

PDPL Compliance To-Do List for Evaluating Privacy Policies

- ****Legal Basis for Data Processing****

- [] Verify that the privacy policy clearly defines the legal grounds for processing personal data.

- ****Consent Management****

- [] Check if explicit and informed consent is obtained from data subjects.
- [] Ensure there are mechanisms for data subjects to withdraw consent easily.

- ****Transparency and Notice****

- [] Confirm that the privacy policy informs data subjects about the purposes, methods, and scope of data collection and processing.
- [] Ensure privacy notices are clear and accessible.

- ****Data Minimization****

- [] Assess whether only necessary data is collected for the specified purposes.

- ****Purpose Limitation****

- [] Verify that personal data is used only for the purposes stated at the time of collection.

- ****Data Security****

- [] Evaluate the technical and organizational measures in place to protect personal data against unauthorized access, loss, or damage.

- ****Data Retention and Deletion****

- [] Check if data retention periods are defined and data is deleted when no longer needed.

- ****Accuracy and Data Integrity****

- [] Ensure that the policy includes measures to maintain data accuracy, completeness, and currency.

- ****Record Keeping****

- [] Confirm that records of all data processing activities are maintained.

- ****Data Breach Notification****

- [] Verify that there are procedures for notifying authorities and affected data subjects in the event of a data breach.

- ****Children's Data Protection****

- [] Check for additional safeguards when processing children's data, including obtaining parental consent.

- ****Sensitive and Critical Data Handling****

- [] Ensure enhanced protection measures are applied for sensitive and critical personal data.

- ****Data Subject Rights****

- [] Confirm that data subjects can access, correct, and erase their personal data.
- [] Verify the provision for data subjects to object to processing and request data portability.

- ****Cross-Border Data Transfer****

- [] Assess compliance with conditions and safeguards for transferring personal data outside Pakistan.

- **Third-Party Disclosures**

- [] Ensure the policy clearly defines conditions for sharing personal data with third parties.

- **Grievance Redressal Mechanism**

- [] Check for an established process for data subjects to lodge complaints and seek redressal.

- **Regular Audits and Compliance Checks**

- [] Verify that regular audits and assessments are conducted to ensure ongoing compliance.

- **Training and Awareness**

- [] Confirm that training and awareness programs are in place for employees and stakeholders.

- **Appointment of Data Protection Officer (DPO)**

- [] Check if a DPO is appointed to oversee compliance and act as a contact point.

- **Policy Review and Updates**

- [] Ensure the privacy policy is regularly reviewed and updated to reflect changes in data processing activities or legal requirements.

This checklist provides a structured and actionable framework for evaluating a privacy policy's alignment with the Pakistan Data Protection Law (PDPL), ensuring comprehensive compliance with all mandatory requirements.