

# PIPEDA Compliance **Guide**

## **For Businesses**

### 1. Understand PIPEDA and its Scope:

- Do you collect, use, or disclose personal information in the course of commercial activity? (If no, you may not be subject to PIPEDA.)
- Do you operate in a federally regulated industry (e.g., banking, telecommunications)?
- Do you sell goods or services to Canadians or use Canadian servers to store data?

### 2. Implement the 10 Fair Information Principles:

- Accountability: Designate a privacy officer and develop privacy policies.
- Identifying Purposes: Clearly state the purposes for collecting personal information.
- Consent: Obtain meaningful consent from individuals for collection, use, and disclosure.
- Limiting Collection: Collect only the minimum amount of personal information necessary.
- Limiting Use, Disclosure, and Retention: Use and disclose personal information only for stated purposes and retain it for no longer than necessary.
- Accuracy: Keep personal information accurate, complete, and up-to-date.
- Safeguards: Implement appropriate security measures to protect personal information.

- Openness: Make your privacy policies and practices readily available.
- Individual Access: Grant individuals access to their personal information upon request
- Recourse: Provide a process for individuals to address complaints and concerns

### 3. Implement Specific Compliance Measures:

- Develop and implement a privacy management program (PMP).
- Conduct privacy impact assessments (PIAs) for new initiatives or technologies.
- Train employees on PIPEDA requirements.
- Document your privacy practices and procedures.
- Regularly review and update your privacy policies and practices.
- Respond promptly and effectively to privacy breaches and complaints.

This checklist is a starting point, and the specific requirements of PIPEDA may vary depending on your business and industry

Schedule a call with Secure Privacy to make sure that your business remains compliant.