

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 • How consent will be obtained, maintained, and withdrawn?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.
