



THE 12-STEP PROCESS FOR WRITING A PRIVACY POLICY

- ☒ 1. Map data flows and purposes
- ☒ 2. Identify relevant privacy laws and platform rules
- ☒ 3. Choose policy structure and tone
- ☒ 4. Draft purpose-based disclosure sections
- ☒ 5. Explain the cookies and tracking technologies in use
- ☒ 6. Disclose data sharing, sales, and other uses, plus enable opt out
- ☒ 7. Explain international data transfers and security measures
- ☒ 8. State retention criteria and periods
- ☒ 9. Outline user rights and how to act on them
- ☒ 10. Describe security practices and breach response
- ☒ 11. Include provisions for children's data
- ☒ 12. Provide governance and versioning information with change management