

THE ESSENTIAL CHECKLIST TO CCPA COMPLIANCE

Does CCPA apply to you?

You are required to comply with CCPA if you are a **for-profit organization that does business in California** and collects or processes consumers' personal info, AND meet **any of the following criteria**:

- Annual revenue of **\$25 million+**
- Acquires, shares, or sells the personal info of **50,000 or more** California consumers, households, or devices per year.
- **50% or more** of annual revenue derived from selling personal information.

ARE YOUR ON-SITE PRIVACY NOTICES UP-TO-DATE?

Informs visitors of the types of personal info you're collecting

Informs visitors of how their data is being used

Explains each of the consumer rights

ARE YOU MAINTAINING A DATA INVENTORY THAT TRACKS SPECIFIC INFORMATION?

Whether or not the consumer data is sold

Which categories of personal information are transferred to third parties

What personal information is exempt from CCPA (HIPAA, FCRA, etc.)

Which data was collected 12+ months prior to Jan. 1, 2020

ARE YOU ENSURING YOUR CONSUMERS' RIGHTS ARE INDEED PROTECTED?

Aside from notifying your users of their rights, you must also ensure that you have established processes and procedures for protecting their rights, including:

An intuitive opt-out process for customers, including a clear "Do Not Sell My Personal Information" and opt-out form

Disclosure and delivery of any/all personal info requested by a consumer, including the specific types of information collected, and how it was obtained.

Handling data deletion requests, including the ability to verify a person's identity and promptly delete their info.

Eliminating any possibility of denying goods and services and/or penalties towards individuals who exercise their privacy rights.

IS YOUR CONSUMER DATA SECURE?

Regardless of how, where, or when a data breach might occur, liability rests entirely on the organization that collected the data. Ensure all of the following:

Understand how your consumer data moves between internal and external systems, and where your liabilities reside

Vetted ALL third-party vendors for CCPA compliance prior to contract

Ensured CCPA compliance by any vendors you're currently contracting with

HAVE YOU TRAINED YOUR STAFF ON ESSENTIAL CCPA COMPLIANCE PROTOCOLS?

Companies that hold personal data on Californians are required to train their employees on proper data-handling practices.