



# NEW YORK SHIELD ACT COMPLIANCE CHECKLIST

- ☐ Implement reasonable administrative, technical, and physical safeguards to protect the private information of New York residents.
- ☐ Create and maintain a process to detect data breaches affecting private information.
- ☐ Establish procedures to notify affected New York state residents within 30 days of discovering a breach.
- ☐ Set up a system to report breaches to the Attorney General, Department of State, State Police, and Department of Financial Services.
- ☐ Include contact information and agency resources for breach response and identity theft prevention in all notifications.
- ☐ Use appropriate notification methods (for instance, do not use email if the breach involves email/password combinations).
- ☐ Notify consumer reporting agencies if more than 5,000 New York state residents are affected by a breach.
- ☐ Train employees on security practices and procedures.
- ☐ Review and update security programs when business circumstances change.
- ☐ Prepare to protect additional categories of private information (medical and health insurance data) starting March 21, 2025.