



# USER GUIDE

v.1.1



May 2019

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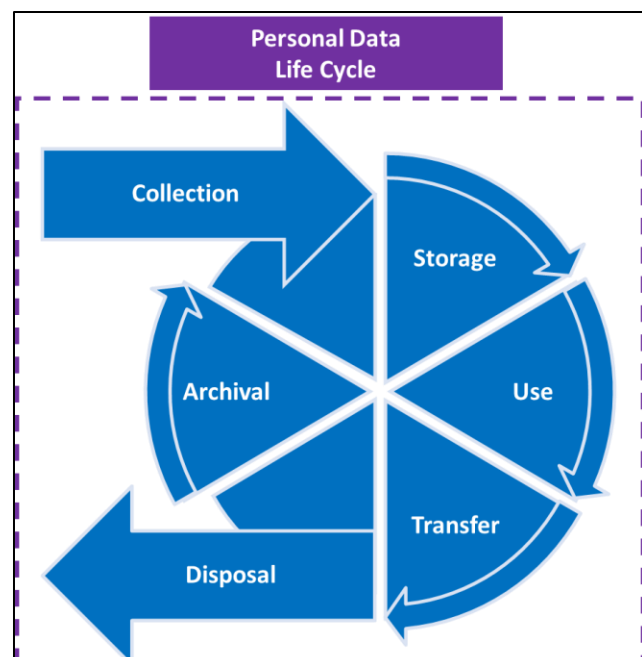
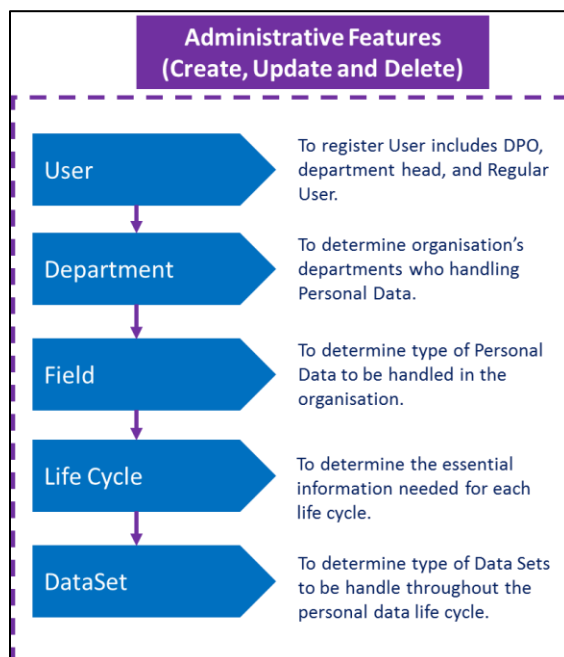
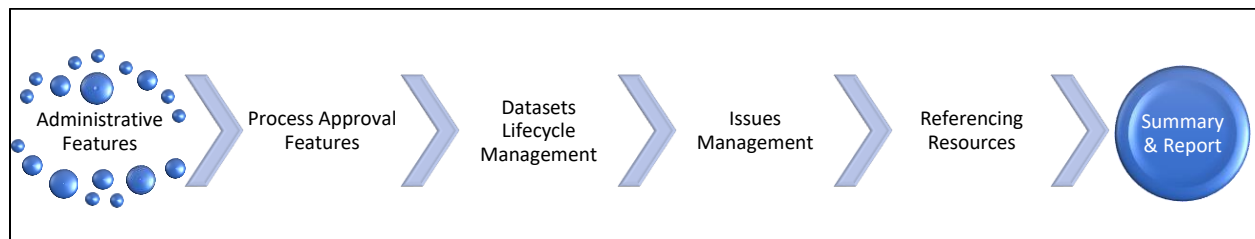
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## Introduction

Welcome to **DocuKit Data Protection Application**, which is to help organization's Data Protection Officer (DPO) to have a comprehensive overview of all personal data flows across their organization, in mapping and managing how personal data is being collected, stored, accessed, used, updated, disclosed, archived and disposed within the organization and across all data touchpoints, as well as a classification of the data to manage user access, with the aim to better control and meet their PDPA requirements. It allows organizations

- To create multiple User types that would have different record creation and approval rights
- Create multiple standardized fields to track type of information collected and to rate the sensitivity each field. DPO can download this information to rank the sensitivity of each record kept.
- Create and track PDPA records by functional Departments
- Update and keep track of issues identified
- Dashboard summary of records

A workflow summary would be as follows:



## TERMINOLOGIES AND DEFINITIONS

Below list of terminologies used in the tools, and their definition & descriptions

	Name	Description	Where will you see them?
1	Field	<p>“Field” is the place for DPO to define type of the personal data to be collected and handled throughout the data lifecycle. E.g., Name, contact information, email address, etc.</p> <p>Each field can be tagged with its own sensitivity, do the DPO can aware for the personal data to be collected according to the purpose, and justify the needs of handling such data.</p> <p>In this tool, there are pre-defined list of fields which DPO can add / modify / delete based on the organization needs</p>	“Administration” → “Field”
2	Data Sets Header	<p>“Data Sets Header” is the place for DPO to determine the essential information needed throughout each data lifecycle stage. E.g., Who is the owner of the data set collected, how was the dataset collected etc.</p> <p>Companies can create their own headers and additional fields as required and create their own headers.</p> <p>When exporting the data, each field has been set here will become the column of information.</p>	“Administration” → “Data Sets Header”
3	Data Sets	<p>“Data Sets” at the administration features provide DPO to create dataset templates, that would be regularly used by the company (E.g., Marketing Leads, HR staff record etc.)</p> <p>Each of this template will have a list of fields / type of personal data to be handled from collection until disposal.</p>	“Administration” → “Data Sets”
4	Data Sets Lifecycle	<p>“Data Sets” from the main features tab, which is providing DPO and users to management datasets throughout the whole lifecycle. This management feature has 6 data life cycle stages, and addition function for issues management.</p> <p>Here, users will define the organization processes on how personal data / datasets to be collected, stored, used, transferred, archived, and disposed. DPO can manage the datasets further via review, raise issues, tracking issues, approval for established process, etc.</p>	“Data Sets” tab

## SYSTEM INSTALLATION

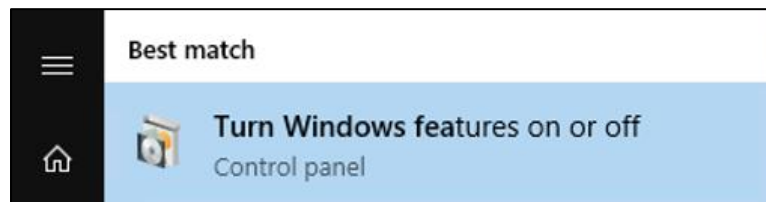
The following are the pre-requisites in installing the Docukit Data Protection Application:

- Operating System: Windows Server 2016, Windows 10, Windows 7
- Web Server: IIS
- Microsoft Visual C++ 2015 Redistributable (x64) – 14.0 [vc\_redist.x64.exe]
- .Net Core Windows Hosting [DotNetCore.2.0.5-WindowsHosting.exe]
- MySQL [mysql-installer-web-community-8.0.13.0.exe]

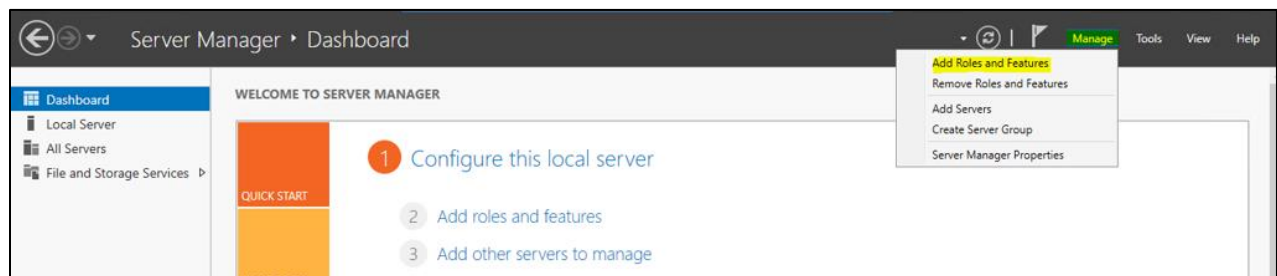
The Docukit DP App installer handles the pre-requisites such as .Net Core and MySQL. IIS Setup is already built-in in Windows feature. To setup IIS, follow instruction below:

