

MAIN OBJECTIVE

To make privacy documentation as easy, accurate, and time efficient as possible.

TOP UX PRINCIPLES

- Be consistent how you guide them through tasks and what you call things
- Don't overwhelm, only present the user what they need for the current task
- Come straight to the point, use as few words as possible to communicate
- Avoid page hopping
- Keep things easily understood with as few clicks as possible
- Guide them in a way that prevents errors
- Always provide a clear way for users to change their mind
- When they do get into an error state, tell them plainly what the problem is and how to fix it

TOP UI PRINCIPLES

- Use color to communicate rather decorate
- Limit fonts and weights to avoid visual confusion
- Place, group, and space content to convey hierarchy, relationships and improve readability

TOP ACCESSIBILITY PRINCIPLES

- Don't rely on color only to communicate
- Make sure that text has enough contrast from its background
You can check with [Web AIM](#)
- Make sure link text communicates what is going to happen when clicked

TERMINOLOGY TO USE IN PDAM

PDAM:

Privacy Data Assessment Management

Privacy Review:

Generic term we will use in PDAM to refer to PRBs, PIAs, etc.

DPIA:

Data Protect Impact Assessment

Question template:

Term we will use for the set of questions that the user selects for their Privacy Review or DPIA

TEXT FORMATING

- All text
 - Capitalize only the first word of a sentence, proper nouns and acronyms (ID rather than Id)
 - Left-aligned with an erratic/ragged right margin
- Dates
 - Specified in Month/Day/Year + time without seconds
 - Example: 2/14/2019 5:11 PM
- Privacy Review and DPIA IDs
 - ID first, iteration second. Example: 112.1

FONTS

H1- 25px Regular (#000) - Page titles only

H2- 20px Regular (#505050) - For heads

H3 - 17px Regular (#505050) - For subheads

Body copy - 13px Regular (#505050) – All else

Use bold sparingly – only where indicated


COLORS

#0078D4 rgb(0,120,212)	Branding, collaboration, and things that are clickable
#D83B01 rgb(216,59,1)	Use to mark something as required
#107C10 rgb(16,124,16)	Use to mark something as completed
#5C2D91 rgb(92,45,145)	Use for Non-DPO notes
#A80000 rgb(168,0,0)	Use for DPO notes and errors
#FFE49D rgb(255,228,157)	Use for highlighting
#0000 rgb(0,0,0)	Use for H1 page titles
#505050 rgb(80,80,80)	Default text color
#737373 rgb(115,115,115)	If used for text, must be used with white bk. Use for de-emphasized text and grey icons
#A6A6A6 rgb(166,166,166)	Use for disabled button text
#D2D2D2 rgb(210,210,210)	Darkest background color that can be used with #505050 grey text. Use for secondary button fill
#E6E6E6 rgb(230,230,230)	Use only for backgrounds and disabled button fill

ICONS ([Fabric icon website](#))

 = Not answered state [AsteriskSolid F34D] (active color: #D83B01)

 = Collaborate state [Message E8BD] (active color: #0078D4)

 = Collaborate state or completed indicator [Message E8BD]
(active color: #107C10)

 = Note indicator [Pinned E840 & PinnedFill E842] (active color: #5C2D91)


DPO = DPO note indicator [Segoe UI 13px] (active color: #A80000)

 = Revert button [RevToggleKey E845] (color: #107C10)

 = Save button [Save E74E] (color: #107C10)


 = More button [More E712] (color: #107C10)

 = Add button [Add E710] (color: #107C10)

 = Delete or close button [Cancel E711] (color: #107C10)

 = Edit button, Edit stage, or changed icon [Edit E70F] (color: #107C10)

 = Upload button [Upload E898] (color: #737373)

 = Send for review, Mark as completed, or Make new iteration button
[Forward E72A] (color: #737373)

COMMON SPACING

Spacing is almost always limited to these choices: 5px, 10px, 20px, 30px, or 60px

Here is the common spacing for questions:

2j Select regions and areas this product/feature/service will be available < ✓ Answered

- 10px
5px
- Global
- 10px between options
- USA
- EU
- Asia
- Americas
- Africa
- Other

60px between sections

3 Project path

20px after section heads

3a What is the VSO ID? < ✓ Answered

11355059

30px between questions

3b VSO area path < ✓ Answered

OS\Core\Fundamentals\Deployment