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DPDP Readiness — Printable Tables

Condensed control tables for Board packs

4 modules · Expand matching sections on DPOCertification.Org/resources

1. Governance & Board oversight

Section 10 SDF obligations, DPO independence, and quarterly Board reporting cadence.

Control	Evidence	Owner	Frequency	Status
DPO appointment & independence	Board resolution + reporting line to audit committee	Board / CHRO	Annual review	—
Privacy steering committee	Charter, membership, meeting minutes	DPO	Monthly	—
Policy register	Privacy policy, retention, BYOD, AI use	Legal	Quarterly	—
Training & awareness	Role-based LMS + phishing simulations	HR / DPO	Quarterly	—
Regulatory horizon scan	MEITY / DPB circular tracker	Legal / DPO	Monthly	—
Budget & tooling	Consent, discovery, DLP, TPRM line items	CFO / DPO	Annual	—

Board pack checklist

- Executive summary: open gaps vs last quarter
- Consent withdrawal rate & grievance SLA metrics
- Material breach register (even near-misses)
- Processor concentration risk (top 5 vendors)
- Cross-border transfer status & TIAs pending

2. Notice & transparency (Rules 3–4)

Itemised notice, language accessibility, and change-management when processing evolves.

Notice element	Requirement	Artifact	Owner	Status
Purposes of processing	Specific, not bundled	Notice v3.2 + diff log	Legal	—
Categories of personal data	Including inferred / derived	Data inventory map	DPO	—
Retention schedules	Per purpose, not blanket	Retention matrix	Legal	—
Rights & grievance contact	Officer name + channel	Published FAQ	Comms	—
Processor disclosures	Sub-processor list link	Vendor register excerpt	Procurement	—
Children processing	Rule 7 carve-out if applicable	Age-gating spec	Product	—

3. Consent management (Section 6)

Granular, withdrawable consent with audit trail — CMP integration and product flows.

Flow	Test case	Expected outcome	Owner	Status
First-party signup	Marketing opt-in separate from T&C	Distinct consent IDs logged	Product	—
Cookie / SDK banner	Reject all equally prominent	No pre-ticked boxes	Product	—
Consent refresh	Purpose change triggers re-consent	Block processing until refresh	DPO	—
Withdrawal	One-click in account + email link	Processing stops within SLA	Product	—
Consent proof export	Regulator / audit request	JSON bundle with timestamps	Engineering	—
Legacy consent migration	Pre-DPDP databases	Re-consent campaign plan	Marketing	—

CMP evaluation criteria (reference)

- DPDP-native purpose taxonomy & Hindi UI
- Webhook to CRM / CDP on consent change
- SDK coverage: web, iOS, Android, server-side
- Integration with discovery & ROPA tools (e.g. Complynz)

4. Data principal rights (Sections 11–14)

Access, correction, erasure, grievance — 30-day SLA and nomination support.

Right	Channel	SLA	Verification	Status
Access / summary	Portal + email	30 days	OTP + ID match	—
Correction	Self-serve + agent	15 days	Audit trail	—
Erasure	Except legal retention	30 days	Legal hold check	—
Grievance	Dedicated officer	30 days	Ticket numbering	—
Nomination	Form + verification	30 days	Death certificate workflow	—
Automated decision	Opt-out where applicable	15 days	Human review queue	—