### Setup IIS

1. Search and open **Turn Windows features on or off**

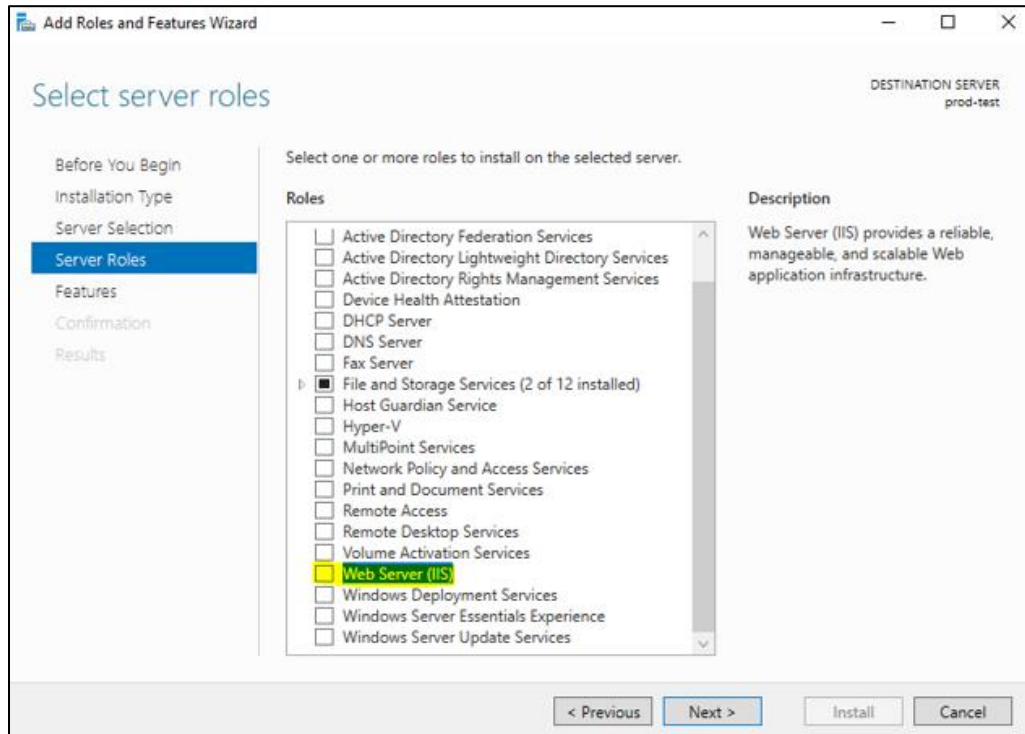


2. On the Upper Right corner, click **Manage > Add Roles and Features**

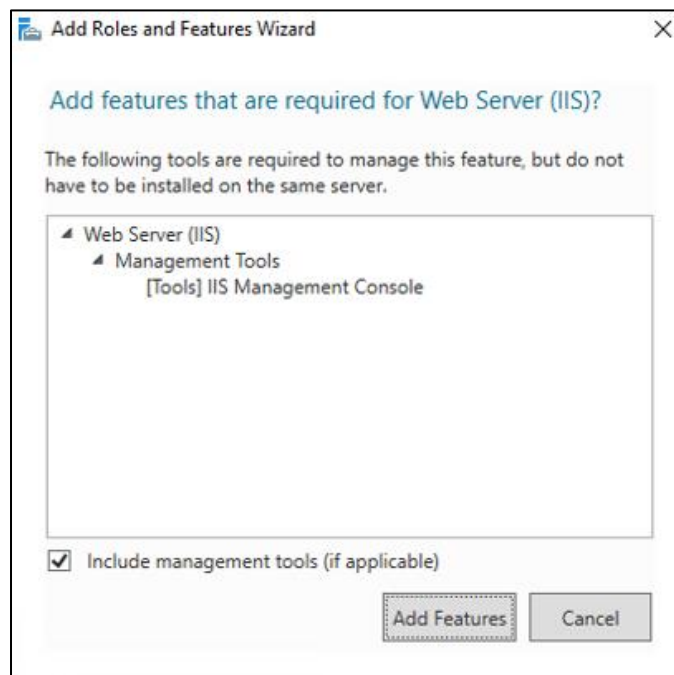


## SYSTEM INSTALLATION

### 3. On **Before you Begin to Server Roles**, Click **Next**

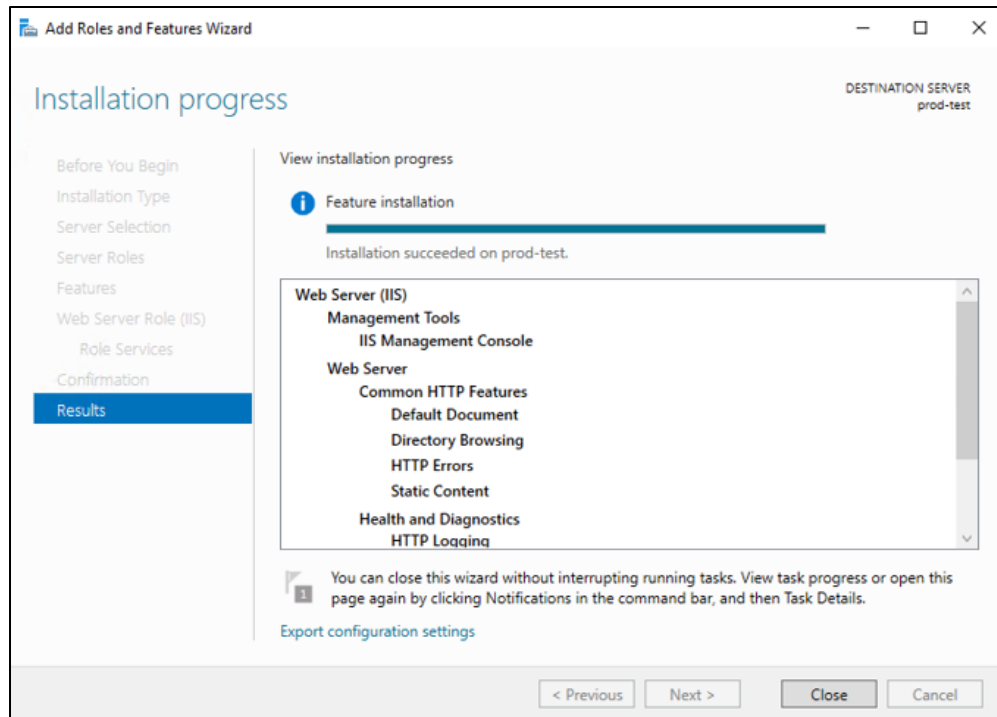


### 4. Select **Web Server (IIS)** > Check **Include management tools (if applicable)** > Click **Add Features**

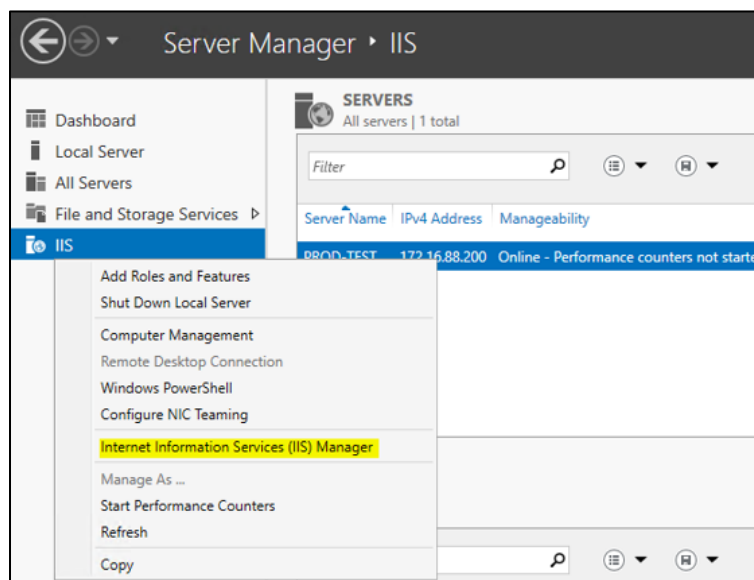


## SYSTEM INSTALLATION

5. On **Features to Role Services**, Click Next
6. **Confirmation**, Click **Install**
7. **Result**, Click **Close**



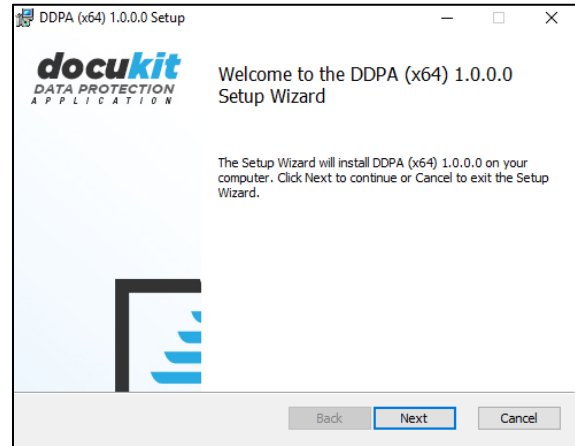
8. Open IIS Manager, **IIS** > Right Click on **[Server Name]** > Click **Internet Information Services (IIS) Manager**



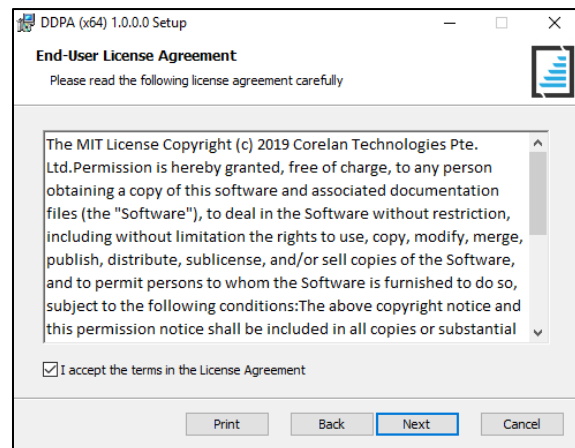
## SYSTEM INSTALLATION

### Docukit DP App Installation:

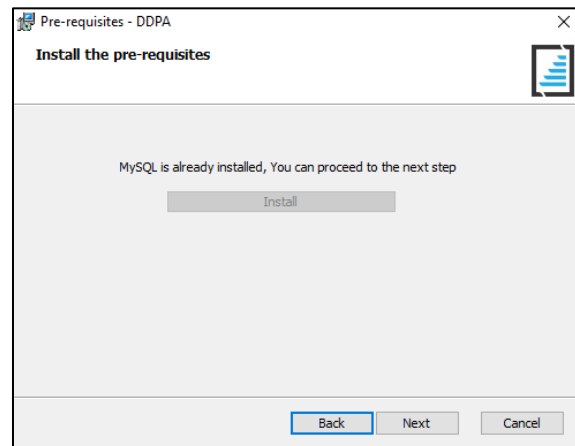
1. Copy **DDPA Setup.exe** anywhere in your desktop/laptop.
2. Double Click on **DDPA Setup.msi**
3. Home > Click **Next**



4. Accept License, then click **Next**



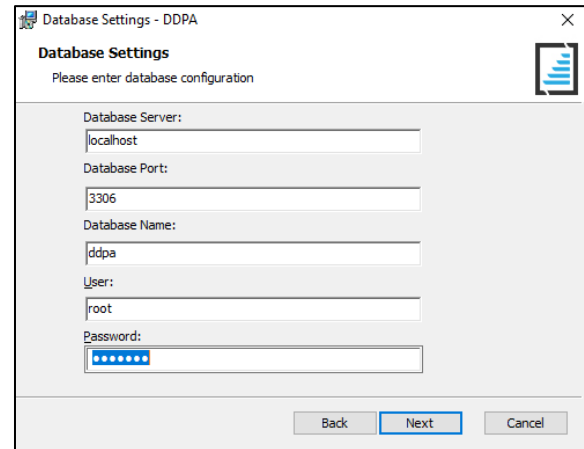
5. Installer will detect if prerequisites are already installed, click **Next** for prerequisites configuration.



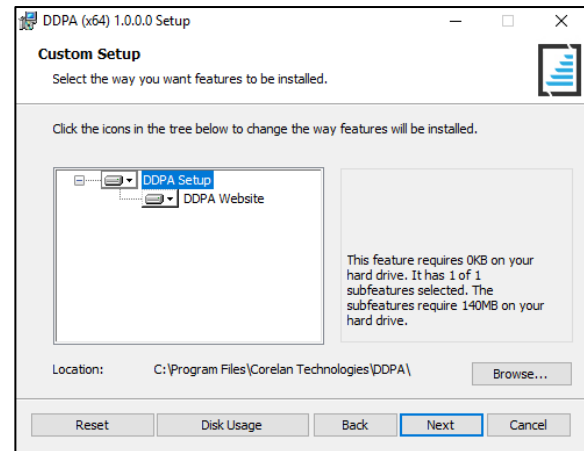


## SYSTEM INSTALLATION

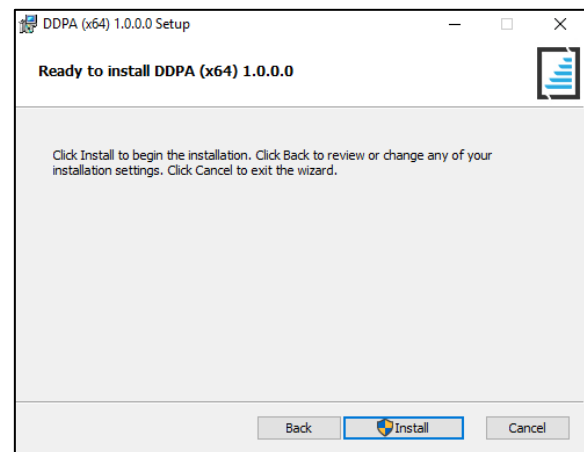
6. Input password used on your database.  
Then click **Next**.



7. On Custom Setup, Click **Next**.

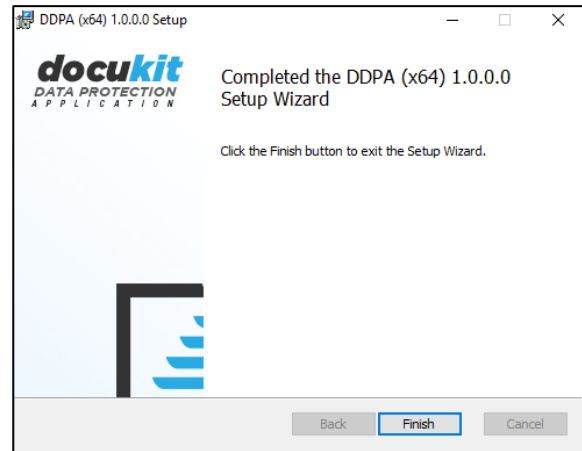


8. Click **Install**.



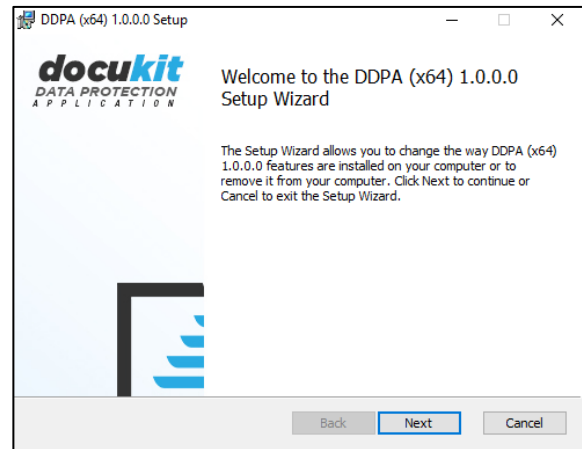
## SYSTEM INSTALLATION

- Once done, click **Finish**.

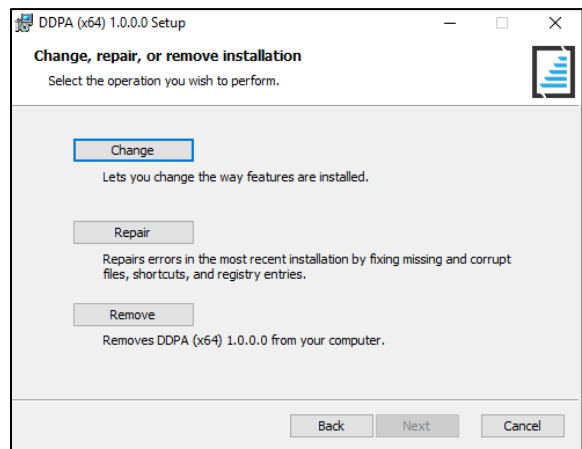


### Uninstall DocuKit DP App

- Double Click on **DDPA Setup.exe**
- Home > Click **Next**



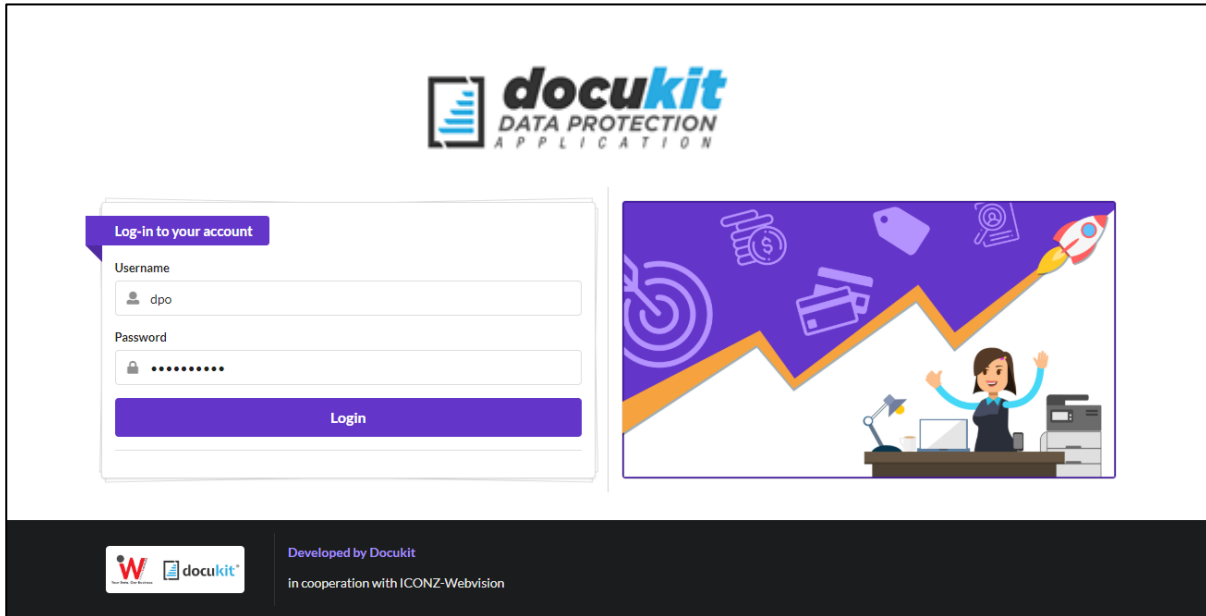
- Select **Remove** then click **Next**.



