### Privacy by Design Use Case Template

[This is where John Sabo's work on the "PbD-SE Privacy Use Case Template" would go.]

Use case scoping and development are critical steps in the process of integrating *Privacy by Design* into the requirements analysis phase of the software development lifecycle. The initial use case development uses a template based on the OASIS Privacy Management Reference Model and Methodology (PMRM) v.1.0.

Depending on the complexity of the use case as well as the size and organizational structure of the software development organization and its methodology and practices, certain steps in the template may be carried out by individuals or departments external to the software developers working on an application or project. For example, the designation of data elements or sets of data elements as PI and PII may be established by an organization’s Chief Privacy Officer and not by the software development team. Likewise, the designation of Data Subjects, Domain Owners, legal and regulatory policies, and required privacy controls may be established by an internal stakeholder team.

Nevertheless, complete use case development is necessary, and one of the first steps is the identification of the individual(s) in an organization who are responsible for scoping and completing the various parts of the Use Case Template. Once this tasking matrix has been established (if needed), the following set of use case components should be completed.

### Use Case Template Components

Twelve components constitute the *Privacy by Design* Use Case Template.

#### Use Case Title

*[A short descriptive title for the use case]*

#### Category of Use Case [optional]

*[An organization may choose to establish categories of application-types (such as “Online Banking”) or categories of reusable models (such as “Two Domain”) in order to build an inventory of use cases that will facilitate future PbD-software development integration.]*

#### General description of the Use Case

*[High-level synopsis of the use case]*

#### Application(s) associated with Use Case

*[Relevant applications where personal information (PI) and/or personally identifiable information (PII) is communicated, created, processed, stored or deleted]*

#### Data subject(s) associated with Use Case

*[This Includes any Data Subject associated with any of the applications in the use case]*

#### Domain Owners, Domains, and Roles associated with Use Case

*[A “Domain Owner” is the Participant responsible for ensuring that privacy controls (and the functional services supporting those controls) are managed in business processes and technical systems within a given Domain.*

*A “Domain” includes both physical areas (such as a customer site or home) and logical areas (such as a wide-area network or cloud computing environment) that are subject to the control of a particular domain owner.*

*“Role” includes the responsibilities assigned to specific Domain Owners within a privacy domain.]*

#### Systems and products supporting the Use Case applications

*[“System” is a collection of components organized to accomplish a specific function or set of functions having a relationship to operational privacy management.*

*“Products” are Categories of outputs or files containing PI or PII within the use case]*

#### PI and PII covered by the Use Case

*[Covered by the Use Case are the PI and PII collected, created, communicated, processed or stored within Privacy Domains or Systems.*

*It may be necessary to map the PI and/or PII to a particular domain, system, application or product developing on the complexity of the use case and the level of analysis addressed within the use case.]*

#### Data Flows and Touch Points Linking Domains or Systems

*[“Touch Points” are the points of intersection of data flows with privacy domains or systems within Privacy Domains.*

*“Data flows” are data exchanges carrying PI and/or PII and privacy policies among domains in the use case.]*

#### Legal, regulatory and /or business policies governing the Use Case

*[Policies governing the Use Case include definitions and descriptions of the laws regulatory requirement sand business policies governing privacy conformance within all relevant aspects of the use case.]*

#### Privacy controls required within the Use Case

*[“Privacy Control” is a process designed to provide reasonable assurance regarding the achievement of stated privacy policy objectives.*

*Privacy controls* are applicable to specific domains, systems or applications as required by policies governing the Use Case.]

#### Functional Services Necessary to Support Privacy Controls

*[“Service” is a collection of related functions and mechanisms that operate for a specified purpose in support of privacy controls.]*

### Template Development Roles

#### Chief Privacy Officer

#### System or Application Architect

#### Software Developer