



CCPA Checklist

August 2020

DISCLAIMER

These statements do not constitute legal advice. They merely serve to support and inform you about the current legal situation. Please consult a qualified lawyer should you have any legal questions.



CCPA Checklist

Make sure you comply with California's Data Privacy Law by following these simple steps:

Steps	Roadmap
1. Identify if your company has to bother complying	If you run a for-profit company, and it 1. Has gross revenues that exceed \$25 million 2. Receives, processes, or transfers data from over 50,000 Californians annually , or 3. 50% of annual revenues (at least) come from selling personal data belonging to Californians
2. Create a comprehensive Privacy Policy	• Purpose: Inform consumers of your intentions at or before the point of data collection. • Language: Ensure the Privacy Policy is available in the languages in which your business provides information in California. • Implementation: make the information be available in either a banner or pop-up for when the user visits your site (with the use of a CMP).
3. Inform users about their Rights	• Right to Know • Right to Delete • Right to Non-Discrimination • Right to Opt Out



Steps	Roadmap
4. Every 12 months, update your Privacy Policy	• Don't forget to reflect this by updating your Privacy Policy's information as well as the 'effective date' even if you don't make any other changes to the Policy - every 12 months. • Transparency: Ensure the date of the last update is clearly visible. • Data Sold: List all the categories of personal information your business has sold in the past 12 months.
5. Re-offer the possibility to opt-in, every 12 months	• Ask for opt-in one more time, only 12 months after the consumer has opted-out.
6. Include a "Do Not Sell"- Link (Opt-Out)	• Availability: Easily available on your website homepage. • Method: through the use of a Consent Management Platform (CMP).
7. Authenticate consent for collection of Personal Information from Minors	• Opt-in: Obtain explicit consent (opt-in) before processing minors' between the ages of 13 and 16 personal data. • Parents/Guardians: When 13 or younger, obtain consent from parents or legal guardians.



Steps	Roadmap
8. Arrange taking in Consumer Rights Requests	• Provide at least two contact options e.g. toll-free phone number, webform, Email • Set up a system: to submit such requests.
9. Set up a system to verify Consumer Rights Requests	• Enable consumers to attach evidence when submitting a request to verify their identity and proof of residency. • Set up a system: to verify such requests. • In the case your business cannot reasonably verify the identity to the appropriate degree of certainty, it must inform the consumer and explain why the request could not reasonably be verified.
10. Keep track of Consumer Rights Requests	• Set up a system: to track all requests. • Time Period: keep records of all requests and your business responses for 2 years.
11. Fulfill Consumer Rights Requests	• Standard Time Period: within 45 days • Extend Time Period: up to 90 days

Would you like to learn more about all the possibilities our CMP offers for a **CCPA-compliant implementation**?
We would be happy to advise you.

Get in touch with us