



DPDPA Compliance Checklist

16 actions to comply with India's Data Protection Act — 2026 edition

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India's Digital Personal Data Protection Act 2023 applies to virtually every business that handles personal data of Indian residents — with penalties up to **₹250 crore** for failing reasonable security safeguards. Work through this checklist; each unticked box is an exposure. Most SMBs complete remediation in 8-12 weeks.

1 · Know Your Data

■ Inventory all personal data you collect

Customers, employees, vendors — phone numbers, emails, Aadhaar/PAN copies, CVs, CCTV footage, marketing lists.

■ Map where each data set lives

CRM, Tally, Excel sheets, email inboxes, WhatsApp, cloud drives, backups.

■ Record why you hold it and who can access it

Purpose + access list per data category — this document is your foundation for everything else.

■ Delete data you no longer need

Old CVs, ex-customer KYC, years-old CCTV. Data you don't hold can't breach.

2 · Consent & Notices

■ Publish a plain-language privacy notice

At every collection point: what you collect, why, how to complain or withdraw.

■ Rebuild consent capture

Free, specific, informed, unambiguous — no pre-ticked boxes. Withdrawal as easy as giving.

■ Verifiable parental consent for minors

Under-18 data needs parental consent; no tracking or targeted ads at children.

3 · Security Safeguards (the ₹250-crore clause)

■ Enforce MFA on email and critical apps

The single highest-impact control against account takeover.

■ Encrypt laptops and sensitive data stores

BitLocker/FileVault on devices; encryption at rest for databases and backups.

■ Deploy endpoint protection (EDR) on every device

Modern ransomware defence — not just legacy antivirus.

■ Maintain access control and logging

Role-based access; logs that can show who accessed what, when.

■ Keep tested, immutable backups

3-2-1 rule with at least one copy ransomware can't encrypt or delete.



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4 · Rights, Vendors & Breach Response

■ Set up a data-principal request process

Access, correction, erasure requests — with an owner and an SLA.

■ Update vendor contracts

Payroll, CRM, hosting, agencies process data on your behalf — your liability, their obligations in writing.

■ Write a breach-response playbook

Including notification to the Data Protection Board and affected users — before you need it.

■ Train your staff, keep attendance records

Most breaches start with a human error; training is both a safeguard and evidence of diligence.

Want this done for you? Invitty runs DPDPA gap assessments across South India — a jargon-free report on exactly where you stand. Call +91 98405 87602 or visit invitty.com/services/dpdpa.html