



The DPDP Audit Checklist for CAs

Obligation-by-obligation checks to run on every client engagement, mapped to the DPDP Act 2023 and DPDP Rules 2025. Full 25-check version at the QR link.

■ Notice & Consent (S.5–6, R.3)

- A compliant, itemised notice exists — and is served pre-collection
- Consent is affirmative, purpose-specific, recorded
- Withdrawal works, and is as easy as consent
- Language option honoured (S.5(3))

■ Rights & Requests (S.11–13, R.14)

- A working access/correction/erasure channel exists
- Response timelines published — and met
- Grievance mechanism readily available
- Requests and resolutions are logged

■ Security & Breach (S.8, R.6–7)

- Reasonable safeguards: encryption, access control, backups
- Logs kept ≥ 1 year (R.6)
- Breach plan matches R.7: without delay + 72-hour filing
- Processor contracts contain data-protection terms (S.8(2))

■ High-Risk & Evidence

- Children's data → verifiable parental consent (S.9, R.10)
- Retention policy exists and is applied (S.8(7))
- Existing customers re-noticed (S.5(2))
- Evidence exportable: consent records, request log, training



Scan to read the full guide

www.easydp.in/blog/dpdp-audit-checklist-for-cas/

EasyDP — DPDP consent, notices & audit trails

General information, not legal advice.