

# Compliance Checklists



## 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?

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