## LOGIN TO DOCUKIT DP APP

### Login to Docukit DP App

1. After installation, access the Docukit DP App using the provided username and



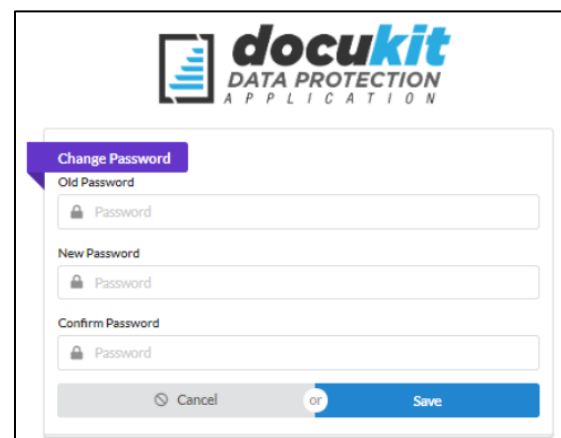
The login screen for the Docukit DP App. At the top center is the Docukit logo with the text "DATA PROTECTION APPLICATION" below it. On the left, there is a "Log-in to your account" section with a "Username" field containing "dpo" and a "Password" field with masked characters. Below these fields is a purple "Login" button. To the right of the login form is a colorful illustration of a person at a desk with a laptop, surrounded by various icons like a target, a dollar sign, a tag, a document, and a rocket. At the bottom of the screen, there is a footer with the Docukit logo on the left, and text on the right stating "Developed by Docukit" and "in cooperation with ICONZ-Webvision".

password.

2. As first user (DPO), input you Company/Organization Name and you are required to change your password before you proceed to the Docukit DP App.

Password should consist of:

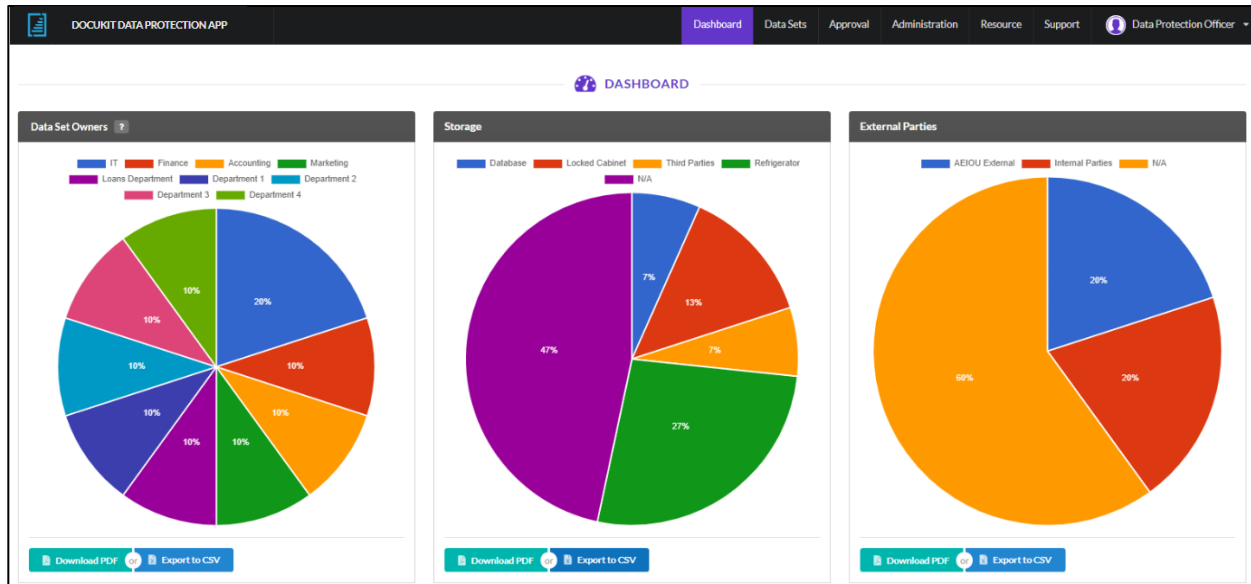
- At least 1 uppercase,
- At least 1 numeric,
- Minimum of 8 characters



The "Change Password" screen in the Docukit DP App. It features the Docukit logo at the top. Below the logo is a section titled "Change Password" with three input fields: "Old Password", "New Password", and "Confirm Password". Each field has a lock icon and the word "Password" as a placeholder. At the bottom of the form, there are two buttons: a grey "Cancel" button and a blue "Save" button, separated by an "or" label.

## DASHBOARD


After changing your password, you may now login to DocuKit DP App and it will redirect to “Dashboard”. Dashboard consists of different data analysis.

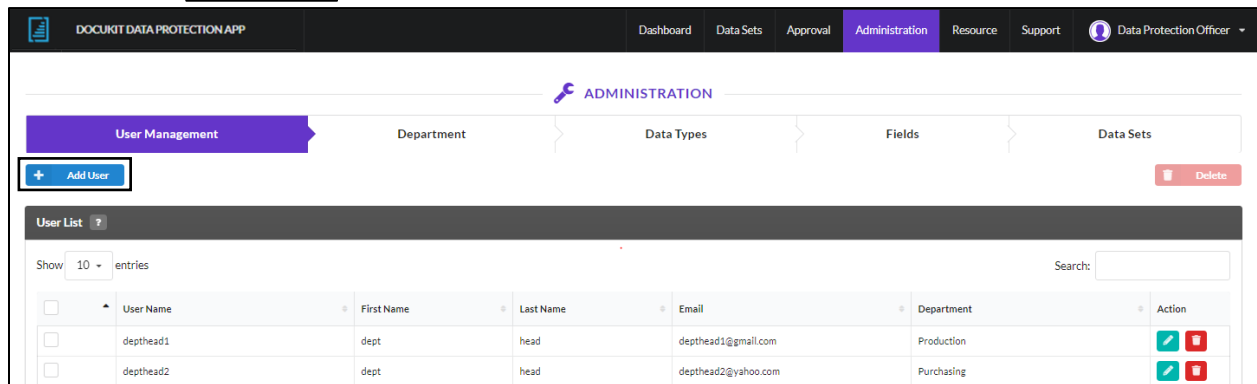



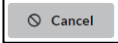
## ADMINISTRATION – USER MANAGEMENT

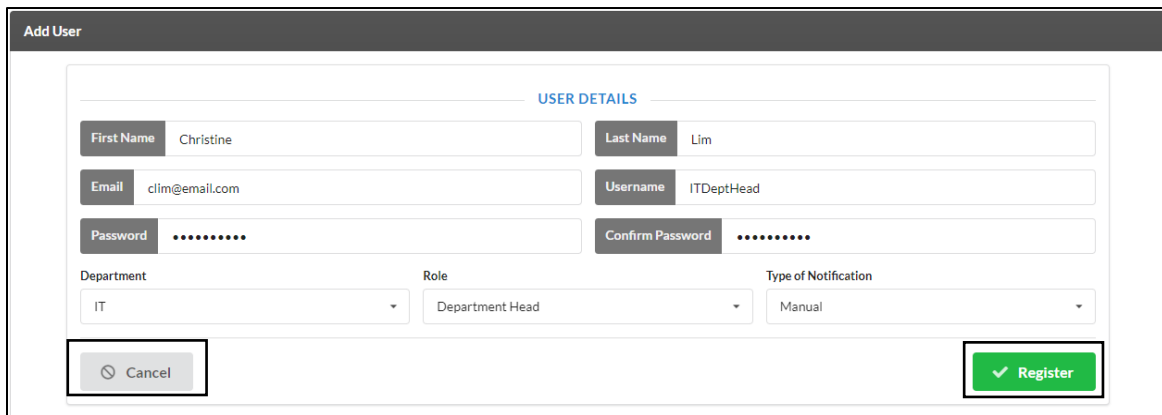
Administration Section denotes the setup that must be completed to use this record tracking tool.

### Add User



- To add new user, click “Administration” menu tab and select “User Management” then click  button in the upper left side.

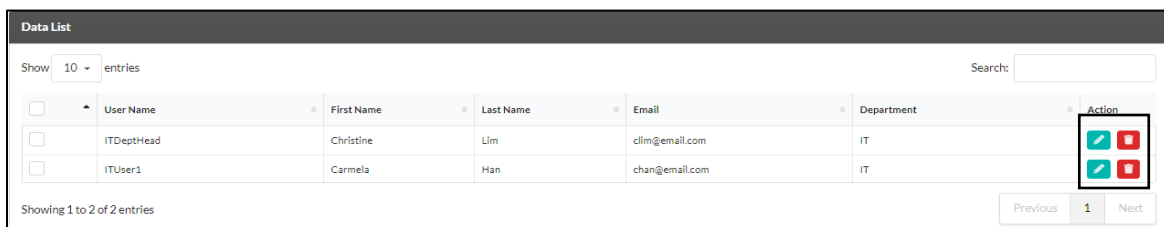


- Fill-up all needed information then click  to register new user,  if you want to cancel the registration.



### Update/Delete User

- To Update/Delete user click to “Administration” menu tab and select “User Management”. In table list, click  button to **edit** and the red one  is for **delete**.




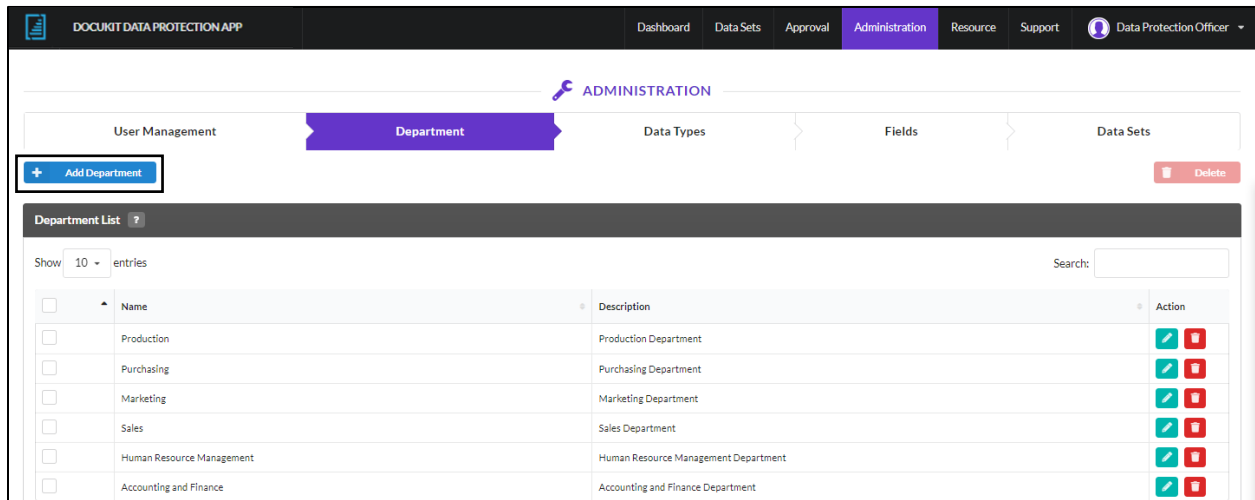
## ADMINISTRATION – USER MANAGEMENT













Type of user	Authorization & Features																												
DPO (admin)	<ul style="list-style-type: none"><li>Create users and assign roles</li><li>Create department - assign each dept head (see role below) to a department</li><li>All other access of other roles</li><li>Approve the entries and modifications on the data sets and types submitted by the Dept Head.</li><li>FULL system access including logs</li></ul>																												
Department Head	<p><b><u>By default:</u></b></p> <ul style="list-style-type: none"><li>View, create, edit data sets for his/her department.</li><li>View, create, edit data types for each data set.</li><li>Specify which users have rights (add, edit, view) to each data set.</li><li>Can only view and manage data sets under his/her department.</li><li>Approve and submit the entries and modifications on the data sets and types made by his department to DPO for approval.</li></ul> <table><tr><th>Module</th><th>View</th><th>Add</th><th>Edit</th></tr><tr><td>Dashboard</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr><tr><td>Dataset</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Approval</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Maintenance</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Resource</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Support</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></table> <ul style="list-style-type: none"><li>Please note, DPO can configure further the access right as per needs</li></ul>	Module	View	Add	Edit	Dashboard	<input checked="" type="checkbox"/>			Dataset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Module	View	Add	Edit																										
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User	<p><b><u>By default:</u></b></p> <ul style="list-style-type: none"><li>View, add, edit (as defined by the department head) to a data set/data type where regular user has rights to.</li><li>Can only view and manage data sets assigned department.</li></ul> <table><tr><th>Module</th><th>View</th><th>Add</th><th>Edit</th></tr><tr><td>Dashboard</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr><tr><td>Dataset</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Approval</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Maintenance</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Resource</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Support</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></table> <ul style="list-style-type: none"><li>Please note, DPO can configure further the access right as per needs</li></ul>	Module	View	Add	Edit	Dashboard	<input checked="" type="checkbox"/>			Dataset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Module	View	Add	Edit																										
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Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																										
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Resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										
Support	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																										



## ADMINISTRATION - DEPARTMENT

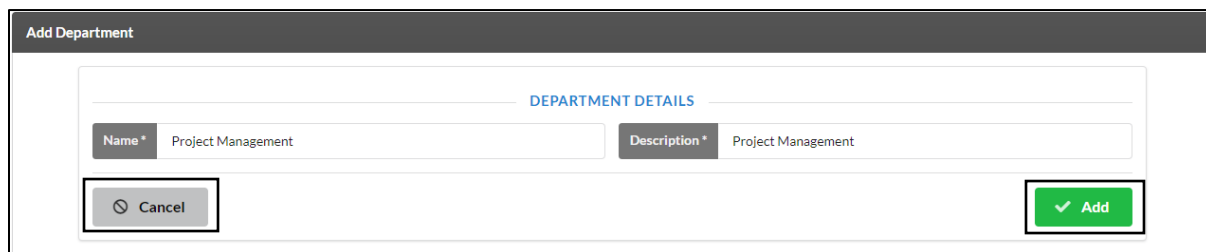
### Add Department

1. To add new department, click “Administration” menu tab and select “Department”. Click  button in the upper left side.



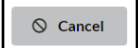

Name	Description	Action
Production	Production Department	 
Purchasing	Purchasing Department	 
Marketing	Marketing Department	 
Sales	Sales Department	 
Human Resource Management	Human Resource Management Department	 
Accounting and Finance	Accounting and Finance Department	 

2. Fill-up all needed information then click  to add new department,  if you want to cancel the registration.





**DEPARTMENT DETAILS**





Name \* Project Management Description \* Project Management

## ADMINISTRATION - DEPARTMENT

### Update/Delete Department

1. To edit/delete department, click to “Administration” menu tab and select “Department”.
2. In table list, click  button to **edit** and  to **delete**.

