**3Consulting Audit Application**

**Overview:**

The 3Consulting Audit Application is a web-based tool developed to facilitate data privacy audits. It guides users through categorized questions, allows secure file uploads, and generates a professional, detailed audit report in word document format. The application ensures compliance with the Nigeria Data Protection Act (NDPA) and supports administrative oversight by notifying the compliance team after each submission.

**Functional Requirements**

**1. User Authentication**

* Users must log in using:
  + **Email address**
  + **Company name**

**2. Question Flow**

* Questions are organized into categories (e.g., Governance, Awareness, Data Processing, etc.)
* Each category begins with a short introduction
* One question displayed per page
* Navigation via **Next** and **Back** buttons
* Users cannot proceed without answering
* File upload functionality available where required
* Each question includes an **optional comment field**

**3. UI/UX Design**

* Visually appealing, branded design
* Fully responsive (mobile + desktop)
* Progress bar to show user progress
* Clear, simple navigation
* Use dark orange, light orange and beige as the colour

**4. Submission & Report Generation**

Upon submission:

* User responses are compiled into an Excel file
* Pie and bar charts are generated
* A **detailed Data Privacy Audit Report** is generated in word document format, modeled exactly after the *EASYPAY NDPA Data Audit Report*:
  + Executive Summary
  + Audit Scope and Descriptions
  + Assurance Ratings
  + Individual category analyses (e.g., Governance, Training, Capturing, etc.)
  + Pie charts per category
  + Areas for Improvement and Corrective Actions
  + Summary Charts
  + Disclaimer
* The report is stored securely and accessible by the admin
* A **notification email** is sent using **EmailJS** to:
  + **Recipient:** odada@3consult-ng.com
  + **Subject:** New Audit Submission from [Company Name]
  + **Body:** Includes the email and company name used during login
  + **Note:** No attachments are sent; the report is accessible from the admin portal

**Sample Questions**

**Category: Accountability and Governance**

1. Is your top-management aware of the Nigeria Data Protection Act (NDPA) and the potential implications on your organization?
   * Options: Yes, Partially, No
2. Have you implemented any information security standard in your organization before? If YES, specify.
   * Options: Yes, Partially, No
3. Do you have a documented data breach incident management procedure?
   * Options: Yes, Partially, No
4. Do you collect and process personal information through digital mediums?
   * Options: Yes, Partially, No
5. Have you organized any NDPA awareness seminar for your members of staff or suppliers?
   * Options: Yes, Partially, No
6. Have you conducted a detailed audit of your privacy and data protection practices?
   * Options: Yes, Partially, No

**Category: Management Oversight**  
7. Have you implemented any information security standard in your organisation before? If YES, specify.

* Options: Yes - ISO 27001, Yes - Other Standard, No, In Progress

**Category: Security Standards**  
8. Do you have a documented data breach incident management procedure?

* Options: Yes, No, In Development

**Category: Incident Management**  
9. Do you collect and process personal information through digital mediums?

* Options: Yes, No, Partially

**Category: Data Collection**  
10. Do you collect and process personal information through digital mediums?  
- Options: Yes, Partially, No

**Technical Requirements**

**1. Backend**

* **Language:** Python
* **Framework:** Django (or Flask)
* **Libraries:**
  + pandas (Excel generation)
  + matplotlib or plotly (for chart generation)
  + openpyxl (Excel formatting)
  + reportlab or weasyprint (PDF report generation)
  + **EmailJS** (email delivery service)

**2. Frontend**

* HTML/CSS: Bootstrap or Tailwind CSS
* JavaScript: Client-side logic and EmailJS integration

**3. Database**

* PostgreSQL or SQLite
* Key tables:
  + **Users:** email, company name, login timestamp
  + **Questions:** category, text, type, upload\_required
  + **Responses:** user\_id, question\_id, answer, file\_path

**Application Flow**

1. **Login Page:**
   * Inputs: Email, Company Name
   * Action: Authentication and session start
2. **Category Introduction Page:**
   * Shows introductory text for each category
   * Button to begin category questions
3. **Question Page:**
   * Displays one question at a time
   * “Next” button to proceed, “Back” to revisit
   * Answer must be selected before proceeding
   * Optional comment field and file upload if required
4. **Submission & Reporting:**
   * Excel file is generated from responses
   * Pie and bar charts are created
   * A detailed **Data Privacy Audit Report** is generated
   * A notification email is sent to **odada@3consult-ng.com**:
     + Includes: user's email and company name
     + Purpose: to notify admin that a new audit report has been generated
     + Odada can log in to review the generated report

**Security Considerations**

* Sanitize all user input
* Restrict file types and sizes
* Secure API keys and EmailJS credentials
* HTTPS for secure communication

### Naming Convention:

* **Application name:** 3Consulting Audit Application

**Deployment**

* Hosting: VPS or cloud server (Heroku, DigitalOcean, etc.)
* Domain: audit.3consult-ng.com

**Maintainer Contact**

* **Name:** 3Consulting Dev Team
* **Email:** odada@3consult-ng.com