

PDPA Data Handling Checklist for AI / ■■■■■■ PDPA ■■■■■■

Operational checklist (not legal advice)

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EN: Use this checklist to align Legal/Compliance with Engineering and Ops.

Checklist:

- 1) Data classification: personal/sensitive/anonymous
- 2) Purpose & lawful basis documented (with owner)
- 3) Data minimization: collect only what is needed
- 4) Retention & deletion plan
- 5) Access control + audit logs
- 6) Data subject request process (if applicable)
- 7) Third-party processors: contracts + security expectations
- 8) Security measures: encryption, backups, incident reporting flow
- 9) Model outputs: avoid leaking personal data; redaction if needed
- 10) Review cadence: quarterly review of datasets and access

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