Data List			
Show	10	entries	Search: <input type="text"/>
<input type="checkbox"/>	Name	Description	Action
<input type="checkbox"/>	IT	IT Department	 
<input type="checkbox"/>	Finance	Finance Department	 

Below are the default departments that usually organizations, where the organization can modify further depend on the needs and uses of own structures.


- Production
- Purchasing
- Marketing
- Sales
- Human Resource Management
- Accounting and Finance

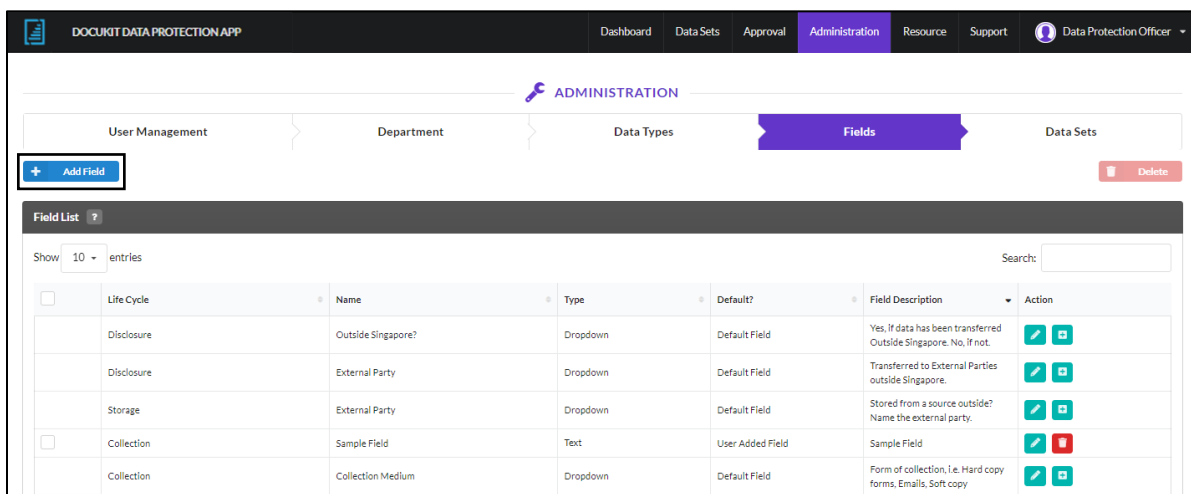


## ADMINISTRATION – FIELDS











This is to define the essential information needed for users to create for each record created. E.g., who is the owner of the data set collected, how was the dataset collected etc. Companies can create their own headers and additional fields as required and create their own headers. When exporting the data, each field has been set here will become the column of information.


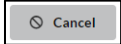
### Add Fields

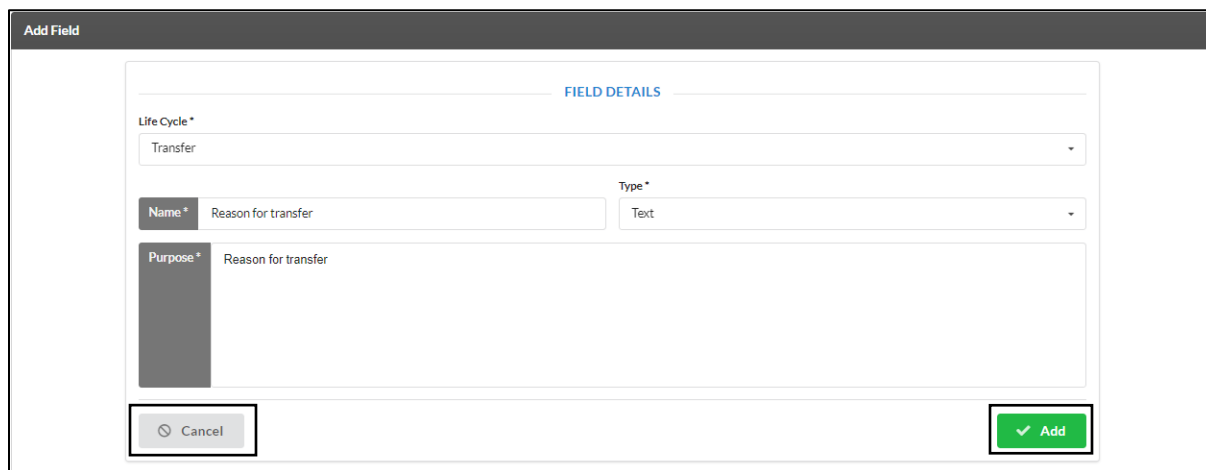
- To add new field, click “Administration” menu tab and select “Fields”. Click button in the  upper left side.



The screenshot shows the 'ADMINISTRATION' section of the DocuKit Data Protection App. The 'Fields' tab is selected, and the 'Add Field' button is highlighted. Below the tabs, there is a 'Field List' table with columns: Life Cycle, Name, Type, Default?, Field Description, and Action. The table contains several entries, including 'Disclosure', 'Storage', 'Collection', and 'Sample Field'.

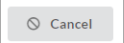
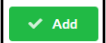
Life Cycle	Name	Type	Default?	Field Description	Action
Disclosure	Outside Singapore?	Dropdown	Default Field	Yes, If data has been transferred Outside Singapore. No, If not.	 
Disclosure	External Party	Dropdown	Default Field	Transferred to External Parties outside Singapore.	 
Storage	External Party	Dropdown	Default Field	Stored from a source outside? Name the external party.	 
Collection	Sample Field	Text	User Added Field	Sample Field	 
Collection	Collection Medium	Dropdown	Default Field	Form of collection, i.e. Hard copy forms, Emails, Soft copy	 

- Fill-up all needed information then click  to add new field,  if you want to cancel the registration.





The screenshot shows the 'Add Field' form. It includes a 'FIELD DETAILS' section with the following fields:

- Life Cycle\***: Transfer
- Name\***: Reason for transfer
- Type\***: Text
- Purpose\***: Reason for transfer

At the bottom of the form, there are two buttons:  and .

## ADMINISTRATION – FIELDS







### Update/Add Field:


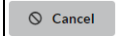
1. To edit/delete field, click to “Administration” menu tab and select “Data Types”.
2. In table list, click button to  **edit** and  to **add** values to the fields.

Field List

Show 10 entries

Search:

<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Purpose	Action
<input type="checkbox"/>	Disclosure	Outside Singapore?	Dropdown	Default Field	Yes, If data has been transferred Outside Singapore. No, If not.	 
<input type="checkbox"/>	Disclosure	External Party	Dropdown	Default Field	Transferred to External Parties outside Singapore.	 
<input type="checkbox"/>	Storage	External Party	Dropdown	Default Field	Stored from a source outside? Name the external party.	 
<input type="checkbox"/>	Collection	QA Field 1	Text	User Added Field	QA Field 1	

3. To add values to the field, fill-up all needed information then click  to add new field,  if you want to cancel the registration.

#### Add Item





Name \*

Description

Add

#### Department - Items

Added Fields

Name	Description	Action
Accounting		
Finance		
IT		
Marketing		

Showing 1 to 4 of 4 entries

Previous

1

Next

Cancel

Done

## ADMINISTRATION – FIELDS

By default, below are the predefined field for each life cycle, which will be shown later when you use them in “Data Sets” tab, moreover DPO can update / configure further as per needs.













Field List ?						
Show	10	▼	entries	Search: collection		
<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Field Description	Action
<input type="checkbox"/>	Collection	Collection Purpose	Memo	Default Field		
<input type="checkbox"/>	Collection	Data Owner	Dropdown	Default Field		
<input type="checkbox"/>	Collection	Collection Source	Dropdown	Default Field		
<input type="checkbox"/>	Collection	Collection Medium	Dropdown	Default Field	Form of collection, i.e. Hard copy forms, Emails, Soft copy	
<input type="checkbox"/>	Collection	How is consent obtained?	Textarea	Default Field		
<input type="checkbox"/>	Collection	Comment	Textarea	Default Field		







Field List ?						
Show	10	▼	entries	Search: Storage		
<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Field Description	Action
<input type="checkbox"/>	Storage	Onsite/Offsite	Dropdown	Default Field		
<input type="checkbox"/>	Storage	External Party	Dropdown	Default Field	Stored from a source outside? Name the external party.	
<input type="checkbox"/>	Storage	Third Party Address	Textarea	Default Field		
<input type="checkbox"/>	Storage	Storage	Dropdown	Default Field		
<input type="checkbox"/>	Storage	Define Storage	Text	Default Field		
<input type="checkbox"/>	Storage	Obligation & Contract are Obtained	Checkbox	Default Field		
<input type="checkbox"/>	Storage	Comment	Textarea	Default Field		

Field List ?						
Show	10	▼	entries	Search: Use		
<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Field Description	Action
<input type="checkbox"/>	Use	Purpose of Use	Dropdown	Default Field		
<input type="checkbox"/>	Use	User of Data	Dropdown	Default Field		
<input type="checkbox"/>	Use	Access Data By	Dropdown	Default Field		
<input type="checkbox"/>	Use	Comment	Textarea	Default Field		

Field List ?						
Show	10	▼	entries	Search: Disclosure		
<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Field Description	Action
<input type="checkbox"/>	Disclosure	Outside Singapore?	Dropdown	Default Field	Yes, If data has been transferred Outside Singapore. No, If not.	
<input type="checkbox"/>	Disclosure	Transferred To	Dropdown	Default Field		
<input type="checkbox"/>	Disclosure	External Party	Dropdown	Default Field	Transferred to External Parties outside Singapore.	
<input type="checkbox"/>	Disclosure	Purpose of Transfer	Dropdown	Default Field		
<input type="checkbox"/>	Disclosure	Mode of File Transfer	Dropdown	Default Field		
<input type="checkbox"/>	Disclosure	Comment	Textarea	Default Field		

## ADMINISTRATION – FIELDS


Field List ?							
Show	10	entries					
			Search: archival				
<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Field Description	Action	
	Archival	Retained in	Dropdown	Default Field			
	Archival	Storage	Dropdown	Default Field			
	Archival	Retention Period in Years	Numeric	Default Field			
	Archival	Retention Period Justification	Textarea	Default Field			
	Archival	Storage Medium	Dropdown	Default Field			
	Archival	Storage Location	Dropdown	Default Field			
	Archival	Obligation & Contract are Obtained	Checkbox	Default Field			
	Archival	Comment	Textarea	Default Field			

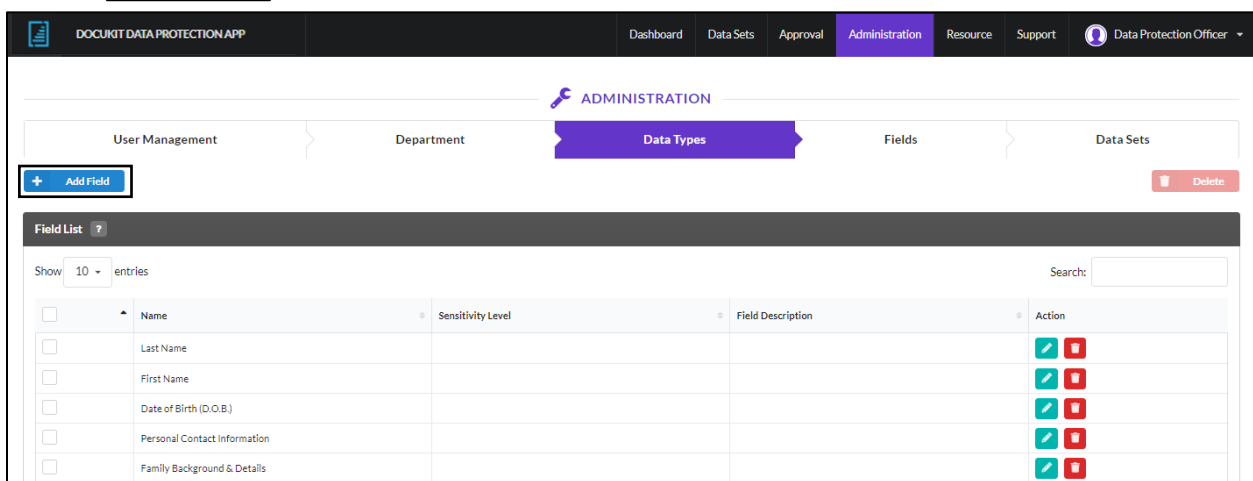
Field List ?							
Show	10	entries					
			Search: Disposal				
<input type="checkbox"/>	Life Cycle	Name	Type	Default?	Field Description	Action	
	Disposal	Disposal Method	Dropdown	Default Field			
	Disposal	Reason for Disposal	Dropdown	Default Field			
	Disposal	Obligation & Contract are Obtained	Checkbox	Default Field			
	Disposal	Comment	Textarea	Default Field			

## ADMINISTRATION – DATA TYPES


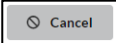
This is to define the essential information needed for users to create for each record created. E.g., who is the owner of the data set collected, how was the dataset collected etc. Companies can create their own headers and additional fields as required and create their own headers. When exporting the data, each field has been set here will become the column of information.

