

DPDP Compliance Readiness — Checklist

A practical starting point for reviewing an organisation's personal-data governance.

Important: This checklist is for general legal information only. It is not a substitute for advice on the facts of a particular matter. Applicable law and requirements may change.

1. Data inventory

- Identify categories of personal data processed
- Map major collection, use, sharing and retention activities
- Identify systems, vendors and business functions involved

2. Notices & consent / lawful basis

- Review notices for clarity and required information
- Check the organisation's applicable grounds for processing
- Document consent and withdrawal mechanisms where relevant

3. Rights & requests

- Create a process for handling data-principal requests
- Set internal ownership and response workflows
- Maintain records of requests and actions taken

4. Security & incidents

- Review reasonable security safeguards
- Define incident-response responsibilities
- Maintain relevant logs, policies and vendor controls

5. Governance

- Review contracts with processors/vendors
- Assess retention and deletion practices
- Track the applicable commencement and implementation timeline of the current framework

Prepared as an informational resource for Vashistha Associates. Verify the current statutory position and applicable rules before relying on any checklist.