



DPDP Act 2023 Compliance Checklist

Your Practical Guide to Readiness & Compliance

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DPDP Act 2023 Compliance Checklist - Virtrigo Consulting

1. Governance & Accountability

- Appoint a Data Protection Officer (DPO) if required
- Define internal responsibilities for data protection compliance
- Maintain updated records of processing activities

2. Data Mapping & Inventory

- Identify personal data collected, processed, stored, or transferred
- Classify data by sensitivity and purpose
- Maintain inventory of data processors and third-party vendors

3. Legal Basis & Consent

- Implement mechanisms for lawful, informed, and explicit consent
- Maintain records of consent
- Provide clear withdrawal options

4. Privacy Notices & Disclosures

- Update privacy policies to align with DPDP requirements
- Ensure notices are transparent and accessible
- Include details of data usage, retention, and sharing

5. Rights of Data Principals

- Develop processes to respond to access, correction, and erasure requests
- Enable portability and grievance redressal mechanisms
- Provide means to exercise rights electronically

6. Security Safeguards

- Implement organizational and technical safeguards
- Conduct regular audits and vulnerability assessments
- Ensure encryption and secure data transfer protocols

7. Data Breach Response

- Establish a documented breach notification policy
- Notify the Data Protection Board and affected individuals promptly
- Conduct root cause analysis and mitigation

8. Data Protection Impact Assessment (DPIA)

- Conduct DPIA for high-risk processing activities
- Document risk mitigation and approval processes
- Review DPIA periodically

9. Data Retention & Destruction

- Define data retention policies as per legal requirements
- Implement secure destruction and anonymization protocols

10. Training & Awareness

- Conduct regular employee training on data protection
- Promote a culture of privacy and accountability
- Maintain training logs for audit readiness

Take the Next Step with Virtrigo

Need expert support to comply with the DPDP Act, 2023?

Virtrigo Consulting helps businesses across India with:

- DPDP readiness assessments
- Consent management systems
- Privacy policy and documentation support
- Employee training & awareness
- DPIA & breach notification procedures

Schedule your free consultation today and ensure your organization is fully compliant.

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