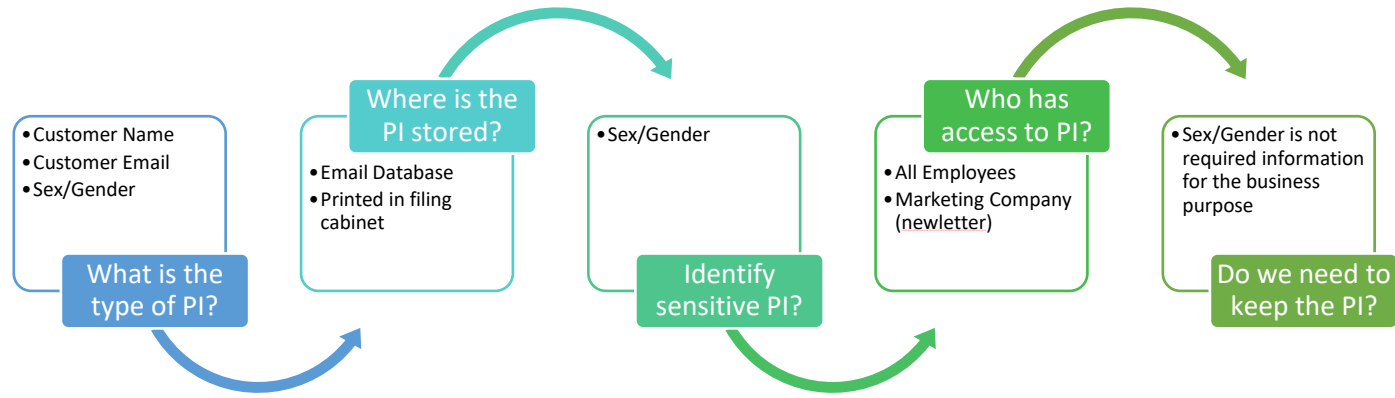


Road to PIPA Week 19: Internal Privacy Procedures



Follow the data life cycle created by your Privacy Committee to create written procedures related to the flow of information for each business unit. Outline for staff the expectations for collection of personal information (including how to provide notice, gain consent, etc.), use of information, access, storage, and destruction.

Business Unit/Process	Type of Information	Roles with Access	Procedures
Human Resources			
Marketing			
Legal			
IT			
Sales			
Finance			