








CCPA and E-Discovery Checklist



-  **Monitor CCPA developments**
Monitor potential changes to the CCPA and their enforcement provisions to ensure they do not conflict with your e-discovery protocols.
-  **Update your policies**
To streamline collection, processing, review, and production of e-discovery, update your agreements to ensure compliance with all relevant CCPA obligations in litigation.
-  **Prepare data for deletion**
To comply with the individual right to request that companies permanently delete their personal information, revisit your methodology for storing, processing, and potentially erasing personal information.
-  **Eliminate inadvertent disclosure risks**
To avoid facing the private right of action and the potential for statutory damages under the CCPA for erroneously sharing protected consumer information in litigation or failing to use reasonable security procedures, revisit your e-discovery practices regularly.
-  **Adapt e-discovery tools to systematize data subject access requests**
Consider adapting your e-discovery tools to automate and process requests for personal information under the CCPA as a typical Data Subject Access Request requires identity verification, a full records search, data collection, evaluation and potential modification of the results, and production within 45 days.
-  **Cross-check privacy laws**
Throughout the e-discovery process, cross-check to ensure the CCPA does not conflict with the Health Insurance Portability and Accountability Act, the Gramm-Leach-Bliley Act, and similar provisions in other states.
-  **Identify the databases in dispute**
It is critical to identify the specific databases in dispute as the continuing evolution of these provisions could eliminate entire systems from scrutiny.

CRA's forensic services team offers expert guidance to ensure your organization remains in compliance as CCPA enforcement evolves. To continue the conversation, please contact:

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