DATA PRIVACY CHECKLIST

As online privacy legislation becomes more prominent, the consequences for failing to respect users' right to privacy are more significant—and costly. Use this privacy checklist to ensure that you approach data privacy responsibly

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- Install SSL certificate on your website

- Create and display a clear cookie policy

- Develop and publish a comprehensive privacy policy

- Maintain records of user consent

- Use separate opt-in checkboxes for different data collection purposes

- Ensure Privacy Shield compliance for third-party payment gateways

- Provide easy options for users to withdraw consent and be forgotten

- Secure all web forms and ensure compliant data transmission

- Include social media data handling in your privacy policy

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- Use GDPR and CCPA-compliant tracking tools

- Ensure CRM systems comply with data protection regulations

- Implement data masking in user databases

- Reference third-party chat feature privacy policies (GDPR)

- Use opt-in instead of opt-out for sign-ups (GDPR)

- Provide consumers with collected data upon request (CCPA)

- Avoid discriminating based on opt-in/opt-out status (CCPA)

- Update privacy policies annually (CCPA)

- Stay informed about changing data privacy legislation

- Seek legal advice when unsure about compliance

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