



# CCPA Checklist

## 1. Learn the rights of the consumers and how to address them

- Right to deletion
- Right to data portability
- Right to disclosure
- Right to object to the sale of personal information
- Restrictions to collecting consumer information
- Restrictions to selling consumer information
- Restrictions to sharing consumer information

## 2. Map your data

- How do we collect consumer personal information?
- Where is consumer personal information stored?
- How is consumer personal information handled?
- What consumer personal information do we “sell”, if any?
- How do we authorize access to consumer data?
- How do we update/move/delete consumer data?
- How do we keep consumer data secure?

## 3. Ensure agreements with vendors are compliant

- Find out what vendors have done to comply with CCPA
- Sign CCPA-compliant agreements (not required as in GDPR but recommended)

## 4. Update your policies

- Review policies and purposes of collecting consumer information
- Update privacy policy
- Create a process consumers can use to send requests
- Provide methods to opt-out

## 5. Pay attention to the ‘Do not Sell my Personal Information’ link

- If you “sell” data under the CCPA meanings, include this link on your website
- Is the link in a prominent place?

## 6. Provide contact method for consumer requests

- Email
- Toll free number
- Chat
- Other

## 7. Set up process to comply with consumer requests

- How do we verify the identity of consumers?
- Is our verification method secure?

## 8. Set up process to obtain consent of minors

- Do we actually need data of minors?
- What do we do with data of minors?
- Do we protect data of minors?
- How do we ask for consent?

## 9. Conduct internal trainings on CCPA

