

Privacy Policy Essentials Checklist

- ✓ Clear, jargon-free language
- ✓ States what personal data is collected and why
- ✓ Explains how data is used, stored, and shared
- ✓ Covers data retention and disposal timelines
- ✓ Includes contact details for privacy inquiries
- ✓ Describes rights of the individual (e.g., access, correction, deletion)
- ✓ Complies with relevant regulations (PIPEDA, GDPR, etc.)
- ✓ Outlines third-party data sharing, if applicable
- ✓ Provides version history or last updated date
- ✓ Reviewed and updated regularly

Pro Tip: Print and use this checklist when reviewing or creating your organization's privacy policy.