

# 8-STEP PII COMPLIANCE CHECKLIST



## 1 Discover & Inventory

Map all PII sources, data flows, and third-party access

## 2 Identify Applicable Laws

Determine which regulations apply based on user location and industry

## 3 Establish Lawful Basis

Document the basis for each processing activity; collect valid consent where required

## 4 Privacy Policy

Publish a compliant, plain-language policy; update at least annually

## 5 Technical Security

Implement encryption, access controls, MFA, data minimization, and secure disposal

## 6 Honor Rights Requests

Build a process for DSARs; respond within required timeframes

## 7 Breach Response Plan

Define, document, and test your incident response process

## 8 Training & Audits

Train staff; conduct regular PIAs and internal audits