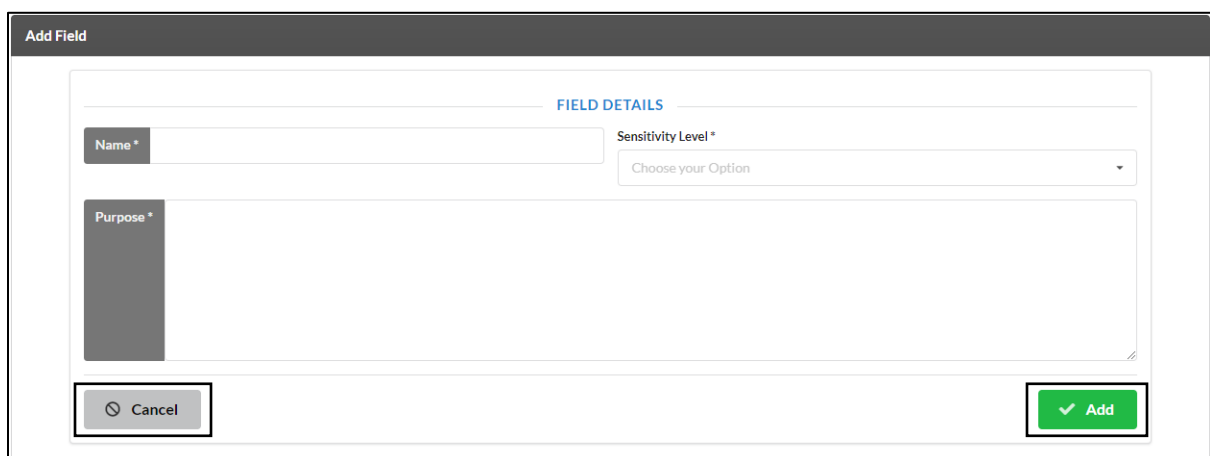
### Add Field

1. To add new field, click “Administration” menu tab and select “Data Types”. Click  button in the upper left side.



The screenshot shows the 'ADMINISTRATION' section of the DocuKit Data Protection App. The 'Data Types' tab is selected. In the top left, there is a blue button labeled '+ Add Field'. Below this, a 'Field List' table is displayed with the following columns: Name, Sensitivity Level, Field Description, and Action. The table contains five entries: Last Name, First Name, Date of Birth (D.O.B.), Personal Contact Information, and Family Background & Details. Each entry has a checkbox in the first column and edit/delete icons in the Action column. A 'Delete' button is located in the top right corner of the table area.



2. Fill-up all needed information then click  to add new field,  if you want to cancel the registration.













The screenshot shows the 'Add Field' modal form. It has a title bar 'Add Field' and a section titled 'FIELD DETAILS'. Inside this section, there are three required fields: 'Name \*', 'Sensitivity Level \*', and 'Purpose \*'. The 'Sensitivity Level \*' field is a dropdown menu with the text 'Choose your Option'. At the bottom of the modal, there are two buttons: a grey 'Cancel' button on the left and a green 'Add' button on the right.

## ADMINISTRATION – DATA TYPES

### Update/Delete Data Types:

1. To edit/delete department, click to “Administration” menu tab and select “Data Types”.
2. In table list, click  button to **edit** and  to **delete**.

Data List						
Show	10	entries				
			Search: <input type="text"/>			
<input type="checkbox"/>	Name	Type	Default(?)	Required(?)	Action	
<input type="checkbox"/>	Address	Text	X	X		
<input type="checkbox"/>	Birth date	Text	X	✓		
<input type="checkbox"/>	Firstname	Text	X	✓		
<input type="checkbox"/>	Lastname	Text	X	✓		
<input type="checkbox"/>	Medical History	Text	X	X		

In practice, an organization should implement robust policies and procedures for ensuring appropriate levels of security for personal data of varying levels of sensitivity; but default, the below sensitivity levels are configured, where the organization can modify further depend on the needs and uses of own processes.


The following would type of personal data would be available by default, where DPO can add, delete or modify them as per needs:

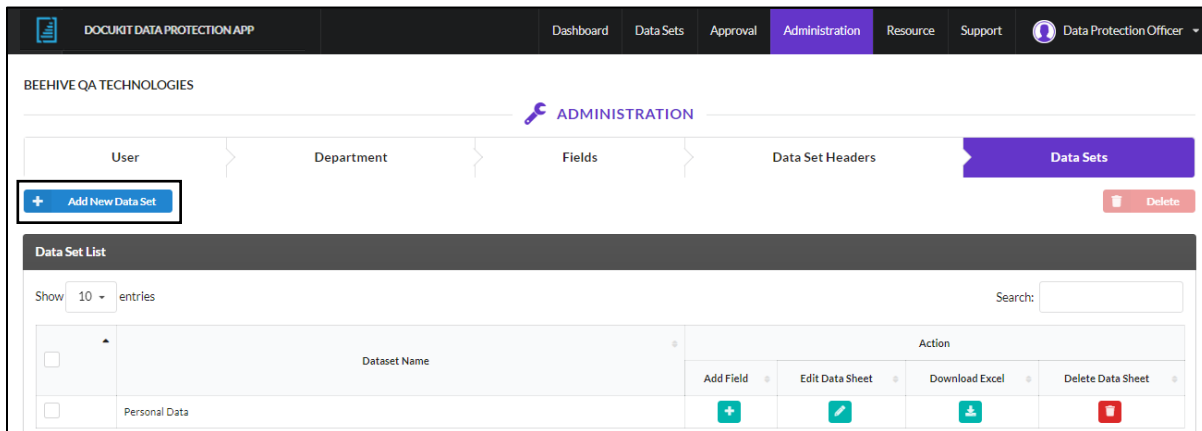
Types of personal information collected
Last Name
First Name
Date of Birth (D.O.B.)
Personal Contact Information
Family Background & Details
Physical Characteristics
Educational Qualifications
Financial Information
Medical Details/Health Information
Criminal Background/Past Offences
Transactional records containing personal data
Location
Photos & Video Footage
Computer Device ID
NRIC number

## ADMINISTRATION – DATA SET TEMPLATE


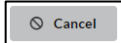
This is to create record/data set templates that would be regularly used by the company. E.g. Marketing Leads, HR staff record etc.

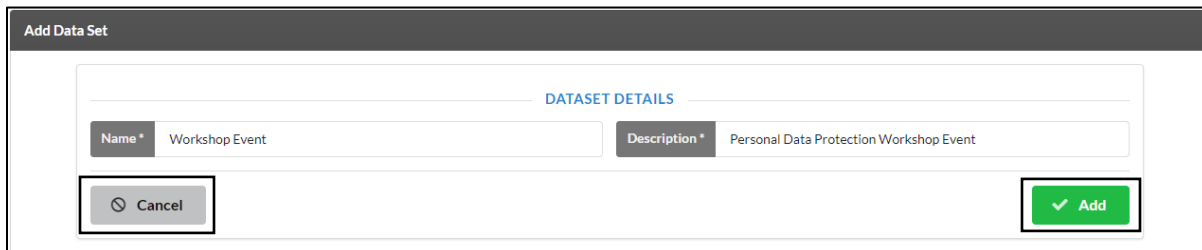
### Add Data Set Template

- To add new field, click “Administration” menu tab and select “Data Sets” then click  button in the upper left side.



The screenshot shows the 'ADMINISTRATION' menu with 'Data Sets' selected. A blue button labeled '+ Add New Data Set' is highlighted in the top left. Below the navigation bar, there is a 'Data Set List' table with columns for 'Dataset Name' and 'Action'. The 'Action' column includes buttons for 'Add Field', 'Edit Data Sheet', 'Download Excel', and 'Delete Data Sheet'. A 'Delete' button is also visible in the top right corner.




- Fill-up all needed information then click  to add new field,  if you want to cancel the registration.



The screenshot shows the 'Add Data Set' form with a 'DATASET DETAILS' section. It contains two input fields: 'Name \*' with the value 'Workshop Event' and 'Description \*' with the value 'Personal Data Protection Workshop Event'. At the bottom, there are two buttons: a grey 'Cancel' button and a green 'Add' button with a checkmark icon.

## ADMINISTRATION – DATA SET TEMPLATE

### Data Set Template management

1. To assign data types in your data set template, click to “Administration” menu tab and select “Data Sets”. In Action column in table list, click  button to assign fields.
2. Click button  to **edit** your data set template and  button to **delete** your data set template.

Dataset List

Show10entries

Search:

<input type="checkbox"/>	DATASET NAME	ACTION			
		Add Field	Edit Data Sheet	Download Excel	Delete Data Sheet
<input type="checkbox"/>	Personal Data				
<input type="checkbox"/>	Workshop Event				




Showing 1 to 2 of 2 entries



























Previous

1

Next

### Assigning fields in Data Set Template

1. Tick  button to add fields on your data set template, then click  button to save.
2. To remove field on your data set template, tick  button.

Available Fields	Data Set Name																				
<table> <tr> <th>Name</th><th>Action</th></tr> <tr> <td>Disclosure</td><td></td></tr> <tr> <td>Firstname</td><td></td></tr> <tr> <td>Personal Data</td><td></td></tr> <tr> <td>Transfer to External Parties</td><td></td></tr> <tr> <td>Type of Personal Data</td><td></td></tr> </table> <p>Previous 1 2 3 Next</p>	Name	Action	Disclosure		Firstname		Personal Data		Transfer to External Parties		Type of Personal Data		<p>Added Fields</p> <table> <tr> <th>Name</th><th>Action</th></tr> <tr> <td>Birth date</td><td></td></tr> <tr> <td>First Name</td><td></td></tr> <tr> <td>Lastname</td><td></td></tr> </table> <p>Previous 1 Next</p> <p> </p>	Name	Action	Birth date		First Name		Lastname	
Name	Action																				
Disclosure																					
Firstname																					
Personal Data																					
Transfer to External Parties																					
Type of Personal Data																					
Name	Action																				
Birth date																					
First Name																					
Lastname																					

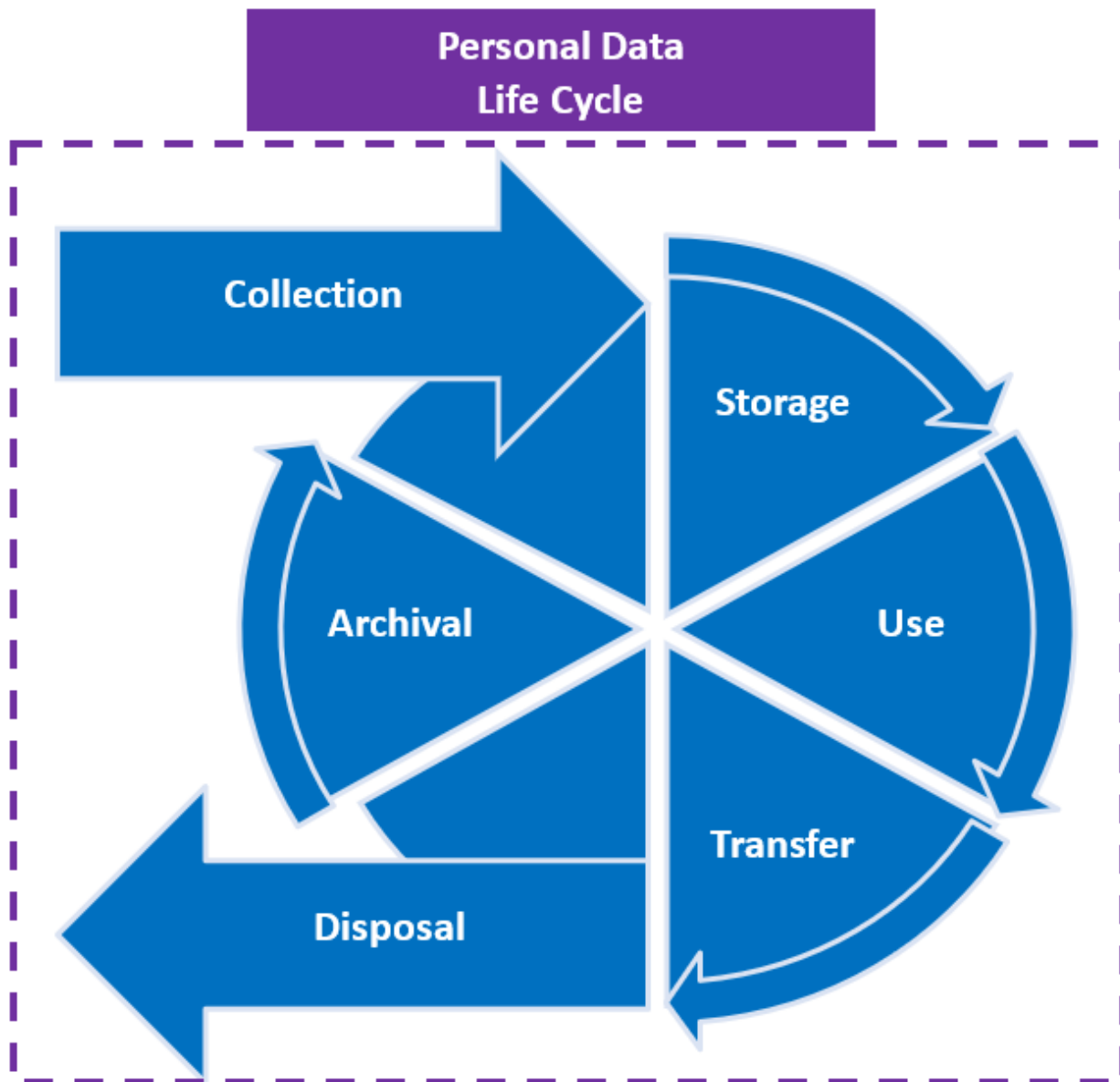
The above concludes all the setup requires. It is recommended that users pre-defined and standardize their naming convention and records/data sets as much as possible for recurring reports. The following section would be for the creation of actual records of data sets kept for tracking and dashboard reporting.



## DATA SETS – DATA LIFE CYCLE

This section assumes that all the setup has been completed. It provides DPO and users to management datasets throughout the whole lifecycle.


Here, users will define the organization processes on how personal data / datasets to be collected, stored, used, transferred, archived, and disposed. DPO can manage the datasets further via review, raise issues, tracking issues, approval for established process, etc.

