

Road to PIPA Week 36: PRIVACY NOTICES

Business Unit/Process

Committee Member

PRIVACY NOTICES: CHECKLIST

- We have clearly, easily, and accessibly stated our practices and policies for using personal information.
- Our privacy notice includes the elements stated in section 9(1).
- The elements of our privacy notice are tailored to the specific audience of individuals from whom we collect personal information.
- We include details of our purposes in our privacy notice for individuals.
- We include references to conditions of using personal information and the principle of fairness.
- We inform individuals of their rights under PIPA.
- We regularly review our privacy notice for individuals.

Suggested next steps:

1. Give a copy of this checklist to each member of your privacy committee and ask them to complete it.
2. Discuss the outcome of this exercise at your next privacy committee meeting to identify a process for collection, storage, and destruction of sensitive personal information.