1. OBJETIVE AND SCOPE

Make the application available on
production environment with
risk protection mechanisms
and PII protection. Perform the Management of
Settings (PII) and check Hosting
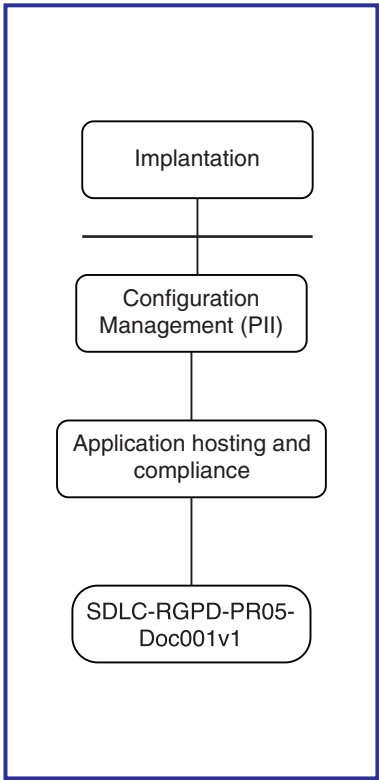application and GDPR compliance.

2. ABBREVIATIONS AND TERMS

GDPR - General Data Protection Regulation
SDLC - Software Development Cycle
DPO - Responsible for data processing
PII - Personally Identifiable Information
CC - Citizen Card
Doc - Document
v1 - Version 1
DLP - Data loss prevention

3. MODE OF PROCEDURE

3.1 Implantation Document: Doc001v1

3.1.1 SDLC Control Document - GDPR

ACTIVITIES	DESCRIPTION	RESP.	DOC.
Implantation → Configuration Management (PII) → Application hosting and compliance → SDLC-RGPD-PR05-Doc001v1	In the SDLC Implementation phase, after pass the test audit in GDPR compliance, carry out Configuration Management (PII).	Production Team	SDLC-RGPD-PR05-Doc.001V1.
	Fill in the document ACCOMMODATION APPLICATION AND COMPLIANCE, according to Accommodation Application (binary) and check the type of accommodation, type of accommodation, the Management and whether they are in compliance or not with the GDPR.	Production Team	
	Also fill in the Accommodation table Application data (Storage) and check the if the storage is internal or external, type Storage, Management console and presence or not of conformity with the GDPR.	Production Team	

Prepared by: <Name of Responsible for the Deployment>	Verified by: <DPO name>	Approved by: <Name of the Project Manager>
Date: <Year-month-day>	Date: <Year-month-day>	Date: <Year-month-day>

4. OBJETIVE AND SCOPE

Still in Configuration Management (PII),
following the phase backup document
validated design, check that the
PII backups are in compliance
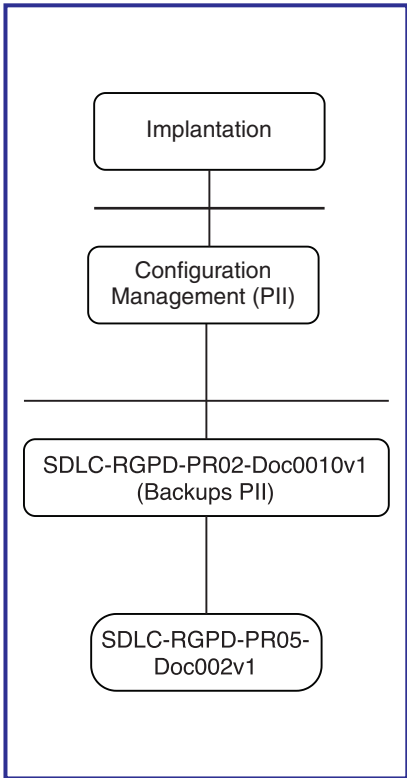with the GDPR ensuring security
personal data.