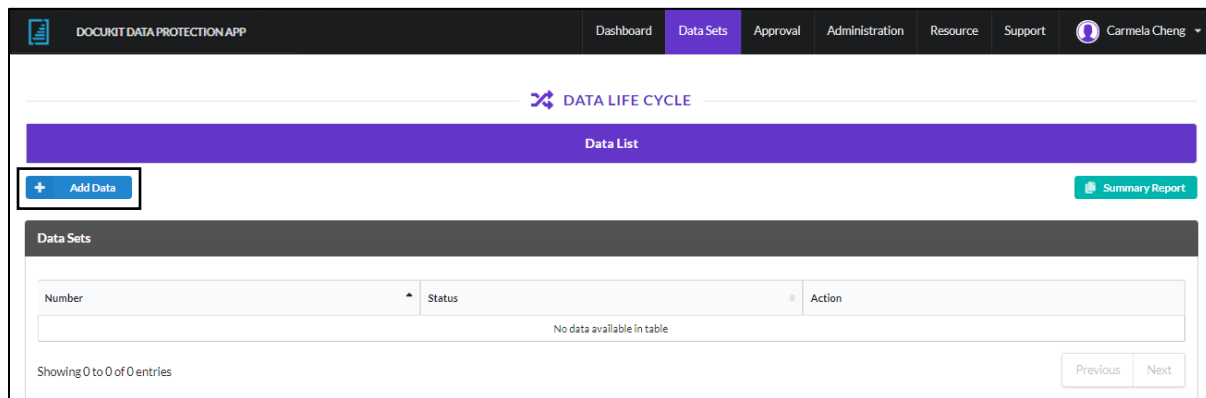






## DATA SETS – DATA LIFE CYCLE

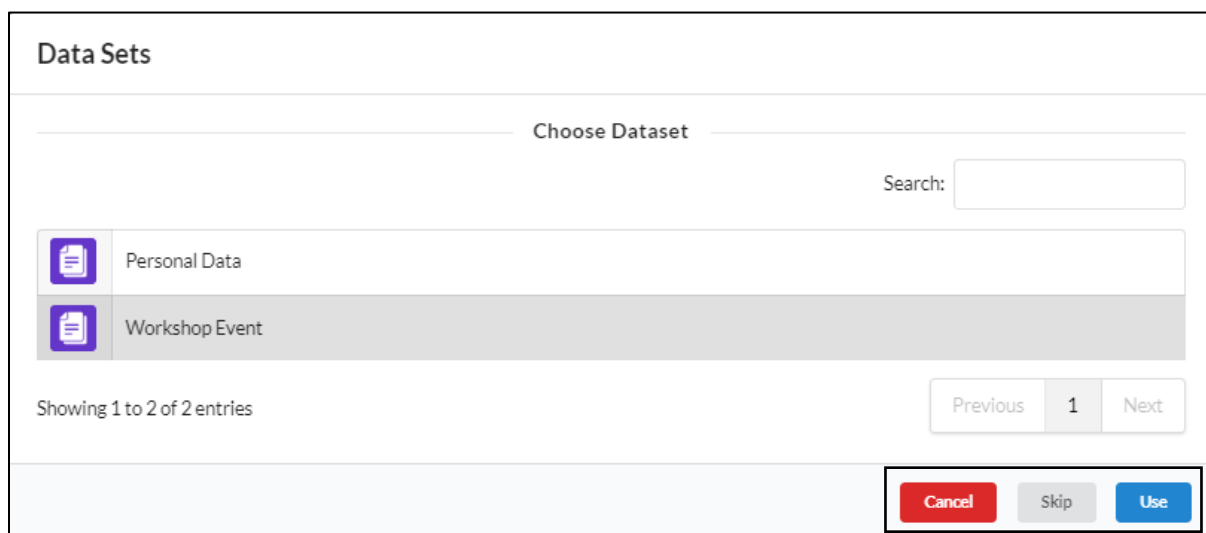
**\*Note:** All data sets added/edited/deleted by Department Head and Regular Users are subject to approval of DPO.


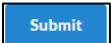
### Add Data Set

- To add new data set, click “Data Set” menu tab then click  button in the upper left side.



- Upon clicking  button, pop-up modal will appear for data set template selection. Select template and click  button if you wish to use the selected template.
- Tick  button if you want to skip use of template and  button if you want to cancel add data set.



- After selecting template to use, fill up all needed information from **collection** to **disposal** then click  to save your entry as “Draft” and  button to submit is for approval as “Pending”.

## DATA SETS – DATA LIFE CYCLE

### Data Life Cycle

#### Collection

Collection	Storage	Use	Disclosure	Archival	Disposal	Issues
<a href="#">← Data List</a>						
<b>Data Collection</b>						
<div> <div> <b>Data Collection Details</b> </div> <div> <div> <div>Data Number</div> <div>1</div> </div> <div> <div>Collection Purpose</div> <div></div> </div> </div> <div> <div> <div>Data Owner</div> <div></div> </div> <div>+</div> </div> <div> <div>Collection Source</div> <div></div> </div> <div>+</div> </div> <div> <div> <div>Collection Medium</div> <div></div> </div> <div>+</div> </div> <div> <div>How is consent obtained?</div> <div></div> </div>						

#### Storage

Collection	Storage	Use	Disclosure	Archival	Disposal	Issues
<a href="#">← Data List</a>						
<b>Data Storage</b>						
<div> <div> <b>Data Storage Details</b> </div> <div> <div> <div>Data Number</div> <div>1</div> </div> <div> <div>Onsite/Offsite</div> <div></div> </div> <div>+</div> </div> <div> <div> <div>External Party</div> <div></div> </div> <div>+</div> </div> <div> <div>Third party address</div> <div></div> </div> </div> <div> <div> <div>Storage</div> <div></div> </div> <div>+</div> </div> <div> <div>Define Storage</div> <div></div> </div>						

☐ Obligation & Contract are obtained

## DATA SETS – DATA LIFE CYCLE

### Use

Collection	Storage	Use	Disclosure	Archival	Disposal								
← Data List													
<b>Data Usage ?</b>													
<p style="text-align: center;"><b>Data Usage Details</b></p> <table> <tr> <td>Data Set Name</td> <td>Personal Data</td> <td>Purpose of Use</td> <td>▼ +</td> </tr> <tr> <td>User of Data</td> <td>▼ +</td> <td>Access Data By</td> <td>▼ +</td> </tr> </table>						Data Set Name	Personal Data	Purpose of Use	▼ +	User of Data	▼ +	Access Data By	▼ +
Data Set Name	Personal Data	Purpose of Use	▼ +										
User of Data	▼ +	Access Data By	▼ +										

### Transfer

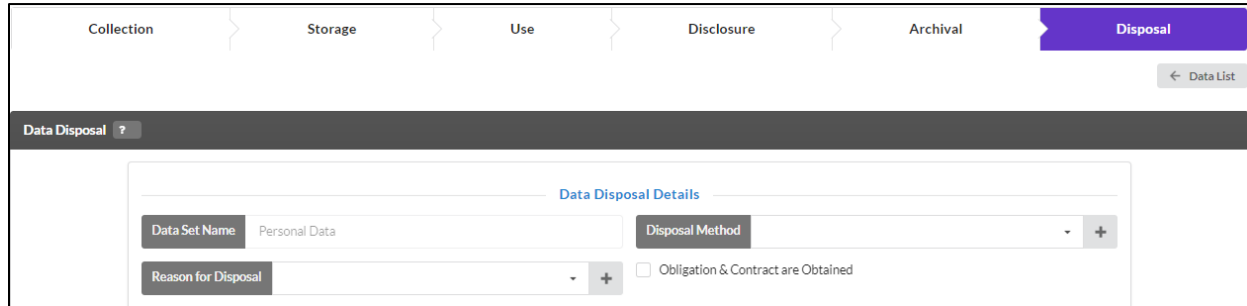
Collection	Storage	Use	Disclosure	Archival	Disposal	Issues															
← Data List																					
<b>Data Disclosure</b>																					
<p style="text-align: center;"><b>Data Disclosure Details</b></p> <table> <tr> <td>Data Number</td> <td>1</td> <td>Outside Singapore?</td> <td>Within Singapore</td> <td>+</td> </tr> <tr> <td>Transferred To</td> <td>+</td> <td>External Party</td> <td></td> <td>+</td> </tr> <tr> <td>Purpose of Transfer</td> <td>+</td> <td>Mode of File Transfer</td> <td></td> <td>+</td> </tr> </table>							Data Number	1	Outside Singapore?	Within Singapore	+	Transferred To	+	External Party		+	Purpose of Transfer	+	Mode of File Transfer		+
Data Number	1	Outside Singapore?	Within Singapore	+																	
Transferred To	+	External Party		+																	
Purpose of Transfer	+	Mode of File Transfer		+																	

### Archival



Collection	Storage	Use	Disclosure	Archival	Disposal																
← Data List																					
<b>Data Archival ?</b>																					
<p style="text-align: center;"><b>Data Archival Details</b></p> <table> <tr> <td>Data Set Name</td> <td>Personal Data</td> <td>Retained in</td> <td>▼ +</td> </tr> <tr> <td>Storage</td> <td>▼ +</td> <td>Retention Period in Years</td> <td></td> </tr> <tr> <td>Retention Period Justification</td> <td></td> <td>Storage Medium</td> <td>▼ +</td> </tr> <tr> <td>Storage Location</td> <td>▼ +</td> <td colspan="2"> <input type="checkbox"/> Obligation &amp; Contract are Obtained             </td> </tr> </table>						Data Set Name	Personal Data	Retained in	▼ +	Storage	▼ +	Retention Period in Years		Retention Period Justification		Storage Medium	▼ +	Storage Location	▼ +	<input type="checkbox"/> Obligation & Contract are Obtained	
Data Set Name	Personal Data	Retained in	▼ +																		
Storage	▼ +	Retention Period in Years																			
Retention Period Justification		Storage Medium	▼ +																		
Storage Location	▼ +	<input type="checkbox"/> Obligation & Contract are Obtained																			

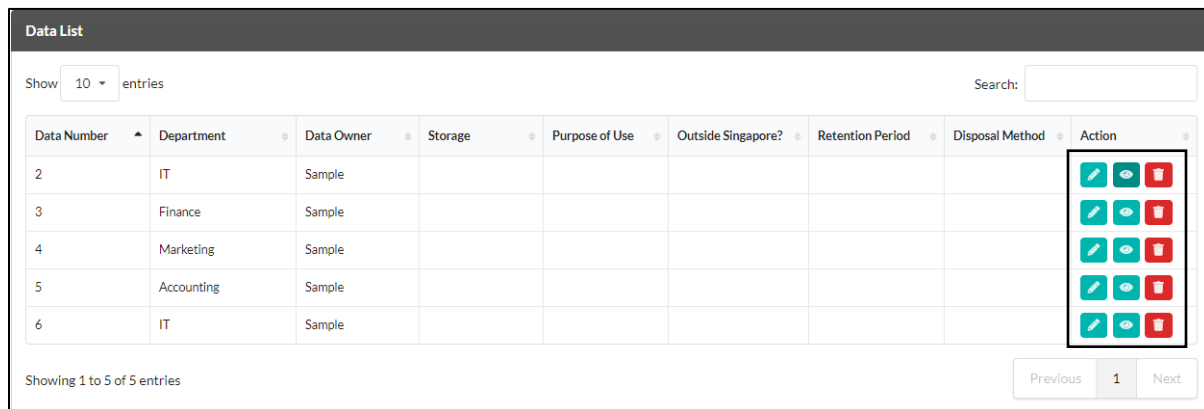
## DATA SETS – DATA LIFE CYCLE
















### Disposal



### Update/Delete Data Set


- To edit/delete data set, click to “Data Sets” menu tab. In table list, click  button to **edit** data sets and button  for delete.



Data Number	Department	Data Owner	Storage	Purpose of Use	Outside Singapore?	Retention Period	Disposal Method	Action
2	IT	Sample						  
3	Finance	Sample						  
4	Marketing	Sample						  
5	Accounting	Sample						  
6	IT	Sample						  

## DATA SETS – DATA LIFE CYCLE

### View Data Set

1. In table list, click  button to **view** details of data set.

Collection

Department	IT
Collection Purpose	Sample
Data Owner	Sample
Collection Source	Customer Service
Collection Medium	Customer Service
How is consent obtained?	Sample

Storage

Department	
Department	IT
Onsite/Offsite	

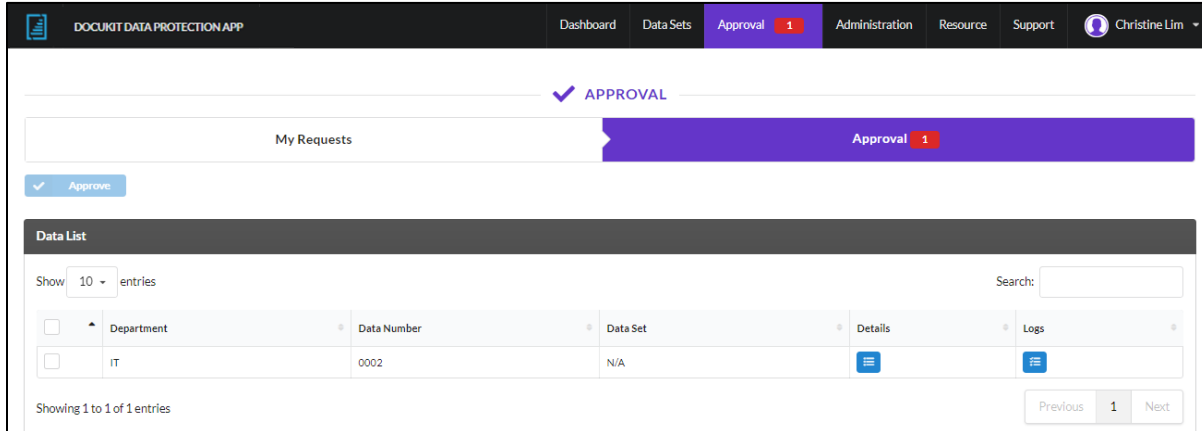
Close

## APPROVAL

This section addresses how authorized users can approve any creation or amendment of the data sets or records.

