



CCPA CHECKLIST

A guide to helping your organization measure its compliance posture

- Appoint a privacy task force comprised of individuals from Legal, IT/IS, Marketing, and HR at a minimum
- Determine personal information scope through data inventory exercise
- Determine where and how personal information flows through data mapping exercise (this will assist in documenting sharing practices for notice disclosures)
- Ensure the privacy policy and employee policies have the required disclosures
 - Review and update on an annual basis
- Establish policies and procedures to honor Right to Know, Access, Deletion, and Sale Opt-Out Requests
 - This includes: Verifying the identity of the requestor, confirming receipt, compiling and deleting applicable data, applying exemptions, and establishing a method to provide the personal information to the consumer
- Determine vendors' role as: Third Party, Service Provider, and Business based on sharing and processing activities
 - Update contracts as needed
- Train employees on CCPA responsibilities on an annual basis
- Be prepared to demonstrate appropriate technical and security controls
- Memorialize the procedures taken to cure alleged breaches
- Monitor and enforce compliance of the CCPA privacy program