

### PIPA Checklist

1. Adopt a personal information protection policy
2. Adopt a “personal information protection officer” job description
3. Appoint one or more personal information protection officer(s)
4. Develop a procedure for dealing with personal information complaints
5. Review your current practices involving the collection, use, sharing and storing of personal information. This includes auditing all co-op forms.
6. Change any practices that do not follow PIPA.
7. Draft a personal information protection statement to go with the application form.
8. Draft and distribute a memo to members on personal information. This is optional for current members. New members must receive it—make it part of the move-in package.
9. Develop procedures for routinely destroying personal information that you no longer need:
  - ❑ one year after a decision was made for credit checks and for any information on inactive applicants
  - ❑ seven years for financial information on members
10. Establish a program to educate your members and staff about their responsibilities for protecting personal information