### Review Pending Request (Department Head / DPO)

1. Login as Department Head. Go to “Approval” page in menu tab and select Approval.



DOCUKIT DATA PROTECTION APP

Dashboard Data Sets **Approval 1** Administration Resource Support Christine Lim

✓ APPROVAL

My Requests

Approval 1

✓ Approve

Data List

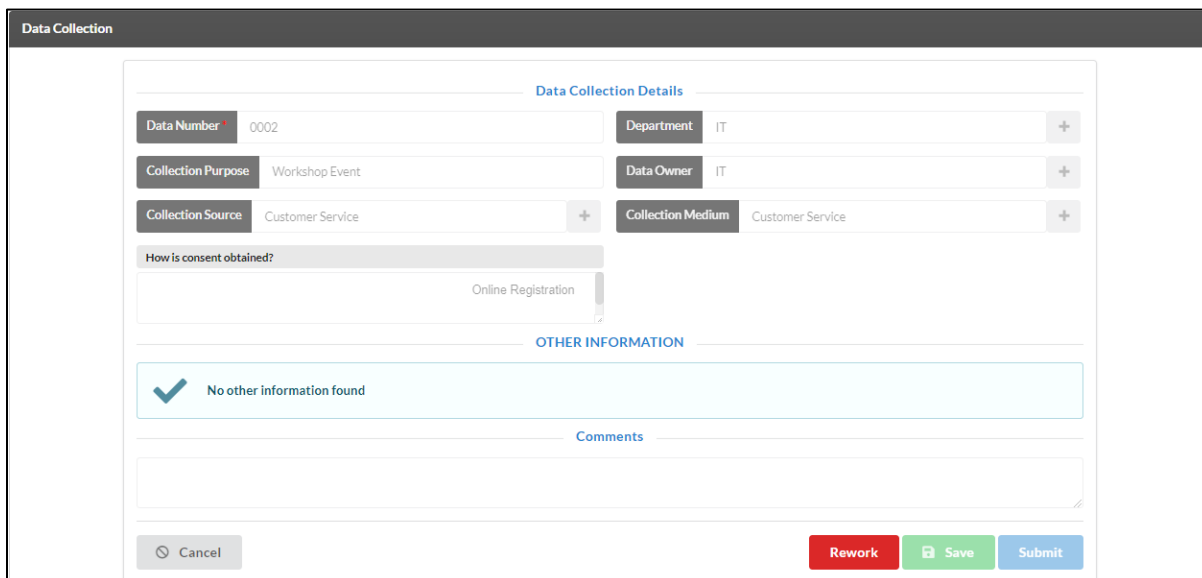
Show 10 entries Search:

Department	Data Number	Data Set	Details	Logs
IT	0002	N/A		

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Click  button to check details of data set request.



Data Collection

Data Collection Details

Data Number 0002 Department IT +

Collection Purpose Workshop Event Data Owner IT +

Collection Source Customer Service + Collection Medium Customer Service +

How is consent obtained?

Online Registration

OTHER INFORMATION


✓ No other information found

Comments

Cancel Rework Save Submit

## APPROVAL

### Request rework

1. As an approver, after reviewing the details of data set you can request for rework if needed. To request a rework, click  button and the details for rework.

Proceed these documents for rework?

Please specify how the consent has been obtained.


Cancel
Proceed



2. After sending the data set for rework, the request will return to the requestor to revise and send it again for approval.

### Approval

1. If the requestor submits it again for approval, then approver will check again the details and if satisfied, approve the data set. To approve data set, select data set to approve and click button.






Data List					
<div> <div>Show</div> <div>10</div> <div>entries</div> </div>	<div>Search:</div> <div></div>				
<input type="checkbox"/>	Department	Data Number	Data Set	Details	Logs
<input checked="" type="checkbox"/>	IT	0002	N/A		
Showing 1 to 1 of 1 entries					
<div> <div>Previous</div> <div>1</div> <div>Next</div> </div>					

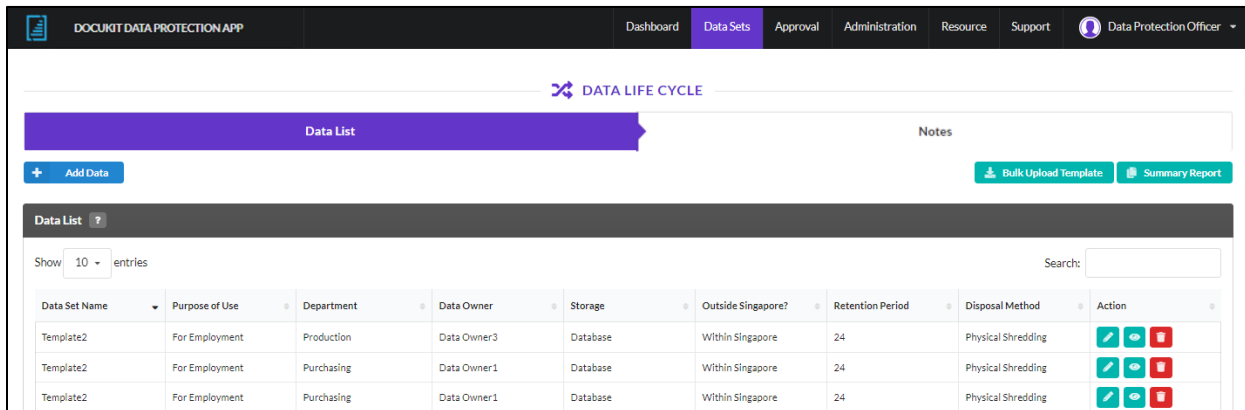


## DATA SETS – NOTES

This section addresses how issues raised, can be tracked and monitored. Such issues are also highlighted in the Dashboard to facilitate DPO and management tracking.

### Add Notes (DPO)

1. To add new issues in data set, click “Data Sets” menu tab, In table list, click  button of selected data set.



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Dashboard Data Sets Approval Administration Resource Support Data Protection Officer










DATA LIFE CYCLE


Data List Notes

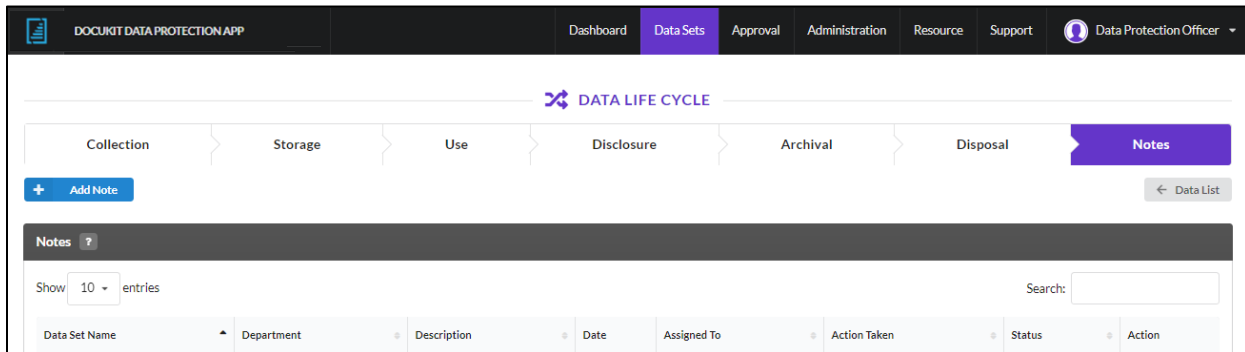
+ Add Data Bulk Upload Template Summary Report

Data List ?

Show 10 entries Search:

Data Set Name	Purpose of Use	Department	Data Owner	Storage	Outside Singapore?	Retention Period	Disposal Method	Action
Template2	For Employment	Production	Data Owner3	Database	Within Singapore	24	Physical Shredding	  
Template2	For Employment	Purchasing	Data Owner1	Database	Within Singapore	24	Physical Shredding	  
Template2	For Employment	Purchasing	Data Owner1	Database	Within Singapore	24	Physical Shredding	  

2. In data life cycle, select “Notes” and click  button to add notes.



DOCUKIT DATA PROTECTION APP

Dashboard Data Sets Approval Administration Resource Support Data Protection Officer

DATA LIFE CYCLE


Collection Storage Use Disclosure Archival Disposal Notes

+ Add Note Data List

Notes ?

Show 10 entries Search:

Data Set Name	Department	Description	Date	Assigned To	Action Taken	Status	Action
---------------	------------	-------------	------	-------------	--------------	--------	--------

3. Fill-up all required fields and click button to save note and button  if you want to cancel.

Add Note

Description \* Data Wipe

Date \* 05/31/2019

Assigned to \* IT Department


Action \* Restore database

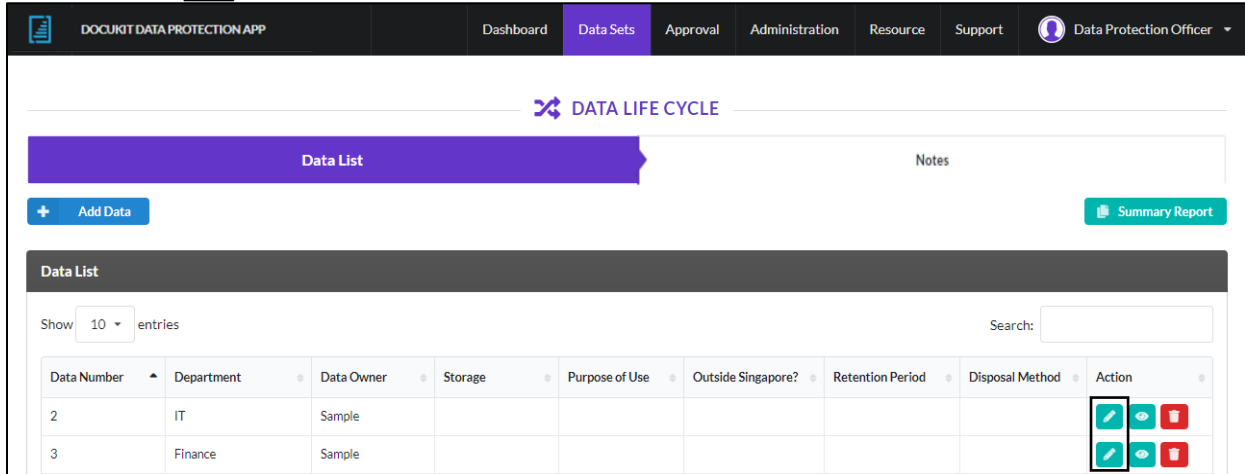
Status \* In Progress

Cancel Add

## DATA SETS – NOTES

### Update Data Set Note

1. To edit notes in data set, click “Data Sets” menu tab, In table list, click  button of selected data set.



DOCUKIT DATA PROTECTION APP

Dashboard Data Sets Approval Administration Resource Support Data Protection Officer







DATA LIFE CYCLE

Data List Notes

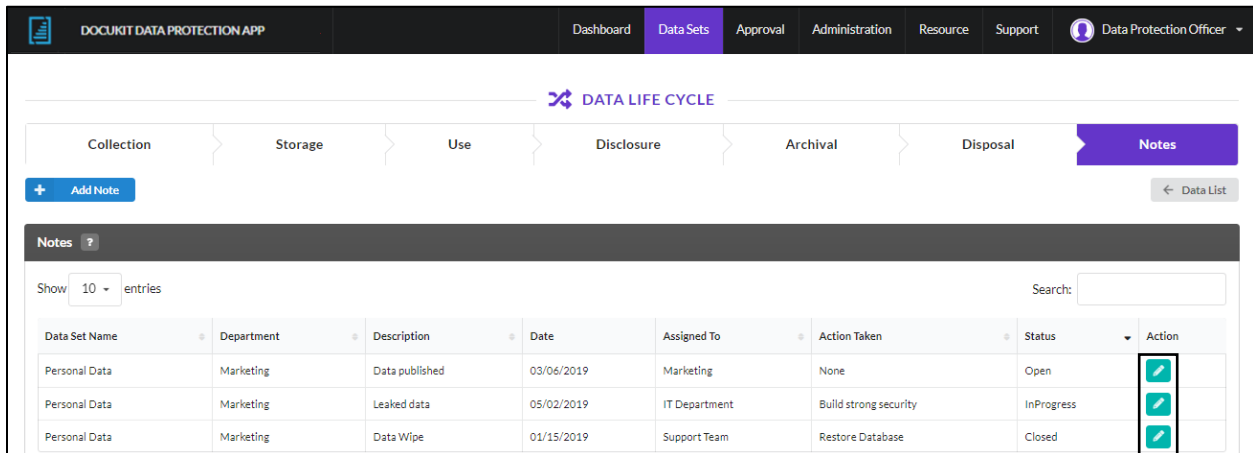
+ Add Data Summary Report

Data List

Show 10 entries Search:

Data Number	Department	Data Owner	Storage	Purpose of Use	Outside Singapore?	Retention Period	Disposal Method	Action
2	IT	Sample						  
3	Finance	Sample						  

2. In data life cycle, select “Notes” and click  button in table list to edit notes.



DOCUKIT DATA PROTECTION APP

Dashboard Data Sets Approval Administration Resource Support Data Protection Officer




DATA LIFE CYCLE

Collection Storage Use Disclosure Archival Disposal Notes

+ Add Note Data List

Notes

Show 10 entries Search:

Data Set Name	Department	Description	Date	Assigned To	Action Taken	Status	Action
Personal Data	Marketing	Data published	03/06/2019	Marketing	None	Open	
Personal Data	Marketing	Leaked data	05/02/2019	IT Department	Build strong security	InProgress	
Personal Data	Marketing	Data Wipe	01/15/2019	Support Team	Restore Database	Closed	


## REPORT

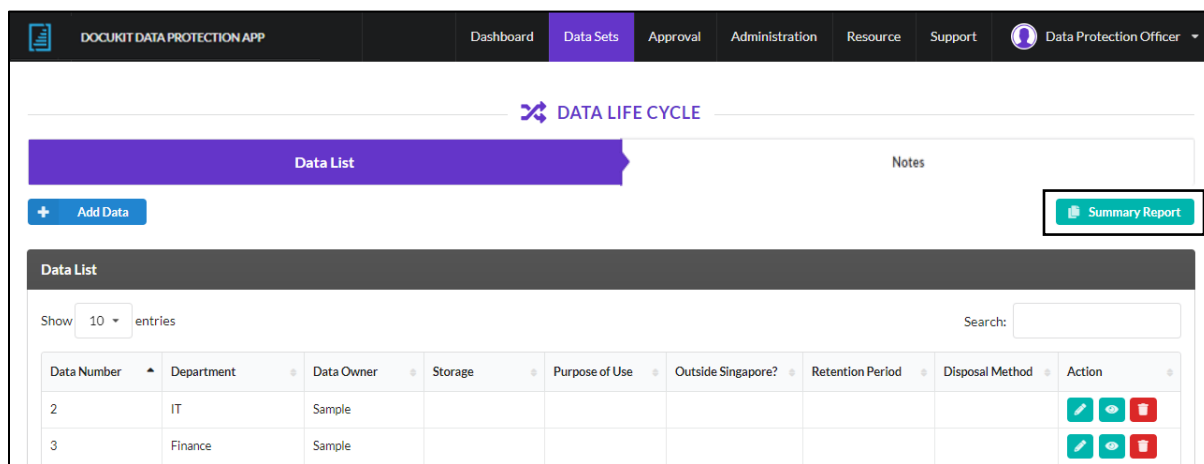
Report feature provides DPOs to generate:

- Statistic summary of datasets being handled by department
- Statistic summary of how the datasets being stored
- Statistic summary of datasets being handled by external parties
- Statistic summary of notes and their owners
- Export report in CSV format
- Export report in pdf format

### Summary Report

1. To add generate summary report, go to “Data Set” menu tab and click

 button in the upper right side of the page.