5. ABBREVIATIONS AND TERMS

GDPR - General Data Protection Regulation
SDLC - Software Development Cycle
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6. MODE OF PROCEDURE

6.1 Implantation Document: Doc002v1

6.1.1 SDLC Control Document - GDPR

ACTIVITIES	DESCRIPTION	RESP.	DOC.
Implantation — Configuration Management (PII) — SDLC-RGPD-PR02-Doc0010v1 (Backups PII) — SDLC-RGPD-PR05-Doc002v1	Continue Configuration Management (PII) of the deployment phase to verify comply with backups of according to the GDPR. Following the validated document in the drawing phase regarding Backups of the PII, also complete the document PERSONAL DATA BACKUPS in phase application deployment. Verify that backups are internal or external, Backup type. Besides that, indicate whether backups and restores have been tested and whether they have been according to the plan.	Production Team Production Team Production Team	SDLC-RGPD-PR05-Doc.002V1.

Prepared by: <Name of Responsible for the Deployment>	Verified by: <DPO name>	Approved by: <Name of the Project Manager>
Date: <Year-month-day>	Date: <Year-month-day>	Date: <Year-month-day>

7. OBJETIVE AND SCOPE

Também dentre os documentos da Gestão de Configurações (PII), encontra-se o documento para fazer a verificação do Logging e monitorização de dados pessoais, garantindo o registro de acesso às PII.
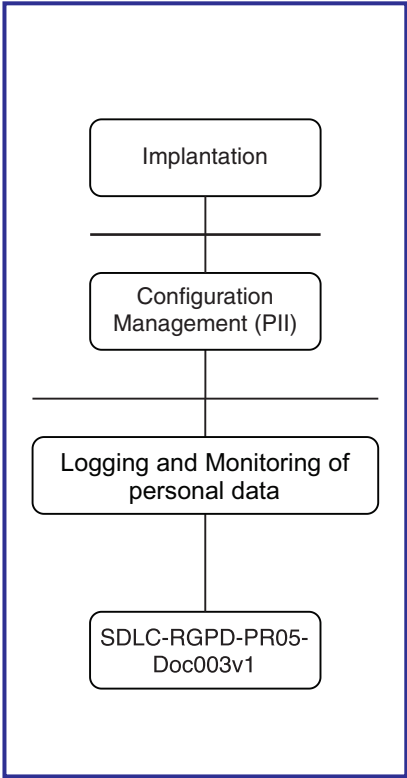
8. ABBREVIATIONS AND TERMS

GDPR - General Data Protection Regulation
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9. MODE OF PROCEDURE

9.1 Implantation Document: Doc003v1

9.1.1 SDLC Control Document - GDPR

ACTIVITIES	DESCRIPTION	RESP.	DOC.
Implantation Configuration Management (PII) Logging and Monitoring of personal data SDLC-RGPD-PR05-Doc003v1	Still in Configuration Management (PII) implementation phase, check the Logs and Data Monitoring personal data are in accordance with regulation. Complete the LOGGING E document MONITORING PERSONAL DATA. Check registered access control log, log monitoring and access data, access (read, change, remove) and the rights exercised by logged users.	Production Team Production Team Production Team	SDLC-RGPD-PR05-Doc.003V1.

Prepared by: <Name of Responsible for the Deployment>	Verified by: <DPO name>	Approved by: <Name of the Project Manager>
Date: <Year-month-day>	Date: <Year-month-day>	Date: <Year-month-day>

10. OBJETIVE AND SCOPE

Após ser validado o teste controlo
de acessos RGPD no documento
da fase anterior, realizar a verificação
e auditoria de segurança (PII) baseado no
Smoke Test PRD, informando os tipos de filtro,
log de acesso, log de direto, soluções DLP e
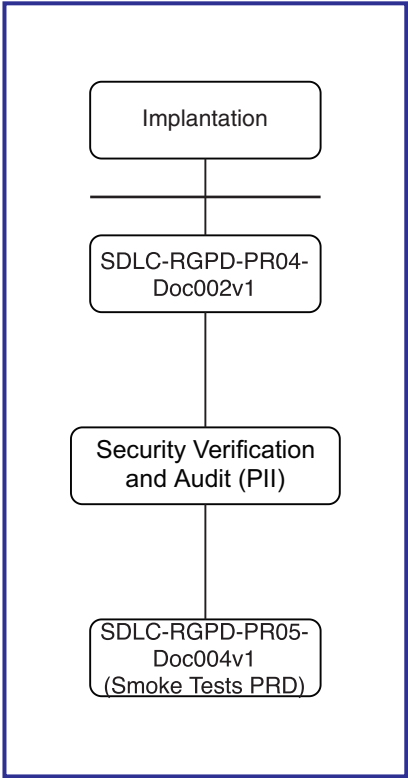backups, de segurança de acordo com o RGPD.

