

Data Privacy Launch Datasheet

Customer is seeking help in setting up the Collibra platform’s Data Privacy capability to support finding and identifying personal information (PI) as an aid to complying with relevant data privacy regulations and/or policies.

In Scope

Phase/Task	Customer responsibility	Collibra responsibility
Kickoff: Installation and preparatory training	Customer CCPA/GDPR team, governance team and privacy team or representatives analyze requirements and data	<ul style="list-style-type: none"> Install and configure the Collibra Data Privacy (DP) modules (CCPA / GDPR) in a development environment Educate Customer DP and Collibra teams about the DP solution, data model, and requirements
Blueprint: Analysis	Schedule and participate in workshops	<ul style="list-style-type: none"> Conduct workshops to analyze data to support one organizational domain (e.g. department) for up to 3 applications, systems, or databases, with the DP solution Perform implementation specification assessment comparing the OOTB DP operating model (assets, attributes, and relations used and not used) to Customer privacy data
Blueprint: Design Operating Model	Customer governance and GDPR/CCPA team review/accept operating model and plan revisions	<ul style="list-style-type: none"> Design operating model based upon implementation specification workbook and current Collibra configuration Document extensions or additions (Deliverable: updated Implementation Specification, written summary of extensions or additions) Customer DP and Collibra teams review and sign-off on designs
Blueprint: Configure	Review configuration items/accept, learn, load data	<ul style="list-style-type: none"> Configure operating model per designs in Dev environment Configure OOTB DP dashboard to reflect Customer DP assets Configure one OOTB lineage/traceability diagram relating to DP usage Configure up to three (3) out-of-the-box (OOTB) DP workflows

Phase/Task	Customer responsibility	Collibra responsibility
Final Preparation: Knowledge Transfer and Testing	Conduct testing (customer testing, CCPA/GDPR, and/or governance teams)	<ul style="list-style-type: none"> • Help customer with metadata loading • Assist Customer Collibra team with migration of DP extensions to Test environment • Instruct Customer DP testers on new functionality and workflows • Support Customer testing of DP module for up to 5 business days
Transition: Deploy to production	Deploy work above to production environment	Provide support to customer team during promotion to production environment
Transition: Plan next steps	Customer governance and/or CCPA/GDPR teams participate in final presentation of recommended next steps	<ul style="list-style-type: none"> • Document critical needs identified during phase one and proposed solutions • Identify non-critical items offering highest value to Customer • Estimate effort to address, document and present to Customer
Project status	Participate in weekly status reviews and remediation planning for any project risks that arise	Ensure engagement remains on track and any potential risks or issues are identified early and remedial steps taken.

Out of scope

All tasks not detailed in the relevant IN-SCOPE section above are considered out of scope, including:

1. Any development with the Collibra Java API or REST API.
2. Any Custom application development or integration.
3. Custom workflows.
4. Configuration of custom asset pages..
5. Organizational Change Management activities such as communication planning, organizational design, or role mapping.
6. Program management is the responsibility of Customer including all communication with the steering committee.
7. Use of third-party test automation software or test automation expertise..

Assumptions

1. Collibra consultants will make maximum use of out-of-box product capabilities to achieve fast results.
2. Customer acknowledges that the expected schedule is based on Collibra's industry experience. While performing the Professional Services hereunder, Collibra may encounter unforeseen circumstances that increase the effort required to fulfill its obligations. Therefore, Customer hereby agrees that should Collibra require any additional hours and/or days to complete the objectives in the Description of Services, the parties shall mutually agree upon setting out the amended scope and/or fees for such additional hours. Collibra shall use commercially reasonable efforts to provide to Customer as much advance notice of any such additional hours as possible.
3. Customer will ensure that all relevant stakeholders, participants, contributors, sponsor(s) any other key personnel identified during planning are scheduled and available for their parts of the agreed project plan.
4. Customer will provide requested information for the analyses
5. Customer will provide machines and network access if Collibra consultants are not permitted to use their Collibra issued laptop (Mac or PC)
6. Customer will provide remote access to Collibra staff to the Collibra environments in-scope.
7. Documents will be delivered using Collibra templates, format and content.
8. Customer and Collibra will mutually agree on the location of work. As a principle, full-day workshops and trainings will be conducted on-site whereas activities such as configuration, development, documentation and test support are performed remotely.
9. Collibra personnel shall be deployed during Collibra's normal operating hours in the location of work.
10. The implementation is assumed to run for five (5) consecutive weeks. Delays may have impact on the timeline and require a Change Request (CR) to address the cost overage.
11. Customer acknowledges that Collibra may utilize subcontractors in its performance of the Services hereunder.
12. Customer acknowledges that the expected schedule is based on Collibra's industry experience. While performing the Services hereunder, Collibra may encounter unforeseen circumstances that increase the effort required to fulfill its obligations. Therefore, Customer hereby agrees that should Collibra require any additional hours and/or days to complete the objectives in the Description of Services, the parties shall mutually agree upon a change order setting out the amended scope and/or fees for such additional hours. Collibra shall use its best efforts to provide Customer as much advance notice of any such additional hours as possible.
13. Customer will reimburse Collibra for reasonable travel and lodging expenses it incurs in providing Professional Services in accordance with Collibra's Travel Policy.
14. The project is expected to be completed within twelve (12) months from the Order Effective Date. Collibra shall not be obligated to perform any Services or provide any Deliverables after this expiration even if the estimated Professional Services time stated above has not been fully utilized in the twelve (12) month period following the Effective Date. The parties will negotiate in good faith a change order should any additional days/hours be required beyond the foregoing time period.