

CoTrust

DPDPA CHECKLIST

Consented Data for Confident Growth

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The Digital Personal Data Protection Act 2023 transforms personal-data governance for all Indian businesses. The Act enforces obligations on how businesses process personal data. The guidelines require Data Fiduciaries to

- **Granular Consent:** Purpose-specific, opt-in defaults, multilingual notices, immutable audit trail.
- **Lawful-Ground Mapping:** Define necessity and legal basis (consent, legitimate use, statutory exemption) for every data element.
- **Consent Respect:** Real-time enforcement—halt processing instantly upon withdrawal.
- **User Transparency & Control:** Self-service portals for access, correction, erasure, portability, grievance redress



Why You Can't Afford to Delay:

- **Avoid Hefty Fines:** Up to ₹250 Crore per breach plus DPB injunctions and compensatory awards.
- **Retain Customer Trust:** Transparent data practices—your competitive edge in an era of informed consumers.

A Six-Phase Implementation Roadmap for Effective Compliance

Discovery & Governance Setup

- **Establish Oversight:** Form a DPDP Task Force comprising Legal, IT/Security, HR, and Operations stakeholders to interpret obligations and define scope.
- **Leadership Appointments:** Nominate a CIO and designate a certified DPO; formally register your DPO with the Data Protection Board to centralize accountability.
- **Data Landscape Audit:** Conduct workshops to inventory data sources, catalog processing activities, map storage locations, and delineate access privileges—then transform findings into a phased action plan with timelines and ownership.



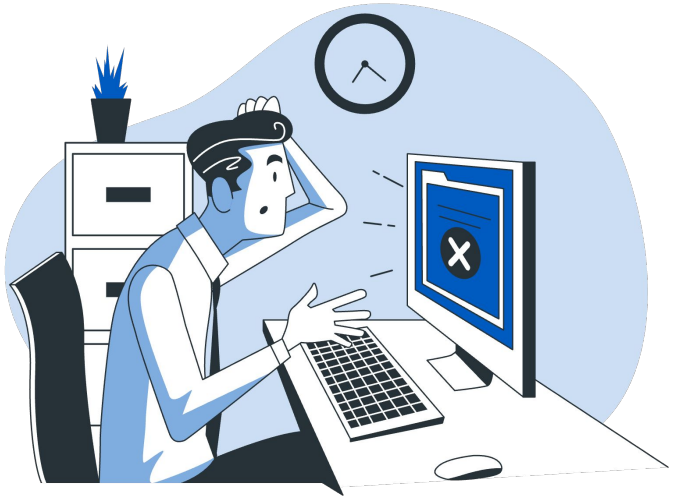
Data Mapping & Rationalization

- **Purpose Repository:** Build an inventory every processing purpose (e.g., onboarding, billing, marketing campaigns) with data categories (PII vs. sensitive), legal bases, retention schedules, and system-level access controls.
- **Redundancy Elimination:** Leverage automated scans to detect obsolete or duplicate data elements and enforce immediate cessation of unnecessary data collection, minimizing your compliance scope.



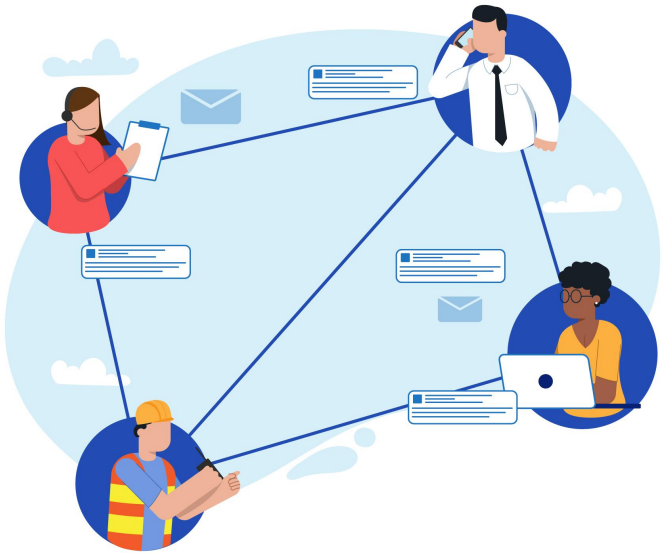
Policy Crafting & Employee Enablement

- **Information Security & Privacy Policies:** Author clear, actionable policies covering data classification, encryption standards, endpoint security, network controls, incident response procedures, and change management protocols.
- **Third-Party Data Sharing Guidelines:** Define strict criteria for vendor interactions—embed DPDP-compliant clauses in contracts, deploy standardized assessment questionnaires, and codify data-return or destruction obligations upon offboarding.
- **Role-Based Training Programs:** Roll out mandatory privacy and security training tailored to each team's responsibilities, integrate policy acknowledgments into HR workflows, and track completion rates to close knowledge gaps.



