

## 1. OBJETIVE AND SCOPE

Questionnaire document aiming to carry out the Impact Assessment on the protection of personal / sensitive data.

## 3. MODE OF PROCEDURE

### 3.1 Requirements Document: Doc001v1

#### 3.1.1 SDLC Control Document - GDPR

## 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

ACTIVITIES	DESCRIPTION	RESP.	DOC.
<pre> graph TD     A[Requirements Survey and Analysis] --&gt; B{Is there any personal / sensitive data?}     B -- No --&gt; C((end))     B -- Yes --&gt; D[Data Protection Impact Assessment]     D --&gt; E[SDLC-RGPD-PR01-Doc001v1]           </pre>	<p>Conduct the requirements survey and analysis and check if there will be personal / sensitive data in the application.</p> <p>If there is no personal / sensitive data, it is the End of the process.</p> <p>If so, carry out the impact assessment on the protection of personal / sensitive data that the application will use and determine the scope, objective, the team and managers, operations processing of personal data, carry out all document evaluations and predict security measures with recommendations improvements.</p>	<p>Sistems Analyst</p> <p>DPO</p>	<p>SDLC-RGPD-PR01-Doc.001V1.</p>

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#### 4. OBJETIVE AND SCOPE

Questionnaire / interview  
to determine if the application  
makes use of personal / sensitive data.  
Check if there is a model  
explicit consent

#### 6. MODE OF PROCEDURE

##### 6.1 Requirements document: Doc002v1

##### 6.1.1 SDLC Control Document - GDPR

#### 5. ABBREVIATIONS AND TERMS

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ACTIVITIES	DESCRIPTION	RESP.	DOC.
<pre> graph TD     A[Requirements Survey and Analysis] --&gt; B{Is there any personal / sensitive data?}     B -- No --&gt; C((end))     B -- Yes --&gt; D{Is there an explicit consent model?}     D -- No --&gt; E[Check option "No" and associated information]     D -- Yes --&gt; F[Check option "Yes" and indicate model form to obtain]     E --&gt; G[SDLC-RGPD-PR01-Doc002v1]     F --&gt; G           </pre>	<p>This procedure aims to collect information / specification of PII requirements. Check if the application makes use of personal data or sensitive data that can lead to the identification of a specific person?</p> <ul style="list-style-type: none"> <li>- First name;</li> <li>- Last name;</li> <li>- Full name;</li> <li>- Mobile number;</li> <li>- CC number;</li> <li>- Passport number;</li> <li>- Tax Identification Number;</li> <li>- Address;</li> <li>- Marital status; etc.</li> </ul> <ul style="list-style-type: none"> <li>• If there is no personal / sensitive data, it's the end of the diagram.</li> <li>• If yes, continue the analysis with the collection of others requirements below.</li> </ul> <p>Is there a model for requesting explicit consent?</p> <ul style="list-style-type: none"> <li>• If yes, provide the model indicated by registering this option in the CONSENT document.</li> <li>• If not, check that the consent form is appropriate for the request by adjusting the even if necessary.</li> </ul>	<p>Sistems Analyst</p> <p>Sistems Analyst</p> <p>Sistems Analyst</p>	<p>SDLC-RGPD-PR01-Doc.002V1.</p>

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## 7. OBJETIVE AND SCOPE

Questionnaire / interview to determine whether personal and sensitive data is defined and appropriate to the software project.

## 9. MODE OF PROCEDURE

### 9.1 DRequirements document: Doc003v1

#### 9.1.1 DLC Control Document - GDPR

## 8. ABBREVIATIONS AND TERMS

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ATIVIDADES	DESCRIÇÃO	RESP.	DOC.
	<p>Check if the model for indicating the personal and sensitive data to be collected and processed is suitable for the project.</p> <ul style="list-style-type: none"> <li>• If the data is already defined, you must complete the DATA-COLLECT Form.</li> <li>• If the personal data to be collected is not defined, you must make a survey to complete the DATA-COLLECT Form.</li> </ul>	<p>Sistems Analyst</p> <p>Sistems Analyst</p> <p>Sistems Analyst</p>	<p>SDLC-RGPD-PR01-Doc.003V1.</p>

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## 10. OBJETIVE AND SCOPE

Questionnaire / interview  
to check if there are access levels /  
profiles in the application.

