

Controllers

TRANSPARENCY

- ☐ Audit data inventory to determine what PI my company collects and processes?
- ☐ Provide a privacy policy that accurately represents my company's data practices and that includes the specific information required under applicable state privacy laws?
- ☐ Present required notices before engaging in certain activities such as selling PI?
- ☐ Obtain consumer consent before engaging in certain activities that require consent such as collecting sensitive PI?

DATA SECURITY

- ☐ Appropriate administrative, physical, and technical security measures in place to protect PI?
- ☐ Written information security policy in place and enforced?
- ☐ Security breach policy if unauthorized access occurs?
- ☐ Train employees who have access to PI on data security requirements?
- ☐ Conduct required data protection assessments before processing PI for certain activities such as targeted advertising?
- ☐ Regularly audit business information systems for potential vulnerabilities?

PRIVACY RIGHTS

- ☐ Mechanism for consumers to make privacy rights requests?
- ☐ Process to authenticate consumer privacy requests?
- ☐ Procedure to act on privacy rights requests within required timeframe?
- ☐ Record retention policy for privacy rights requests?

CONTRACTS

- ☐ Contracts with all service providers who process PI on my company's behalf?
- ☐ Contracts with all third parties to whom my company sells or shares PI?

Service Providers

CONTRACTS

- ☐ Contracts with all business clients on whose behalf my company processes PI?

DATA SECURITY

- ☐ Methods to prevent combining the PI my company processes for its own purposes with PI my company processes on behalf of a business client?
- ☐ Appropriate administrative, physical, and technical security measures in place to protect PI?
- ☐ Process to notify business clients of a security breach?
- ☐ Procedure to assist business clients with data protection assessments?
- ☐ Subject each employee who accesses the PI my company collects on behalf of a business client to a duty of confidentiality?

PRIVACY REQUESTS

- ☐ Procedure to respond to consumers who make privacy requests directly to my company?
- ☐ Process to assist business clients with privacy rights request responses and actions?