maintain transparency with data subjects.</p>
F_R13	<i>Process</i>	<p>The process model shall include activities that executes deletion operations.</p> <p>Motive: To systematically remove unnecessary personal data, ensuring data minimization and compliance with data protection laws.</p>
F_R14	<i>Post-deletion</i>	<p>The method shall provide solution that logs confirmation after personal data deletion.</p> <p>Motive: To create an audit trail for accountability and verification of compliance with data deletion requests.</p>
F_R15	<i>Post-deletion</i>	<p>The method shall provide solution when deletion is executed data subjects are informed that data has been deleted.</p> <p>Motive: To foster trust between the data subject and the organization, and to ensure compliance with data privacy regulations.</p>

NON-FUNCTIONAL REQUIREMENTS FOR DEVELOPED METHOD

ID	Description
N_F1	The method should adapt different volumes of personal data deletion requests, from single data subjects' requests to mass deletions across multiple applications, ensuring operational efficiency regardless of request volume.
N_F2	The method should provide transparent processes to be compliant with privacy regulations and could informed data subject about statuses to be loyal organization and be compliant with data privacy regulations.
N_F3	The method shall ensure data deletion in timely manner to be compliant with privacy regulations.
N_F4	The method should be developed considering security and data privacy policies and ensure that personal data is handled and deleted securely to prevent unauthorized access, breaches, or data leaks during the deletion process.
N_F5	The method must adhere to GDPR and other relevant data privacy laws.
N_F6	The method should be user-friendly, allowing easy navigation, understanding, and execution by stakeholders with varying levels of technical expertise.