



# DPDP Client-Readiness Scorecard

Score each area 0 (nothing in place), 1 (partial), or 2 (working & evidenced). Under 5 total: start with notice and consent. One sheet per client, per review.

## Score: Foundations

- ☐ Applicability & data map documented (S.3)
- ☐ Privacy notice compliant & published (S.5, R.3)
- ☐ Consent captured & recorded (S.6)
- ☐ Existing customers re-noticed (S.5(2))

## Score: Operations

- ☐ Rights-request channel works (S.11–13)
- ☐ Response timelines published & met (R.14)
- ☐ Breach plan matches R.7 sequence
- ☐ Security basics: 2FA, access limits, backups (R.6)

## Score: Partners & People

- ☐ Processor contracts have DP clauses (S.8(2))
- ☐ Staff trained, with records
- ☐ Children's data handled, if any (S.9, R.10)
- ☐ Retention policy applied (S.8(7))

## Score: Evidence

- ☐ Consent records exportable
- ☐ Request log with timestamps
- ☐ Notice version history kept
- ☐ Total /28 · Reviewer · Date

