

CCPA CHECKLIST



Essential California Consumer Privacy Act (CCPA) Knowledge for 2020

1 GET CCPA EDUCATED



Before you can start tackling CCPA compliance, you'll want to gain a high-level understanding of what CCPA is, who it affects, and why you need to comply. CCPA is based roughly on the European Union's General Data Protection Regulation (GDPR) - although there are **some key differences** - giving consumers a new layer of protection in how their personal data is collected and used.

For official policies, announcements, and notices about CCPA visit the California Office of the Attorney General's [website](#) or read RSI Security's [overview](#).

2 MAP ALL CONSUMER DATA



Companies that are covered under CCPA should first start their path towards compliance by mapping all personal information under their control. Think about what personal data you're collecting and possessing, how that data is collected, where the personal data is gathered, and whether or not personal information is shared with other parties.

Consumer data mapping enables your organization to see where you stand in relation to CCPA standards and start developing strategies to mitigate risk.

3 UPDATE PRIVACY NOTICES



Next, you'll need to update all the privacy notices on your website in accordance with CCPA. Any business entity covered under CCPA is required to show a **privacy notice** on their website, typically at the point of - or just prior to - collection of the consumer's data.

Your privacy notice should inform consumers what categories of personal data that you collect, and the purpose of the data collection. They should also be clearly written and easily understandable for members of the general public, and be active on your website by January 1st of 2020.

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CCPA CHECKLIST CONTINUED...



4 IMPLEMENT NEW PROCEDURES



It's also critical that you implement procedures that promote and protect consumer rights as specified by the CCPA. This includes the right for consumers to access or have their data deleted at any point in time, as well as specifying that their data not be sold. All in all, there are **six various privacy requirements** outlined by CCPA that your updates data collection and handling procedures need to comply with. You'll want to work with an experienced CCPA compliance partner like RSI Security to walk you through these requirements and ensure that your policies are in compliance and alignment with CCPA as soon as possible.

5 UPDATE 3RD PARTY AGREEMENTS



Businesses that utilize third-party service providers to collect, store, or process data must also update their contracts with said providers to be CCPA compliant. More specifically, you'll need to update those agreements in alignment with CCPA's restrictions around the collection, use, sale, and dissemination of consumer data. Contract updates should include terms like the requirement of data inventories using standard contractual-clause language. Use of due diligence questionnaires, the processing of requests for records and how to conduct on-site assessments and audits should also be considered and/or included.

6 ENGAGE A CCPA EXPERT



Don't forget to partner with a full-service CCPA compliance expert to double-check the steps you've already taken, or to map out your journey from the start if you're unsure about what to do. Engaging the services of a CCPA compliance expert will help you to comprehensively evaluate your data privacy and security policies and identify gaps between practices and requirements. You won't be caught off guard by any **finest or penalties** at the beginning of 2020 when CCPA takes effect and you'll learn about any corrective actions that can be taken in preparation for a CCPA audit.

Ready to start 2020 with bullet-proof CCPA compliance? [Contact RSI Security today](#) to schedule an initial consultation with one of our experts.



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