

# The California Consumer Privacy Act Compliance Checklist

- Conduct an internal review to confirm what personal information company is collecting.
- Understand the scope of personal information collected and how it's used. Confirm if it is sold to or shared with third parties, and, if it is, why.
- Review internal policies and of how personal information is collected, handled and stored.
- Review and update your internal and online privacy policies to comply with the disclosure requirements of the CCPA.
- Prepare policies and procedures to comply with consumer requests for access to and deletion of their personal information.
- Prepare to implement technical solutions, like a ticketing system, that can process consumer requests as you receive them, and create a field in your CRM and/or HR software that show if someone has opted out of the sharing of their personal information.
- Prepare training materials to train staff about these new policies and procedures as well as the CCPA as it applies to your company.
- Review your contracts with third parties and service providers with whom consumers' personal information is shared.
- Ensure those third parties are also compliant with CCPA.

