WORKSHEET 7.1

Data flow with evidence status

Make processing visible at each step.

Use one sheet per step or recipient. Review source device, audio, recognition, KSE, response, output, logs and connected systems.

Data and purpose

Data types, source, purpose, customer class and necessary data; mark prohibited data separately.

Location operator recipient

Service/endpoint, operator, processing location, onward recipients and technical transfer.

Retention and evidence

Storage, retention, document and version, confirmed or open; owner and date for resolution.

REVIEW CRITERION

No processing step is described solely by a general profile name.

WORKSHEET 7.2

Roles permissions and technical tests

Enforce and evidence access.

Use one card per role and function. Distinguish shared access from personal authentication.

Role and permitted function

Speak, read, content, reporting, settings, knowledge, action, export or deletion; purpose and backup.

Technical boundary

Identity evidence, authorisation, tenant/location/object scope and access revocation.

Test and result

Correct and wrong role; include cache and target system; expectation, result, evidence and approver.

REVIEW CRITERION

A role label without technical enforcement and a negative test is insufficient.

WORKSHEET 7.3

Information and data lifecycle

Specify disclosure and retention.

Use one card per data type or text. Review audio, transcript, evidence, operational data, notes and recipient copies separately.

Disclosure and specialist review

Exact AI disclosure; location of full information; open questions on legal basis, participation and recording.

Data lifecycle

Purpose, location, access, retention, deletion trigger, deletion method, export, recipients and backups.

Evidence and ownership

Draft or approved; responsible specialist, technical implementation, deletion test and date.

REVIEW CRITERION

No blanket retention period for data types with different purposes and recipients.

WORKSHEET 7.4

Rules catalogue and status review

Walk through specific boundaries.

Use one card per critical situation; include third-party data, missing permission, missing evidence and unknown action status.

Trigger and rule

Situation, permitted role, confirm/block/handover, technical boundary and allowed exception.

Response and handover

Exact wording, true status, recipient, channel and necessary context.

Test and approval

Normal and negative case, expected behaviour, evidence, owner and decision.

REVIEW CRITERION

Every rule is testable through its trigger, technical behaviour, response and evidence.

WORKSHEET 7.5

Vendor and contract review status

Link documents to the specific deployment.

Use one card per vendor or review item. Identify assessments by privacy, security and legal specialists.

Role and service

Processing step, data, access, party role and subprocessors.

Documents and open assessment

Contracts, locations, transfers, safeguards, support, training, retention, changes; version and missing documents.

Review decision

Which specialist assesses which question; review any required impact assessment or participation; date and evidence.

REVIEW CRITERION

A requested contract is not yet a reviewed or executed contract.

WORKSHEET 7.6

Open legal and specialist questions

Turn unknowns into actionable tasks.

Record questions only; use 7.7 for decisions already made.

Question and affected scope

Specific question, data/process, why a decision is needed and which launch depends on it.

Inputs and responsibility

Required documents, provider, specialist decision maker and date.

Answer and traceability

Answer or open status; evidence, decision in 7.7, affected implementation and retest.

REVIEW CRITERION

Each open question has a responsible specialist, date and visible impact.

WORKSHEET 7.7

Decision log and launch conditions

Bound approval by scope and evidence.

Use the first three fields for shared context, evidence and stop conditions. Review earlier entries there. Then record one decision each for the internal trial, design and guests. Fictional design N2: E1 permits internal testing with sample data only. E2 documents bilateral confirmation of the fixed N2 design. E3 records a request for guest access with live data; there is no approval for that use. All three records are dated 5 March 2027.

Decision and version

Subject, deployment, data, version, decision maker and date.

Status conditions evidence

Draft, specialist review open, conditional or bounded approval; evidence and unmet conditions.

Stop and re-review

Observable stop trigger, fallback, owner and changes that reopen the decision.

Internal trial

Status, permitted data and evidence. Which change requires a new review?

Fixed design

Version, evidence of confirmation and the boundary of this decision.

Guest access

Status, evidence, missing decision, review owner and date.

REVIEW CRITERION

Three separate entries state scope, status and evidence. A version change reopens the affected review.