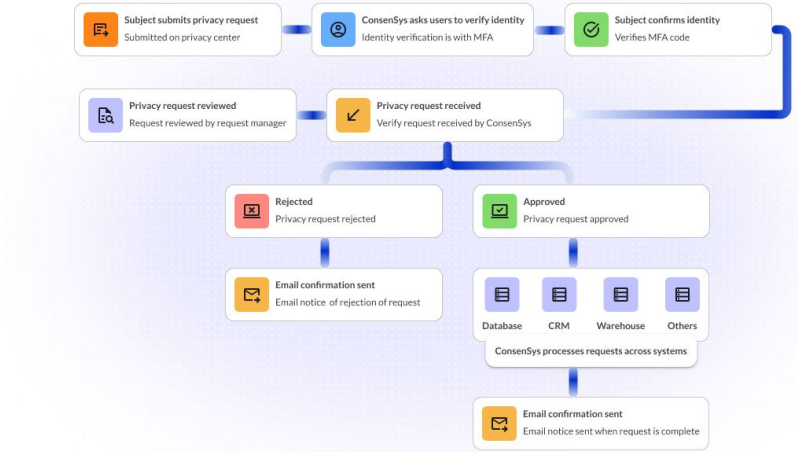
Consent Lifecycle Orchestration

- **Multi-Channel Consent Capture:** Deploy low-code integrations to collect consent via website, mobile apps, SMS, email, and WhatsApp. Provide contextual tooltips and help guides explaining each data use case.
- **Immutable Consent Ledger:** Record every consent transaction with granular metadata—user identifiers, IP addresses, timestamps, and consent versioning—to support audits and investigations.
- **Grandfathering Campaign:** Initiate a one-time outreach to revalidate legacy consents under the DPDP standards, offering seamless opt-out and choice management experiences.



Seamless Data Subject Rights Fulfillment

- **Automated DSAR Workflow:** Implement portals that process access, correction, erasure, and portability requests end-to-end—exporting data in structured JSON/CSV with embedded audit trails.
- **Secure Identity Verification:** Enforce multi-factor authentication, age-verification modules for minors, and manual review checkpoints for high-risk requests to protect against unauthorized disclosures.
- **System-Wide Directive Propagation:** Use secure APIs to push user requests—such as erasure or objection—across all in-house and third-party systems, confirming execution and logging compliance timestamps.



Vendor Governance & Technical Defenses

- **Contractual Controls:** Mandate sub-processor restrictions, breach-notification thresholds, and audit rights in every vendor agreement. Include clauses for data return or certified destruction upon contract termination.
- **Risk-Based Vendor Assessments:** Conduct quarterly questionnaires and annual on-site or ISO 27001/CSA STAR certification audits, tracking remediation and recertification cycles to ensure continuous alignment.
- **Advanced Security Measures:** Protect data through encryption at rest and in transit, pseudonymization, and strict role-based access control. Monitor systems with SIEM tools, intrusion detection, and scheduled vulnerability scanning.
- **Incident Response Excellence:** Maintain a detailed playbook outlining breach detection, containment, root-cause analysis, DPB notification within 72 hours, user communication templates, and post-incident lessons learned.



How **CoTrust** solves Enterprise DPDP Compliance

- **Low-Code Ecosystem Plug-In:** CoTrust connectors integrate in hours with your IAM, CRM, and ERP—no custom development required.
- **Centralized Consent Orchestration:** Our Consent Manager dashboards automate capture, renewal, and revocation across digital channels (web, mobile and in-app journeys).
- **Automated DSAR & Vendor Controls:** No-Code workflows handle data-subject requests and vendor attestations, pushing updates through secure APIs to all downstream systems.
- **Real-Time Compliance Monitoring:** Live dashboards track consent rates, DSAR volumes, vendor compliance, and breach alerts—driving instant remediation.
- **Adaptive Policy Engine:** Policy updates propagate automatically, ensuring your governance framework evolves with DPDP amendments and industry best practices.
- **Strategic Differentiation:** Turn compliance into a competitive advantage—foster customer trust, streamline operations, and demonstrate regulatory leadership with CoTrust.





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Data compliance for Legal teams,

Data Access for Business teams,

Data Privacy for Customers.

Schedule a demo today, Get in touch with us at

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