The screenshot shows the DocuKit Data Protection App interface. The top navigation bar includes 'Dashboard', 'Data Sets', 'Approval', 'Administration', 'Resource', 'Support', and 'Data Protection Officer'. The 'Data Sets' tab is selected. Below the navigation bar, there is a 'DATA LIFE CYCLE' section with a 'Data List' tab. In the 'Data List' tab, there is a '+ Add Data' button and a 'Summary Report' button. Below the buttons, there is a table with columns: Data Number, Department, Data Owner, Storage, Purpose of Use, Outside Singapore?, Retention Period, Disposal Method, and Action. The table shows two entries: one for IT and one for Finance.

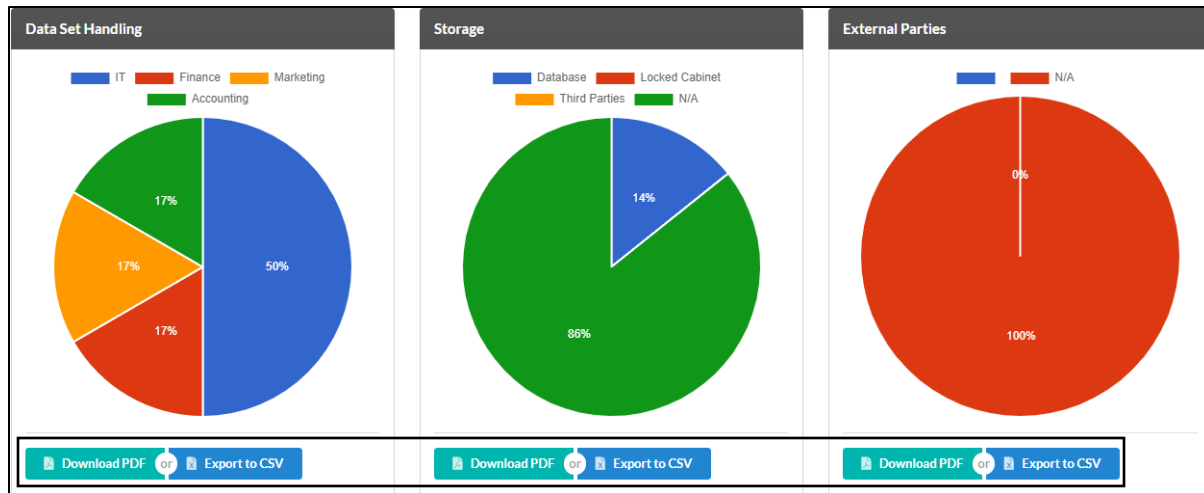
### Sample Generated

Data Sets Summary Report					
Report Date: 14 Feb 2019					
Data Number	Department	Data Sets	Collection Purpose	Data Owner	Collectio
1	IT	Personal Data- Mode of File Transfer, Comment, Retained in, Storage,	Sample	Sample	Custom
2	IT	Personal Data- Mode of File Transfer, Comment, Retained in, Storage,	Sample	Sample	Custom
6	IT	Personal Data- Mode of File Transfer, Comment, Retained in, Storage,	IT	Sample	Custom
3	Finance	Personal Data- Mode of File Transfer, Comment, Retained in, Storage,	Test	Sample	Custom
5	Accounting	Personal Data- Mode of File Transfer, Comment, Retained in, Storage,	Collection	Sample	Custom
4	Marketing	Personal Data- Mode of File Transfer, Comment, Retained in, Storage,	Testing	Sample	Custom

## REPORT

### Export to PDF/CSV

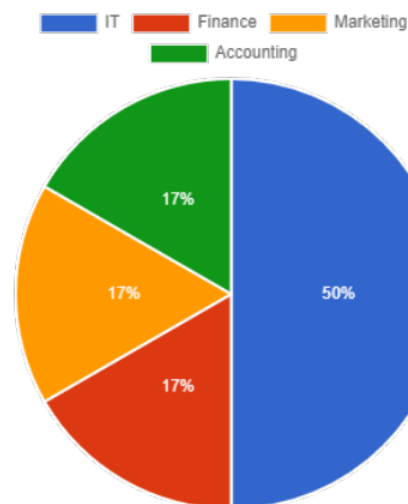
1. To export pdf/csv report, go to “Dashboard” menu tab and click [Download PDF](#) or [Export to CSV](#) button at the bottom part of the chart.



### Sample Generated

Storage Summary Report						
Report Date: 14 Feb 2019						
Data Number	Department	Onsite/Offsite	External Party	Third party address	Storage	Define Storage
1	IT					
2	IT					
3	Finance					
4	Marketing					
5	Accounting					
6	IT					


Data set's per department.

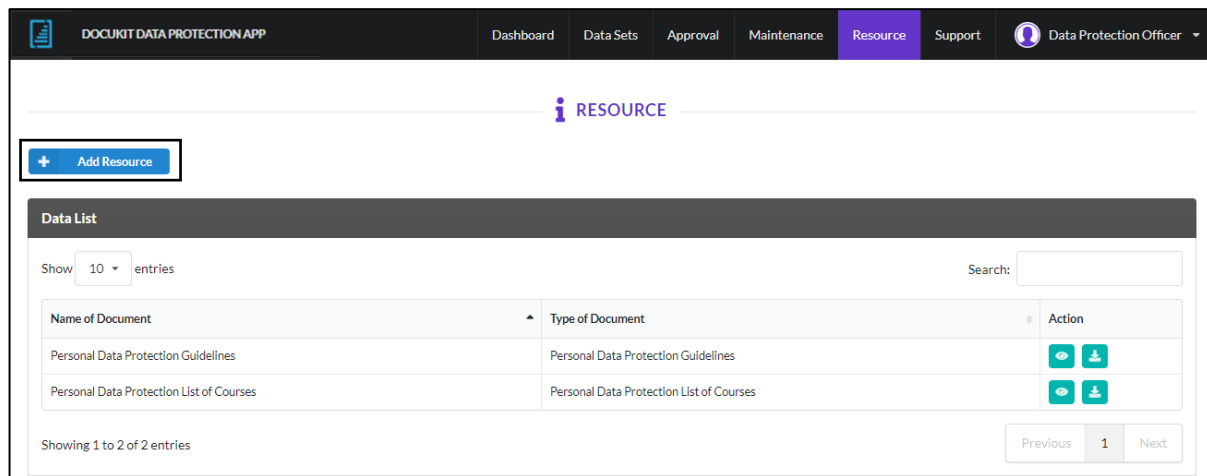



## RESOURCE

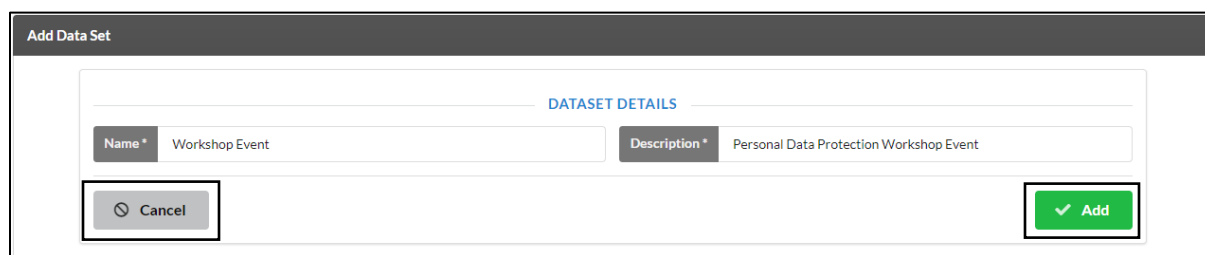
DPOs can upload referencing information, examples, personal data related policies, procedures, regulatory guidelines, which can be viewed or downloaded.

### Add Resource (for DPO Only)



1. To add new field, click “Resource” menu tab then click  button in the upper left side.

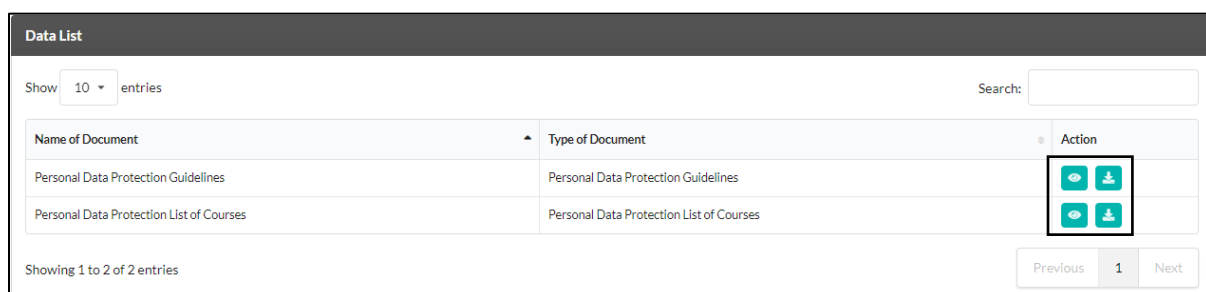


2. Fill-up all needed information then click  to add new field, if you want to cancel.



### View/Download Resource

1. To view/download resource, click to “Resource” menu tab. In table list, click  button in the right side to view the file, and  button to download the file.

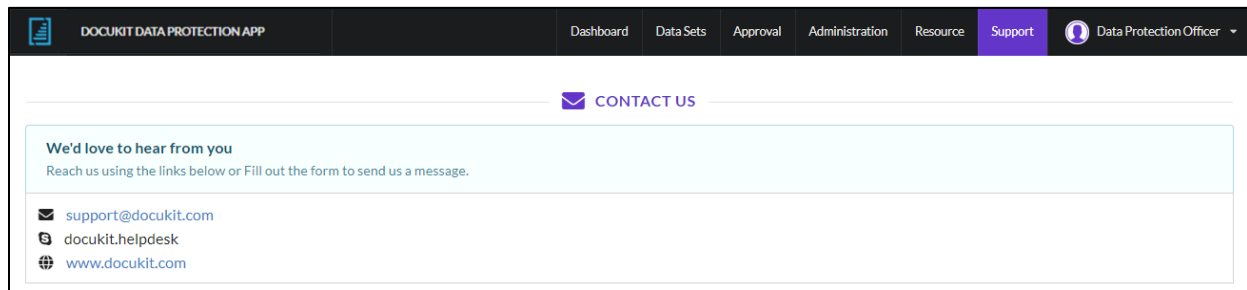


## SUPPORT

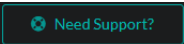
For Support and other inquiries, users may use Support Page.

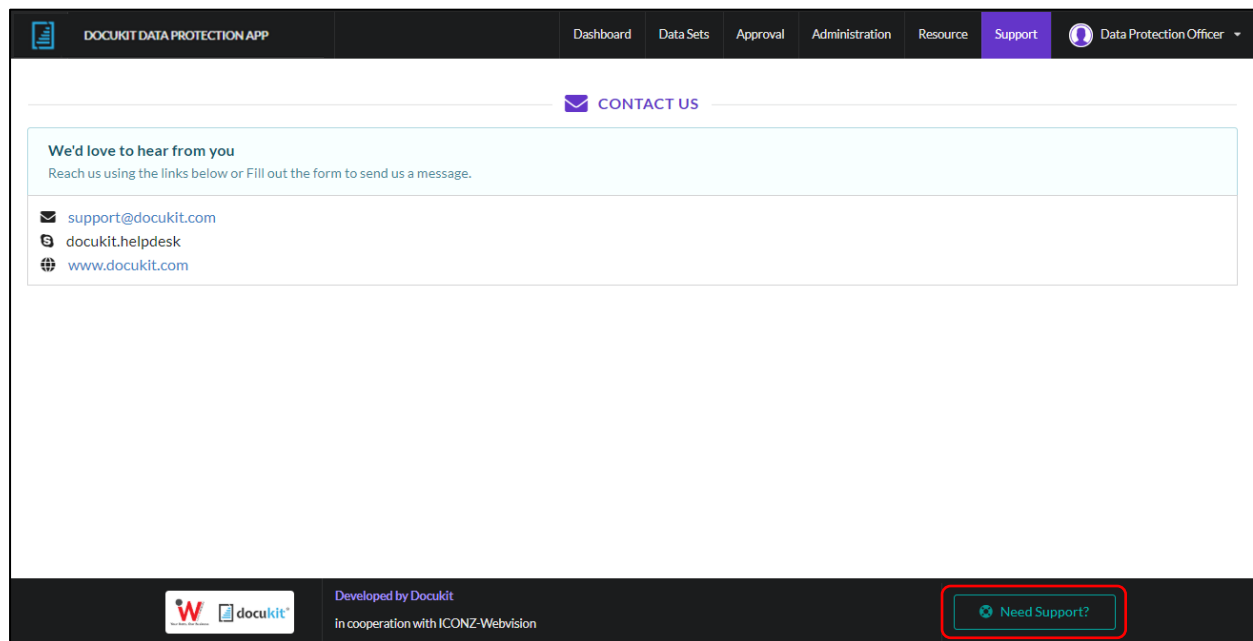
### Contact Support

1. To contact support, click “Support” menu. Contact details are available.



### Chat Support

1. For fast and quality support, support through chat is also available. Just click  Button on the lower right part of the page and you will be directed to the chat support page.



## LOGOUT TO INVENTORY TOOL

1. Click the upper right part of the page where name of the user is visible.  
Click to logout to the system.

Logout

