

CCPA COMPLIANCE CHECKLIST

Questions? Call us at 323-413-7432



A. Obtain executive level support and establish accountability

1. Advise management about privacy risks and the benefits of CCPA compliance.	
2. Obtain management support for your CCPA compliance efforts.	
3. Assign accountability (key roles and responsibilities) for CCPA compliance.	

B. Conduct a Privacy Impact Assessment (PIA) or gap analysis

4. Review the CCPA and other relevant privacy and breach laws to understand their requirements.	
5. Audit your privacy and security programs against the CCPA's requirements.	
6. Assess existing alignment with other privacy laws like FACTA, Gramm Leach or GDPR, if applicable.	
7. Determine which compliance gaps require remediation.	

C. Create a Personally Identifiable Information (PII) inventory and data map

8. Assess the categories of personal data you hold, where it comes from, and the business or commercial purpose for processing it.	
9. Create a system inventory and data map that shows how personal data flows through your organization. <i>Be sure to account for service providers and third parties.</i>	

D. Develop operational policies and procedures

10. Ensure your data protection policies and privacy notices are in line with the CCPA.	
11. If you 'sell' personal data, ensure your web domains have a 'Do not sell my personal information' feature.	
12. Review employee, customer, and supplier contracts, and update them to cover personal data processing.	
13. Create a SOP for to recognize, verify, and respond to consumer requests for access or deletion of PII	

E. Implement processes and technical measures to secure personal information

14. Have an information security policy in place.	
15. Implement technical controls such as those specified by established cybersecurity frameworks, guidelines, and standards like the NIST CSF (Cybersecurity Framework), the 20 CIS Controls, or ISO/IEC 27001:2013.	
16. Use encryption and/or de-identification where appropriate.	
17. Ensure policies and procedures are in place to detect, report, investigate breaches of personal information.	

F. Ensure teams are trained and competent

18. Ensure internal communications with stakeholders and staff are effective.	
19. Train your employees annually to understand the importance of personal data protection, the basic CCPA principles, and the procedures you have implemented to ensure compliance.	

G. Monitor and audit compliance

20. Schedule regular audits of personal data processing activities and security controls.	
21. Keep records of personal data processing requests up to date and posted.	

H. Speak to a Certified Information Privacy Manager Today at 323-413-7432