Auditzo – Professional CCPA Compliance Checklist

Operational worksheet for reviewing website disclosures, tracking technologies, consumer rights workflows, vendor relationships, and request handling relevant to CCPA / CPRA.

Framework	Primary Use	Formats
CCPA / CPRA	Website & privacy program review	Excel, PDF, DOCX

Use note: This checklist is an operational compliance aid to support internal reviews and remediation tracking. It is not legal advice.

Checklist Controls

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
CCPA-01	Applicability	Confirm whether the business meets a CCPA threshold or otherwise treats California residents' data in scope.	Business scope / threshold assessment	Internal scoping memo	Review revenue, data volumes, and business model	High		
CCPA-02	Notice at Collection	Provide a notice at or before collection that discloses	Notice at collection	Website screenshots, notice text	Review homepage, forms, banners, signup flows	High		

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
		categories of PI collected, purposes, whether sold/shared, and retention period or criteria.						
CCPA-03	Sensitive PI	If sensitive personal information is collected, disclose categories, purposes, and whether it is sold/shared.	Sensitive PI notice	Notice text, data inventory	Review forms and privacy notice	High		
CCPA-04	Purpose Limitation	Ensure collection, use, retention, and sharing are reasonably necessary and proportionate to disclosed purposes.	Purpose limitation	Data flow map, policy text	Compare actual processing to disclosed purposes	High		
CCPA-05	Retention	Disclose retention period for	Retention disclosure	Privacy policy, retention schedule	Review privacy notice and	Medium		

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
		each category of PI/SPI, or criteria used to determine it.			retention matrix			
CCPA-06	Privacy Policy	Publish a privacy policy describing rights and how consumers can exercise them.	Required notices	Privacy policy URL, screenshots	Review footer, notices, policy content	High		
CCPA-07	Categories Disclosed	Disclose categories of PI collected, sources, business/commercial purposes, and categories of third parties disclosed to.	Right to know disclosures	Privacy policy, data inventory	Compare policy to actual collection and sharing	High		
CCPA-08	Sale/Sharing Disclosure	If PI is sold or shared, disclose categories of PI and categories of	Sale/share disclosures	Privacy policy, vendor list	Review ad tech, pixels, data sharing flows	High		

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
		third parties involved.						
CCPA-09	Consumer Rights Intake	Provide at least two designated methods for consumers to submit requests where required, appropriate to the business interaction.	Request methods	Request form, email, toll-free number	Review rights intake options on website	High		
CCPA-10	Right to Know	Support requests to know categories and specific pieces of PI, as applicable.	Consumer rights	Request handling SOP, test submissions	Submit sample request and review workflow	High		
CCPA-11	Right to Delete	Support deletion requests and downstream deletion instructions to service providers/contractors	Consumer rights	Deletion SOP, vendor workflow	Submit sample delete request	High		

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
		where required.						
CCPA-12	Right to Correct	Support requests to correct inaccurate personal information.	Consumer rights	Correction workflow	Submit sample correction request	Medium		
CCPA-13	Right to Limit	If sensitive PI is used/disclosed beyond permitted purposes, provide a right-to-limit mechanism.	Sensitive PI rights	SPI inventory, rights UI	Review SPI use cases and controls	Medium		
CCPA-14	Non-Discrimination	Do not discriminate against consumers for exercising CCPA rights except as permitted by law.	Non-discrimination	Pricing rules, account restrictions	Review post-request treatment logic	Medium		
CCPA-15	Do Not Sell or Share	If the business sells or shares PI, provide a	Opt-out of sale/sharing	Opt-out page, footer links	Review website for required links and flows	High		

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
		clear opt-out mechanism.						
CCPA-16	Global Privacy Control	Honor valid Global Privacy Control signals as requests to stop sale/sharing where applicable.	GPC compliance	Browser tests, server logs	Test with GPC-enabled browser or extension	High		
CCPA-17	Cookie/Ad Tech Mapping	Map cookies, pixels, SDKs, and ad-tech that may constitute sharing or sale for cross-context behavioral advertising.	Sharing analysis	Network logs, vendor inventory	Review trackers on page load and after consent	High		
CCPA-18	Third-Party Collection	Where another business controls collection on your website, ensure notice at collection responsibiliti	Third-party collection notice	Vendor contracts, webpage screenshots	Review embedded ad-tech and notices	High		

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		es are addressed.						
CCPA-19	Service Provider/Contractor Contracts	Ensure contracts contain required privacy terms for service providers, contractors, or third parties.	Contract controls	Executed agreements	Review contractual clauses and remediation rights	High		
CCPA-20	Verification	Implement appropriate identity verification procedures before fulfilling requests to know/correct/delete.	Verification of requests	SOP, workflow screenshots	Test request verification process	High		
CCPA-21	Authorized Agents	Provide a process to handle requests submitted by authorized agents.	Authorized agents	Request form, SOP	Review rights intake and agent verification steps	Medium		

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CCPA-22	Minors	If selling/sharing PI of minors under 16, ensure the required opt-in rules are addressed.	Minors / youth data	Age-gating logic, consent records	Review youth journeys and ad-tech rules	High		
CCPA-23	Dark Patterns	Avoid consent or choice interfaces that subvert or impair consumer choice.	Dark patterns / choice design	UI screenshots, UX review	Review opt-out and preference flows for asymmetry	High		
CCPA-24	Employee / B2B Scope	Assess whether employee/applicant and B2B contact data are included in program governance.	Program scope	Data inventory	Review all California resident data categories in scope	Medium		
CCPA-25	Training & Procedures	Maintain processes and internal procedures to receive, verify, and	Operational readiness	Training logs, SOPs	Interview owners and review SOPs	Medium		

Control ID	Compliance Area	Audit Control	Relevant Requirement	Evidence to Collect	Test Method	Risk	Status	Notes
		respond to requests.						
CCPA-26	Recordkeeping	Maintain records of requests and responses where required for compliance operations.	Recordkeeping	Request logs	Inspect retention and audit trail of requests	Medium		
CCPA-27	Tracking Enforcement Risk	Assess whether website tracking technologies could create CCPA enforcement exposure.	Enforcement posture	Tracker inventory, policy comparison	Review trackers against notice and opt-out mechanisms	High		
CCPA-28	Remediation Plan	Document findings, owners, and deadlines for gaps found during review.	Audit governance	Issue log, task tracker	Assign remediation owners and due dates	Medium		

Official Source References

- **California Attorney General CCPA overview:** https://oag.ca.gov/privacy/ccpa

   Consumer rights, notices, thresholds, general obligations.

- **California Attorney General CCPA regulations page:** https://oag.ca.gov/privacy/ccpa/regs

   Request handling, verification, minors, notices.

- **California Attorney General Global Privacy Control:** https://oag.ca.gov/privacy/ccpa/gpc

   GPC must be honored for opt-out where applicable.

- **California CPPA regulations PDF:** https://cppa.ca.gov/regulations/pdf/cppa_regs.pdf

   Current regulations text and third-party notice obligations.

- **California CCPA statute PDF:** https://cppa.ca.gov/regulations/pdf/ccpa_statute.pdf

   Notice at collection, purpose limitation, retention, contracts.

- **California CPPA FAQs:** https://cppa.ca.gov/faq.html

   Agency role and scope reminders.

- **California AG Healthline enforcement press release:**
   https://oag.ca.gov/news/press-releases/attorney-general-bonta-announces-largest-ccpa-settlement-date-secures-155

   Example of tracking technology enforcement risk.