

PIPEDA compliance checklist

Action to be taken	Date completed	Completed by
1. Establish a <i>Privacy Compliance Team</i> including appointment of a Privacy Officer.	_____	_____
2. Communicate Privacy Officer’s name and contact information both internally and externally to staff, clients, and other stakeholders.	_____	_____
3. Conduct a <i>Privacy Impact Assessment</i> answering the following questions:		
• What personal information do we collect?	_____	_____
• Why do we collect personal information?	_____	_____
• How do we collect personal information?	_____	_____
• Where do we keep personal information?	_____	_____
• How is the personal information secured?	_____	_____
• Who has access to or uses the personal information?	_____	_____
• Who do we disclose the personal information to?	_____	_____
• When and how is personal information disposed of?	_____	_____
4. Utilize the <i>compliance tools</i> from sections 220 to 250.	_____	_____
5. Draft appropriate privacy-related internal <i>policies</i> and <i>procedures</i> including:		
• What information should be collected?	_____	_____
• The purpose(s) for collecting the information?	_____	_____
• How consent will be obtained, maintained, and withdrawn?	_____	_____
• How we will limit information collection, use, and disclosure?	_____	_____
• How we will ensure information is correct, complete, and current?	_____	_____
• How new privacy-related policies will be communicated to staff, clients, and other stakeholders	_____	_____
• What reasonable security measures are to be taken?	_____	_____
• Access request and complaint procedures?	_____	_____
6. Review or draft Consent Language in forms, agreements, and other documents.	_____	_____

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- 7. Inform all clients and employees about existing information held and to whom it is disclosed. Give them option to object to these ongoing uses or disclosures. Obtain consent from individuals whose information you already hold for the continued use or disclosure. \_\_\_\_\_
- 8. Review or draft appropriate privacy-related *Employee* and *Consultant agreements*. \_\_\_\_\_
- 9. Provide appropriate *staff training*. \_\_\_\_\_
- 10. Draft appropriate *third-party agreements* to ensure compliance with PIPEDA and other applicable privacy laws. \_\_\_\_\_
- 11. Establish ongoing monitoring of Privacy strategy to ensure compliance with PIPEDA and other applicable privacy laws. \_\_\_\_\_