Customer Data Protection Checklist

A checklist for protecting customer data collected by a farm, covering what is kept, who sees it, and how it is deleted. Print it and keep a copy with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
List the customer data you collect	☐	☐	☐
Collect only what you need	☐	☐	☐
Store it in one protected place	☐	☐	☐
Limit who can open it	☐	☐	☐
Use strong logins	☐	☐	☐
Back it up safely	☐	☐	☐
Delete old data on a routine	☐	☐	☐
Post a privacy policy	☐	☐	☐
Know whom to ask for advice	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Collect less data to protect less data, and check your state rules on customer information.