

## The Privacy Officer Checklist

In many jurisdictions, it is required by law for all organizations to have a designated privacy officer. This does not necessarily mean you need to hire extra staff to handle these responsibilities as most can often be delegated to internal employees; however, it is important to know what this privacy officer is responsible for. Whether you have just been designated a privacy officer for your organization or you're about to designate someone else to be your privacy officer, refer to this checklist to make sure you're all aware of what needs to be done on privacy.

This is not an exhaustive list and if your organization handles large amounts of personal or sensitive data you may need to hire extra help to ensure that you remain compliant with the law.

- Conduct a privacy audit and self-assessment to determine applicable privacy legislation and current compliance status.
- Develop a comprehensive privacy policy.
- Implement and maintain the privacy policy to ensure it continues to meet applicable legislation.
- Implement and manage regular privacy training for all employees.
- Respond to requests for access to and correction of personal information.
- Work with the Information Privacy Commissioner in the event of an investigation or a data breach.

Not sure where to start? Contact us today to see how we can help.

[hello@privacyworks.ca](mailto:hello@privacyworks.ca) | 604.218.0434

