**Software Requirements Document**

# Introduction

## Purpose

This document details the specifications for a workflow system designed specifically for Atarimae Talent Agency, ensuring compliance with Australian regulations governing data protection, privacy, and digital communication.

## Scope

The system offers a responsive design suitable for both mobile and desktop devices, facilitating efficient management of agency operations, with hosting provided by HostHatch.

## Definitions and Acronyms

SRD: Software Requirements Document

API: Application Programming Interface

APPs: Australian Privacy Principles

# Overall Description

## Product Perspective

This solution integrates with Google Drive and Calendars to enhance functionality, featuring a custom internal task management board similar to Trello, developed to comply with Australian legal standards.

## User Needs

Employees require a secure, intuitive system that complies with legal requirements while enhancing operational efficiency.

## Assumptions and Dependencies

The system relies on stable server performance with minimal downtime.

Legal compliance is assumed to be based on current Australian laws and standards.

# System Features

## Functional Requirements

1. Job Estimating

Description: Create, save, and access detailed job estimates.

Priority: High

Acceptance Criteria: Capability to handle sensitive data in compliance with Australian Privacy Principles.

1. Job Tracking

Description: Monitor progress of agency tasks.

Priority: High

Acceptance Criteria: Accurate, real-time updates, adhering to data security regulations.

1. Email Automation

Description: Automated email notifications for job updates.

Priority: Medium

Acceptance Criteria: Compliance with the Spam Act 2003, ensuring consent for communications.

1. Integration with Google Drive and Calendars

Description: Efficient document and schedule management.

Priority: High

Acceptance Criteria: Secure data handling as per the Privacy Act 1988.

5 Internal Task Management Boards

Description: Visual task management using an internal board.

Priority: High

Acceptance Criteria: Ease of use with secure data processing capabilities.

**User Interfaces**

* Responsive design for multiple devices, adhering to accessibility standards.

**Hardware/Software Interfaces**

* Hosted on HostHatch servers, with data security measures in place.

# External Interface Requirements

Software Interfaces

Google APIs used under conditions compliant with Australian data protection laws.

# Non-Functional Requirements

Security Requirements

Compliance with the Australian Privacy Principles and the Privacy Act 1988.

Secure user authentication and data encryption methods.

# Data Management

Data Requirements

Handling of personal and sensitive information in accordance with Australian laws.

Data Retention

Data retention policies that meet or exceed legal requirements.

# System Constraints

Regulatory Policies

Full compliance with Australian laws, including the Privacy Act, Spam Act, and applicable employment laws.

Technological Constraints

Dependency on third-party services that comply with Australian standards.