11. ABBREVIATIONS AND TERMS

GDPR - General Data Protection Regulation
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12. MODE OF PROCEDURE

12.1 Implantation Document: Doc004v1

12.1.1 SDLC Control Document - GDPR

ACTIVITIES	DESCRIPTION	RESP.	DOC.
Implantation SDLC-RGPD-PR04-Doc002v1 Security Verification and Audit (PII) SDLC-RGPD-PR05-Doc004v1 (Smoke Tests PRD)	Check the completed document in the test phase, Validation and test control of GDPR accesses. Fill in the document VERIFICATION AND SECURITY AUDIT (PII) (SMOKE TESTS PRD). Check if the data is filtered according to according to the application profile. If so, inform the type of filter applied. Inform the type of log application access, rights log, how replacement of an backup, security of backups of personal data and the DLP solution.	Production Team Production Team Production Team	SDLC-RGPD-PR05-Doc.004V1.

Prepared by: <Name of Responsible for the Deployment>	Verified by: <DPO name>	Approved by: <Name of the Project Manager>
Date: <Year-month-day>	Date: <Year-month-day>	Date: <Year-month-day>

13. OBJETIVE AND SCOPE

Realizar o preenchimento
do documento de setup DLP (PII)
e verificar se existe algo na aplicação
que afeta o DLP e os tipos de controlos
ativados para a aplicação ficar em
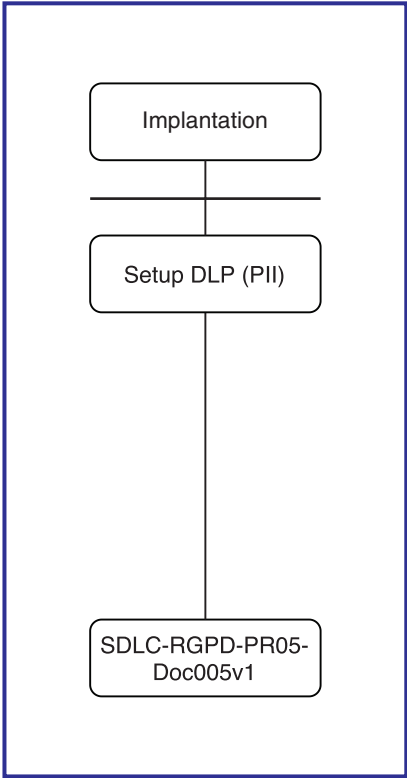conformidade com o RGPD, validando
a implantação do sistema.

14. ABBREVIATIONS AND TERMS

GDPR - General Data Protection Regulation
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15. MODE OF PROCEDURE

15.1 Implantation Document: Doc005v1

15.1.1 SDLC Control Document - GDPR

ACTIVITIES	DESCRIPTION	RESP.	DOC.
Implantation Setup DLP (PII) SDLC-RGPD-PR05-Doc005v1	Complete the SOLUTION document DATA LOSS PREVENTION, check that is there any solution in the application that affects DLP. If so, identify the controls and whether or not they are activated in the system. Also identify the types of monitoring covered by the solution DLP and examples of controls activated.	Production Team Production Team	SDLC-RGPD-PR05-Doc.005V1.

Prepared by: <Name of Responsible for the Deployment>	Verified by: <DPO name>	Approved by: <Name of the Project Manager>
Date: <Year-month-day>	Date: <Year-month-day>	Date: <Year-month-day>