



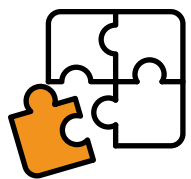
Data Privacy Audit

SPZ's data privacy audit provides you with the information you need to bring your data processing practices into compliance with applicable data privacy laws in the US, EU, UK, and Canada. Please read on to learn more about the goals of the audit and the steps involved. We can move through each step at your preferred pace, and for each step, we will scale our efforts and advice to fit your needs and resources.



Why should your company be interested in a data privacy audit?

- Safeguard your reputation and let your customers know they can trust you with their personal information
- Keep up with industry trends
- Prepare for diligence for investment/acquisition
- Legal compliance and avoiding costly lawsuits and/or government penalties



What are the steps involved?



1. Data mapping exercise: As an initial step, we will meet with your team to map out the flow of personal information that you collect from your customers.



2. Assessment of which data privacy laws apply: Based in part on the data mapping exercise, we will determine which data privacy laws apply. Our focus will be on state and federal comprehensive data privacy laws in the US, EU, UK, and Canada, including CCPA, HIPAA, COPPA, GDPR, PIPEDA, and other similar laws.



3. Review Data Management Practices: Once we determine what laws apply, we will review your data management practices to determine what changes may be needed to comply with applicable law.



4. Risk/cost analysis: We will work with you to determine what changes are your top priority, taking your financial and operational resources into account as well as the risks of delayed compliance.



5. Implementation: We will take on the tasks you agree you're ready for. These tasks commonly include:

- 5.1 Drafting or updating your privacy disclosure documents
- 5.2 Setting up internal processes for managing consumer privacy-related requests
- 5.3 Reviewing existing agreements with customers and vendors and suggesting improvements
- 5.4 Drafting or revising template agreements
- 5.5 Guiding you through certification under the EU-US Data Privacy Framework (if applicable)
- 5.6 Helping you set up an internal review process for management of PI by you and by your vendors
- 5.7 Consulting on third party vendors that offer scaled automation for privacy compliance
- 5.8 Connecting you with other specialists that may be helpful for your unique needs



6. Training Session: We will host a 1-hour data privacy training session that is customized for your situation. This training session will include:

- 6.1. Results of the data privacy audit
- 6.2. Overview of applicable data privacy laws that your company is focusing on
- 6.3. Key tips regarding data management, customer contract management, and vendor contract management