



COPPA compliance requirements checklist



Identify and Classify Data

- Conduct a thorough audit of all personal information your business collects (e.g., names, addresses, browsing history).
- Understand where the data comes from and how it's used.



Update Your Privacy Policy

- Make sure your privacy policy is clear, detailed, and up-to-date.
- Include what personal data you collect, why, and the consumer rights under CCPA.



Set Up Processes for Consumer Data Requests

- Establish systems like online portals or phone lines for consumers to access, delete, or opt-out of personal data sales.
- Verify consumer identities and respond to requests within 45 days.



Ensure Data Security

- Implement strong security measures like encryption, security audits, and breach response plans.
- Match security procedures to the sensitivity of the data.



Protect Minors' Data

- Obtain opt-in consent from consumers aged 13–16, and parental consent for those under 13.
- Follow strict guidelines when handling children's data.



Manage Vendors and Service Providers

- Ensure all third-party vendors are CCPA-compliant in handling personal information.
- Include data protection clauses in contracts.



Train Employees on CCPA Compliance

- Regularly train employees, especially those handling data or consumer requests, on CCPA requirements.
- Keep training materials updated with legal or policy changes.



Keep Records

- Maintain detailed records of consumer requests and your responses for at least 24 months.
- Essential for audits and regulatory inquiries.