## 12. MODE OF PROCEDURE

### 12.1 Requirements document: Doc004v1

#### 12.1.1 SDLC Control Document - GDPR

## 11. ABREVIATURAS E TERMOS

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ACTIVITIES	DESCRIPTION	RESP.	DOC.
<pre> graph TD     A[Requirements Survey and Analysis] --&gt; B{Is there any personal / sensitive data?}     B -- No --&gt; C((end))     B -- Yes --&gt; D{Are there different user profiles / levels?}     D -- No --&gt; E[Indicate "There are no profiles / levels"]     D -- Yes --&gt; F{Profiles / levels are defined}     F -- No --&gt; G[Indicate "Make Survey of Profiles / Access Levels"]     F -- Yes --&gt; H[Complete the forms]     G --&gt; I[SDLC-RGPD-PR01-Doc004v1]     H --&gt; I           </pre>	<p>Check if there are access levels / profiles in the application.</p> <ul style="list-style-type: none"> <li>• If there are no access levels / profiles in the application, you must indicate this in the PROFILES document.</li> <li>• If there are access levels / profiles in the application, and if they are already defined, then you must complete the PROFILES document.</li> <li>• If they are not defined, you must make a survey to complete the PROFILES document.</li> </ul>	<p>Sistems Analyst</p> <p>Sistems Analyst</p> <p>Sistems Analyst</p> <p>Sistems Analyst</p>	<p>SDLC-RGPD-PR01-Doc.004V1.</p>

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## 14. ABBREVIATIONS AND TERMS

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## 15.1 Requirements document: Doc005v1

ACTIVITIES	DESCRIPTION	RESP.	DOC.
<pre> graph TD     A[Requirements Survey and Analysis] --&gt; B{Is there any personal / sensitive data?}     B -- No --&gt; C((end))     B -- Yes --&gt; D[Check the existence of procedures for holders to exercise their rights (access, portability, forgetfulness, updating)]     D --&gt; E[SDLC-RGPD-PR01-Doc005v1]           </pre> <p>The flowchart starts with a rounded rectangle 'Requirements Survey and Analysis'. An arrow points down to a diamond decision 'Is there any personal / sensitive data?'. From the diamond, a 'No' path leads right to a circle 'end'. A 'Yes' path leads down to a rounded rectangle 'Check the existence of procedures for holders to exercise their rights (access, portability, forgetfulness, updating)'. An arrow from this rectangle points down to another rounded rectangle 'SDLC-RGPD-PR01-Doc005v1'. The entire process from the 'Yes' decision to the final document reference is enclosed in a blue rectangular box.</p>	<p>Check how the access of personal data holders will be in relation to their rights:</p> <ul style="list-style-type: none"> <li>• Right of access to personal data;</li> <li>• Portability requests;</li> <li>• Requests for forgetting personal data;</li> <li>• Update of personal data.</li> </ul> <p>Record the options in the RIGHTS-HOLDER-DATA form.</p>	<p>Sistems Analyst</p> <p>Sistems Analyst</p>	<p>SDLC-RGPD-PR01-Doc.005V1.</p>

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## 16. OBJETIVE AND SCOPE

Questionnaire / interview to check if DB backups are included where they appear personal data for the application.

## 18. MODE OF PROCEDURE

### 18.1 Requirements document: Doc006v1

#### 18.1.1 SDLC Control Document - GDPR

## 17. ABBREVIATIONS AND TERMS

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**BD** - Data Base

ATIVIDADES	DESCRIÇÃO	RESP.	DOC.
<pre> graph TD     A[Requirements Survey and Analysis] --&gt; B{Is there any personal / sensitive data?}     B -- No --&gt; C((end))     B -- Yes --&gt; D[Check for backups to the database where personal data resides]     D --&gt; E[SDLC-RGPD-PR01-Doc006v1]           </pre>	<p>Check if backups of the database are included where personal data are included.</p> <ul style="list-style-type: none"> <li>• If included, the plan must be presented in the BACKUPS document.</li> <li>• If the issue is not reflected in the BACKUPS document with an indication of the procedure to be followed.</li> </ul>	<p>Sistems Analyst</p> <p>Sistems Analyst</p> <p>Sistems Analyst</p>	<p>SDLC-RGPD-PR01-Doc.006V1.</p>

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