



THE TOP 10 STEPS TO PREPARE FOR THE CCPA & NIPL

Complying with the CCPA & NIPL is more complicated than 10 simple steps, but by starting with our Top 10 you will have a strong foundation from which to begin building a strong CCPA/NPIL compliance program

STEPS
1-5

PREPARE FOR CONSUMER REQUESTS

1 Understand your own data.

What types of personal information are collected, stored, bought, used, shared or sold by your organization? If sold, for monetary consideration or other consideration?

2 Where is your data and how is it kept?

Where is your organization's consumer data located? Can you retrieve it? Can you selectively delete it? Can you search it? What are your data structures like?

3 Are you able to provide requested consumer data in a portable electronic format?

Can you provide the data to consumers in a useable format?

4 Can your company comply with tight deadlines for data access requests?

The CCPA requires companies provide consumer data free of charge, electronically or by mail, within 45 days.

5 Will your company be able to disclose the previous 12 months of collected consumer information as mandated by the CCPA?

Starting in 2020, consumers will begin submitting requests for information or categories of personal information your organization has collected, sold, or disclosed in the past 12 months.

STEPS 6-10

CHANGE YOUR DOCUMENTS AND PROCEDURES

- 6 Be ready to create or update information policies to comply.**
Collect your companies information policies and disclosures so that you will know the documents to create and modify for the CCPA and NIPL.
- 7 Be prepared for consumers exercising their access rights.**
It is likely that you will need a toll-free phone number, email address, and website for consumers to use to make their CCPA requests.
- 8 Be able to comply with consumer data deletion requests.**
The CCPA gives consumers the right to request deletion of their personal data. An accurate data mapping and analysis exercise be needed.
- 9 Be ready for consumers to exercise their right to opt-out from having their personal information sold to third parties.**
Consumers will have the right to opt-out of their data being sold under both the CCPA and NIPL.

TRAINING

- 10 Employees who handle consumer data must know the CCPA.**
Those responsible for handling consumer inquiries must be educated on consumers' rights and how to direct consumers to exercise their rights.

Go to SafeGuardPrivacy.com for a full CCPA, NIPL & GDPR assessment and management suite to accelerate your journey toward building and maintaining an effective compliance program across your organization.