CCPA Compliance Checklist:
A Step-by-Step Guide for Businesses

CCPA Compliance Checklist Overview

- Mandates protection of personal information for California residents.
- Avoid fines and maintain customer trust by complying with CCPA.
- Critical in today's digital landscape.
- CCPA shifts the U.S. towards greater control of individual privacy.
- Required if you collect, process, or sell personal data of California residents.
- Ensure all critical privacy aspects are addressed.
- Offers a step-by-step approach to align your business with CCPA, enhancing operational integrity and customer trust.

CCPA Compliance Checklist

CCPA Compliance Team Formation	**Assemble a Cross-Functional Team** ○ Include members from legal, IT, data security, and customer service departments.	
	Assign Roles and Responsibilities ○ Define specific tasks and responsibilities for compliance team members.	
CCPA Applicability Assessment	**Determine Applicability** ○ Check if your business meets CCPA criteria: $25M+ revenue, data on 50,000+ consumers, or 50%+ revenue from selling personal data.	
	Document Assessment ○ Keep records of the assessment process and conclusions.	
Privacy Policy Review and Update	**Update Privacy Policies** ○ Include disclosures about categories of personal information collected, sources, purposes, third-party sharing, and consumer rights.	
	Review Procedures ○ Establish a process for regular updates and reviews of the privacy policy.	
Consumer Rights Procedure Development	**Create Consumer Request Processes** ○ Develop procedures for handling consumer requests for information, deletion, and opt-out.	
	Train Employees ○ Ensure staff understand and can execute these processes.	

Data Mapping and Inventory	**Conduct Data Inventory** - Catalog all personal data collected, stored, processed, and shared.	
	Map Data Lifecycle - Document data flows and purposes for each data category.	
Third-Party Vendor Compliance Checks	**Review Vendor Contracts** - Ensure contracts include CCPA compliance terms.	
	Monitor Vendor Compliance - Regularly review vendors' privacy practices.	
Employee Training Program	**Develop Training Programs** - Create and implement training sessions on CCPA compliance.	
	Document Training - Keep records of training dates, participants, and materials used.	
Data Security Measures	**Implement Security Practices** - Use encryption, access controls, and secure data storage.	
	Regularly Review Security - Update security measures in response to emerging threats.	
Data Breach Response Planning	**Prepare a Response Plan** - Develop procedures for internal reporting and assessing breaches.	
	Consumer Notification Procedures - Outline steps for notifying affected consumers.	
Compliance Documentation and Record-Keeping	**Track Consumer Requests** - Log details of all consumer requests and responses.	
	Maintain Records - Keep records of data processing activities, vendor agreements, and policy changes for at least 24 months.	
Regular CCPA Compliance Audits	**Schedule Periodic Audits** - Plan for regular reviews of data handling practices against CCPA requirements.	
	Document Audit Findings - Record findings and actions taken to address compliance gaps.	