GUIDELINES FOR THE SYSTEMS SELF-ASSESSMENT QUESTIONNAIRE

General Information
  I.   The input window expires after **24hrs**
  II.   The questionnaire has 8 sections.
  III.   To move to the next section, you are required to complete the prior section.
  IV.   You will pick from the options provided as MOST QUESTIONS HAVE SELECTABLE OPTIONS.
  V.   Best completed by your IT personnel or IT Consultant.
  VI.   Some questions require you to input more than one record in which case you click on the "+" sign
  VII.   Where dates are not applicable put 01/01/2024
  VIII. Where question allows for typing, N/A or none is allowable and the date will 01/01/2024

There are two methods available for completing the questionnaire. Online submission or via and excel upload. The excel upload will enable download the sheet complete at your time and distribute to other completion and only merger the collected responses into one sheet and then upload into the system

INSTRUCTION FOR THE UPLOAD ROUTE.
  I.   Download the template and ensure you use the **desktop version of Excel** to complete.
  II.   Ensure you Enable Editing""
  III.   Complete the template and save in readiness to upload.
  IV.   After upload follow the steps "Continue"

Other General Information

SECTION 1:   COMPANY DETAILS
This section requires you to upload the Pacra registration certificate.
Other details to enter are: -

Information Required
Name of Organization, nature of business, category of core business, PACRA registration date, your institution's level of automation and what the data is used for.

SECTION 2:   SOFTWARE APPLICATIONS
This section intends to capture the software applications operating in your institutions.

Information Required
Name of application: What applications exist in your organization,
Processing Purpose: What is the purpose of the application? Process payroll, Core application, ERP, etc
The license type: Pick from the list,

License Expiry Date: (if perpetual, enter 01/01/2024), otherwise enter the date when that license expires or likely to expire,
Maintenance type: How is the application maintained
Developer Category: State whether the developers of the system are local or foreign, and country or origin of the application.

SECTION 3:   DATA BASES
The section intends to capture the database types in your institution. All databases. Where spreadsheets are used, please include them. Database type are for instance Oracle, MS-SQL, MySQL, etc

Information Required
Name of your database and version number, which applications use this database (applications listed above), when the database license expires, when this was implemented, was implementation done by local staff or system providers.

SECTION 4:   ICT SERVER INFRASTRUCTURE
This section intends to capture the server infrastructure at the primary site. How the servers are setup and which databases or applications are being serviced.

Information Required
Server type, what applications (listed above) are running on the said infrastructure, when the infrastructure will become obsolete.

SECTION 5:   DISASTER RECOVERY SITE
This section intends to capture your business continuity readiness.

Information Required
Backup infrastructure, which applications (listed) above are backed up and estimated life span of the service to expiry.

SECTION 6:   OTHER SECURITY INFRASTRUCTURE
This section intends to gather information about the security controls and infrastructure supporting the environment.

Information Required
Name   of   application   (hardware/software/appliance).   How   the hardware/software, appliance supports the environment. These can be anti-virus software, Firewalls, security appliances, etc. Estimated life span of the service to expiry eg, expiry date of the Anit-virus. If Perpetual enter date as 01/01/2024

SECTION 7:   CATEGORIES OF DATA PROCESSED
e.g personal identification data, financial data, research data etc.

SECTION 8: WHO IS SUBMITING THIS DATA ON BEHALF OF THE INSTITUTION

This will be information that will be used for future communication alongside the email address and mobile number at PACRA. Ensure the email address and mobile number are valid.

HELPDESK: 0750979954 OR EMAIL: Compliance@dataprotection.gov.zm