

Data Privacy Assessment Checklist

Checklist Item	Status	Comments / Actions
Have all types of personal data collected and processed been identified?		
Is there a documented data privacy policy in place?		
Are data subjects informed about data collection and their rights?		
Is consent obtained for the collection and use of personal data?		
Are appropriate access controls and data security measures implemented?		
Are there procedures for responding to data access, correction, or deletion requests?		
Is there a process to report and manage data breaches?		
Has data retention and disposal schedule been defined and implemented?		
Are third-party processors compliant with data privacy regulations?		
Is staff regularly trained on data privacy and protection policies?		

Important Notes

- This checklist should be reviewed and updated regularly to reflect changes in regulations or business processes.
- Completion of this assessment does not guarantee full compliance; seek legal counsel for verification.
- Document all actions taken in response to assessment findings for accountability.
- Sensitive issues or non-compliance must be escalated to appropriate stakeholders.