workable

CCPA Checklist

☐ **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

☐ **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?

☐ **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)

☐ **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

☐ **Include a 'Do not Sell my Personal Information' link on website, in case you determine that your company "sells" data under the meanings of the CCPA**

—— Is the link in a prominent place?

☐ **Provide contact method for consumer requests**

—— Email
—— Toll free number
—— Chat
—— Other

☐ **Set up process to comply with consumer requests**

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

☐ **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?

☐ **Conduct internal trainings on CCPA**