**ITWorks - Organizational and Legislative Requirements, Standards and Procedures for IT Projects**

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1. **Organizational and Legislative Requirements** 
   1. **Collection and Storage of Data**
2. processed lawfully, fairly and in a transparent manner in relation to individuals/organizations;
3. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
4. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
5. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
6. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the CIO in order to safeguard the rights and freedoms of individuals; and
7. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”
   1. **Privacy Policy**

The privacy policy describes how customer personal and other information is collected and handled and is modeled by this Organization when working on IT related projects. These policies are based on the recommendations made by the Australian Computer Society (<https://www.acs.org.au/privacy-policy.html>)

The policy will cover the following areas

1. The types of Information the Organization Collects and Holds
2. How this information is collected
3. How this information is distributes/disseminated to third parties (cross-border disclosure of information)
4. How personal data is de-identified
5. **Organizational Standards and Procedures**

Standards cover both Technical and Reporting Standards

**2.1 Technical Standards**

Coding, Modeling and Enterprise System Development Methodology and Standards

**2.1.1 Coding Standards (for Java, C#.NET and Python)**

**2.1.1.2 – Java SE and EE Standards**: refer to (<https://wiki.sei.cmu.edu/confluence/display/java/Java+Coding+Guidelines/>)

**2.1.1.3 – C#.NET Standards:** refer to (<https://www.dofactory.com/csharp-coding-standards>)

**2.1.1.4 – Python Standards:** refer to (<https://docs.ckan.org/en/2.9/contributing/python.html>)

**2.1.2 – Project/System Development Methodologies and Standards**

For online business applications the preferred development methodology is Agile (<https://agilemanifesto.org/>)

The Agile Development Standards can be found here: <http://agilemodeling.com/practices.htm>

**2.1.3 – Modelling Tools and Notation**

**2.1.3.1 –** Modeling tool is Star UML version 3 or 5

**2.1.3.2 –** Modeling Notation is UML version 2.5 Standard:

refer to <https://www.omg.org/spec/UML/>

**2.1.4 – Pre-Release Testing**

Implement alpha and beta testing strategies to ensure application works according to specifications

**2.1.5 – Reusing Existing Assets**

Use available assets (libraries and other APIs) as the first option when reusing components across different projects. This strategy will ensure faster delivery times and lessen costs as assets have already being reviewed and tested.

Every pre-release version of the application (hardware and software) will be distributed to the Companies group of beta testers for validation before release.

All errors/bugs identified by this process are all fixed and re-tested by the beta testing teams

Every released version of the application will have a unique identifier that includes the day\_month\_\_year\_ auto increment number (Example: 21\_03\_2022\_1)

Software Quality Assurance benchmarks/formulae for measuring errors is the application of the MTTF (Mean Time to Failure) and MTBF (Mean Time Between Failure), EKLOC (Errors per Kilo Lines of Code) and FPE (Functional Point Errors)

**2.2 Documentation Procedures and Standards**

All documentation should be recorded and formatted using MS Word and if circulated to other Stakeholders should be in PDF format. Every document must have a version number, date, and author. Any changes to documents must be undergo a formal change/version control process and a new version number generated.

ITWorks documentation standards could be found here:

**3. Security Policies and Standards**

**3.1 - Policies**

1. The ITWorks shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
2. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
3. When personal data is deleted this should be done safely such that the data is irrecoverable.
4. Appropriate back-up and disaster recovery solutions shall be in place.

**3.2 – Standards**

Proper Authentication and Authorization standards are applied when building applications that require security. Recommended framework that supports the organization standard would be the **OWASP** Application Security Verification Standard. Refer to document: <https://owasp.org/www-project-application-security-verification-standard>

**3.3 – Breaches**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, ITWorks shall promptly assess the risk to people’s rights and freedoms and if appropriate report this.