Information Requirement List

Upon engagement, we will require:

Organizational Information:

1. Organizational structure and governance model
2. List of all business units, departments, and functions
3. Strategic business objectives and digital transformation roadmap
4. Current compliance status and existing certifications
5. Previous audit reports and findings
6. Incident history (data breaches, privacy complaints)

Data and Systems:

7. Complete system and application inventory
8. Network architecture diagrams
9. Data flow diagrams (if available)
10. Cloud service provider agreements
11. Integration and API documentation
12. Data backup and disaster recovery documentation

Legal and Compliance:

13. Existing policies and procedures
14. Contracts with data processors and third parties
15. Data processing agreements (DPAs)
16. Consent forms and privacy notices currently in use
17. Records of processing activities (if maintained)
18. Legal entity structure and international footprint

HR and Training:

19. Employee headcount by department
20. Current training programs and materials
21. Role descriptions for data handling positions
22. Existing access control and privilege matrices

Property Management Specific:

23. Property portfolio details (locations, types, capacity)
24. Tenant management processes and systems
25. Customer journey maps and touchpoints
26. Marketing and sales platforms in use
27. Facilities management and IoT/smart building systems
28. Third-party property services (security, maintenance, cleaning)

Master List of Documents (Final Deliverable Set)

Category 1: Governance and Strategy (5 documents)

1. DCPP Program Charter and Roadmap
2. Privacy Governance Framework
3. Data Protection Committee Charter and Terms of Reference
4. Roles and Responsibilities Matrix (RACI)
5. Stakeholder Communication and Engagement Plan

Category 2: Assessment and Analysis (4 documents) 6. Current State Assessment Report (with real estate context) 7. Data Inventory and Mapping Report 8. Data Flow Diagrams (As-Is) - Manual and Technology Setup 9. Risk Register and Impact Assessment Summary

Category 3: Data Classification (7 documents) 10. Data Classification Policy (executive-level) 11. Data Classification Standard and Procedure (operational-level) 12. Data Classification Framework Document (detailed model) 13. Data Handling and Labelling Guidelines 14. Metadata Schema and Retention Mapping Matrix 15. Department-wise Data Classification Matrix 16. Tool Enablement Guide (Microsoft Purview/MIP Configuration)

Category 4: Privacy Protection (12 documents) 17. Data Privacy Policy 18. Data Privacy Procedure (operational implementation) 19. Privacy by Design and Default Guideline 20. Data Protection Impact Assessment (DPIA) Template 21. DPIA Procedure and Methodology Guide 22. Record of Processing Activities (RoPA) Template 23. RoPA Registry (populated with initial activities) 24. Data Subject Rights Procedure (DSAR) 25. Consent Management Framework and Procedure 26. Data Transfer and Cross-Border Policy 27. Privacy Breach Notification and Incident Response Procedure 28. Privacy Incident Response Plan and Playbooks

Category 5: Data Retention and Disposal (4 documents) 29. Data Retention and Archiving Policy 30. Retention Schedule Matrix by Data Type and Regulation 31. Secure Deletion and Disposal Procedure 32. Data Retention Exception Request Form Template

Category 6: Third-Party Management (5 documents) 33. Third-Party Data Protection Risk Assessment Policy 34. Vendor Privacy Compliance Assessment Template 35. Vendor Due Diligence Checklist (QCB/NIA/ISO 27701 aligned) 36. Standard Contractual Clauses and DPA Templates 37. Third-Party Risk Register and Monitoring Framework

Category 7: Training and Awareness (6 documents) 38. DCPP Awareness and Training Strategy Plan 39. Training Needs Analysis and Role-Based Training Matrix 40. General Employee Training Module (presentation and e-learning) 41. Specialized Training Content (IT, HR, Legal, DPO, Management) 42. Training Effectiveness Assessment Template 43. Workshop Reports and Attendance Records

Category 8: Monitoring and Improvement (7 documents) 44. DCPP Key Performance Indicators (KPI) Framework 45. Privacy Compliance Dashboard Template (with metrics) 46. Data Protection Internal Audit Plan 47. Internal Audit Checklist and Testing Procedures 48. Continuous Improvement Plan (CAP) Template 49. Periodic Compliance Review Checklist (quarterly/annual) 50. Management Review Meeting Minutes Template and Action Tracker

Category 9: Templates and Forms (15 documents) 51. Data Inventory Collection Template 52. Data Classification Assessment Form 53. DPIA Template (full version) 54. DPIA Screening Checklist 55. RoPA Entry Template 56. Data Subject Access Request (DSAR) Form 57. Data Subject Rights Response Letter Templates 58. Consent Capture Form Template 59. Consent Withdrawal Form 60. Data Transfer Risk Assessment Template 61. Cross-Border Transfer Approval Form 62. Privacy Incident Reporting Form 63. Incident Investigation Report Template 64. Vendor Privacy Assessment Questionnaire 65. Exception Request and Approval Form

Category 10: Final Delivery (5 documents) 66. Comprehensive DCPP Manual (consolidated policies, procedures, templates) 67. Implementation Roadmap and Project Plan (detailed) 68. Knowledge Transfer Report and Session Materials 69. Final Project Implementation Report 70. Audit Evidence Binder / Artifacts Index (organized for auditor access)