SIDECHAIN

QUICK-START DATA COMPLIANCE CHECKLIST

1

UNDERSTAND WHAT DATA YOU COLLECT

□ Identify all types of personal data you collect (e.g., name, email, IP addresses)

□ List all data sources (websites, apps, contact forms, third-party tools)

□ Categorize sensitive data (e.g., health info, financial data)

2

MAP DATA FLOWS

□ Document how data flows through your systems (collection, storage, processing)

□ Identify who has access to the data internally and externally

□ Note where data is stored (on-premise, cloud providers, geographic locations)

3

REVIEW AND UPDATE PRIVACY POLICIES

□ Ensure your privacy policy is clear, accessible, and up to date

□ Include details on what data is collected, why, how it's used, and user rights

□ Tailor the policy to relevant laws (e.g., GDPR, CCPA)

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4

ESTABLISH LEGAL BASIS FOR DATA USE

- □ Confirm you have a legal basis to collect/process data (e.g., consent, contract, legitimate interest)
- □ Obtain and log user consent where required
- □ Provide users with opt-in/opt-out options for marketing communications

5

IMPLEMENT DATA PROTECTION MEASURES

- □ Use encryption for data at rest and in transit
- □ Secure devices and systems with firewalls, antivirus, and strong passwords
- □ Regularly update software and perform vulnerability checks

6

SET UP INTERNAL POLICIES AND TRAINING

- □ Create a data protection policy for staff
- □ Train employees on handling personal data securely
- □ Limit access to data based on job roles (least privilege principle)

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7

MANAGE THIRD-PARTY VENDORS

□ Vet vendors for data security and compliance practices

□ Sign Data Processing Agreements (DPAs) with third-party processors

□ Review third-party compliance with standards (e.g., ISO, SOC 2)

8

ENABLE USER RIGHTS

□ Make it easy for users to access, correct, or delete their data

□ Set up processes to respond to user data requests within legal timeframes

□ Track and log all user requests and responses

9

PLAN FOR DATA BREACHES

□ Create a data breach response plan

□ Assign roles and responsibilities for breach management

□ Know your notification obligations under GDPR/CCPA

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CONDUCT REGULAR REVIEWS

- □ Schedule annual or bi-annual audits of your data practices
- □ Update documentation, privacy notices, and training as needed
- □ Stay informed about changes in data privacy regulations

SUGGESTED TOOLS FOR MANAGEMENT

TASK	TOOLS
SECURITY	BITWARDEN | 1PASSWORD MALWAREBYTES
DATA MAPPING	LUCIDCHART | EXCEL | VIZIO
POLICY MANAGEMENT	TERMLY | IUBENDA | TRUSTARC
TRAINING	CYBERSECURITY AWARENESS TRAINING (E.G., KNOWBE4)

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