DPDP ACT · FREE CHECKLIST

DPDP Self-Check

6 questions. 5 minutes. Count your yeses.

1 **Do you know every place customer data is stored?**
Sheets, CRM, WhatsApp, email, vendor tools.
☐ Yes ☐ No

2 **Can you show when and how each person consented?**
Date, time and the exact text they saw.
☐ Yes ☐ No

3 **Can a customer ask you to delete their data, and can you do it within days?**
Who handles it? Are the steps written down?
☐ Yes ☐ No

4 **Which vendors touch your customer data? Is there a written contract with each?**
Payment, SMS, email, cloud, analytics.
☐ Yes ☐ No

5 **Who gets the call at 2 am if data leaks?**
One name, one number, the first three steps.
☐ Yes ☐ No

6 **Do you collect anything you never use?**
If it has no purpose, stop collecting it.
☐ Yes ☐ No

YOUR SCORE

My score: _____ / 6

0 to 2 yes
Start here. Map your data first.

3 to 5 yes
Close the gaps, one at a time.

6 yes
Good base. Keep records current.

MY FIRST THREE STEPS

1. _____
2. _____
3. _____

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General guidance, not legal advice. For notices and contracts, speak to a qualified lawyer.