

## Bill 64 Compliance Checklist

### By September 22, 2022

- Appoint a Privacy Officer (if you do not already have one).
- Review and update your data breach response plan.
- Familiarize yourself with obligations when disclosing personal information as part of a commercial transaction.

### By September 22, 2023

- Develop your privacy framework / update your online privacy policy.
- Develop a Privacy Impact Assessment System.
- Review/implement contracts with third party service providers.
- Assess your physical, organizational, and technological safeguards.
- Review your insurance coverage.
- Familiarize yourself with new consent requirements and exceptions.
- Update your consent forms / implement a consent management system.
- Know your transparency obligations (including for tracking and profiling).
- Implement privacy-by-default.
- Review and update your retention schedules.
- Review your data anonymization process (if applicable).
- Prepare notices and explanatory language for automated decision-making.

### By September 22, 2024

- Ensure your data management systems allow data to be extracted and transferred.