

# CCPA Checklist

Make sure you comply with California's Data Privacy Law by following these simple steps:

Steps	Roadmap
<p><b>1) Identify if your company has to bother complying</b></p>	<p>If you run a <b>for-profit company</b>, and it</p> <ol style="list-style-type: none"> <li>1) Has gross revenues that exceed <b>\$25 million</b></li> <li>2) Receives, processes, or transfers data from over <b>50,000</b> Californians annually, <b>or</b></li> <li>3) <b>50%</b> of annual revenues (at least) come from selling personal data belonging to Californians</li> </ol>
<p><b>2) Create a comprehensive Privacy Policy</b></p>	<ul style="list-style-type: none"> <li>● <b>Purpose:</b> Inform consumers of your intentions at or before the point of data collection.</li> <li>● <b>Language:</b> Ensure the Privacy Policy is available in the languages in which your business provides information in California.</li> <li>● <b>Implementation:</b> make the information be available in either a <b>banner or pop-up</b> for when the user visits your site (with the use of a CMP).</li> </ul>
<p><b>3) Inform users about their Rights</b></p>	<ul style="list-style-type: none"> <li>● Right to <b>Know</b></li> <li>● Right to <b>Delete</b></li> <li>● Right to <b>Non-Discrimination</b></li> <li>● Right to <b>Opt Out</b></li> </ul>
<p><b>4) Every 12 months, update your Privacy Policy</b></p>	<ul style="list-style-type: none"> <li>● Don't forget to reflect this by updating your Privacy Policy's information as well as the <b>'effective date'</b> even if you don't make any other changes to the Policy - every 12 months.</li> <li>● <b>Transparency:</b> Ensure the date of the last update is clearly visible.</li> <li>● <b>Data Sold:</b> List all the categories of personal information your business has sold in the past 12 months.</li> </ul>

<p>5) <b>Re-offer the possibility to opt-in, every 12 months</b></p>	<ul style="list-style-type: none"> <li>• Ask for <b>opt-in one more time</b>, only 12 months after the consumer has opted-out.</li> </ul>
<p>6) <b>Include a “Do Not Sell”- Link (Opt-Out)</b></p>	<ul style="list-style-type: none"> <li>• <b>Availability:</b> Easily available on your website homepage.</li> <li>• <b>Method:</b> through the use of a Consent Management Platform (CMP).</li> </ul>
<p>7) <b>Authenticate consent for collection of Personal Information from Minors</b></p>	<ul style="list-style-type: none"> <li>• <b>Opt-in:</b> Obtain explicit consent (opt-in) before processing minors' between the ages of 13 and 16 personal data.</li> <li>• <b>Parents/Guardians:</b> When 13 or younger, obtain consent from parents or legal guardians.</li> </ul>
<p>8) <b>Arrange taking in Consumer Rights Requests</b></p>	<ul style="list-style-type: none"> <li>• Provide at least <b>two contact options</b> e.g.             <ul style="list-style-type: none"> <li>○ toll-free phone number</li> <li>○ webform</li> <li>○ Email</li> </ul> </li> <li>• <b>Set up a system:</b> to submit such requests.</li> </ul>
<p>9) <b>Set up a system to verify Consumer Rights Requests</b></p>	<ul style="list-style-type: none"> <li>• Enable consumers to <b>attach evidence</b> when submitting a request to verify their identity and proof of residency.</li> <li>• <b>Set up a system:</b> to verify such requests.</li> <li>• In the case your business <b>cannot reasonably verify</b> the identity to the appropriate degree of certainty, it must <b>inform the consumer and explain</b> why the request could not reasonably be verified.</li> </ul>
<p>10) <b>Keep track of Consumer Rights Requests</b></p>	<ul style="list-style-type: none"> <li>• <b>Set up a system:</b> to track all requests.</li> <li>• <b>Time Period:</b> keep records of all requests and your business responses for 2 years.</li> </ul>
<p>11) <b>Fulfill Consumer Rights Requests</b></p>	<ul style="list-style-type: none"> <li>• <b>Standard Time Period:</b> within 45 days</li> <li>• <b>Extend Time Period:</b> up to 90 days</li> </ul>



Would you like to learn more about Consent Management  
and all the possibilities our CMP offers for a **CCPA-compliant implementation?**

**We would be happy to advise you.**

[Get in touch with us](#)

**DISCLAIMER**

*These statements do not constitute legal advice. They merely serve to support and inform you about the current legal situation. Please consult a qualified lawyer should you have any legal questions.*