

PRIVACY PROGRAM CHECKLIST



The privacy readiness program checklist helps organizations determine what foundational items need to be implemented in a privacy program.

- ☐ Understand regulations that apply to the organization
- ☐ Have a designated CPO
- ☐ Have clear and simple policies around Privacy, including a Privacy Notice on the official website
- ☐ Keep Privacy principles in mind for new campaigns, processes or initiatives
- ☐ Ensure 3rd party contracts have clear Privacy provisions
- ☐ Educate employees and relevant stakeholders on their obligations – provide regular training
- ☐ Ensure that questions, gaps, complaints are easily funneled to the CPO
- ☐ Have an Incident Management Protocol in place
- ☐ Review Privacy practices periodically – at a minimum annually
- ☐ Manage Digital Marketing strategies compliantly and according to regulations (e.g. CASL in Canada)
- ☐ Ensure cybersecurity coverage is included as part of insurance
- ☐ Ensure Personal Information is identified and protected – include IT security measures and policies
 - ☐ Encryption at rest & transit (data and hard drives) for sensitive data
 - ☐ Access and password management
 - ☐ Backups
 - ☐ Antivirus and firewalls
 - ☐ Internet, IM, and email controls
 - ☐ Regular software updates
 - ☐ Mobile device management
 - ☐ Security awareness training – cover malware, ransomware, phishing, social engineering