E-commerce Tutorial: Financial and Security Checklist

Business name:

Date:

This checklist provides a starting point to assist you to review a range of issues relating to the legal and security measures required when selling online. As this is a complex area we would suggest engaging with legal and/or cyber security specialists.

I have reviewed several pieces of legislation relevant to my e-commerce activity:

• E-commerce Regulations	YES	NO
• Consumer Contracts Regulations	YES	NO
• General Data Protection Regulations (GDPR)	YES	NO
• Intellectual Property Law	YES	NO

Key legislation areas to research.	

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My website has a written privacy policy explaining how data is collected, stored and processed.	YES	NO	
I have explained how the website uses analytics data and any essentials of a tracking cookie policy.	YES	NO	
I have appointed a person to manage GDPR compliance (Data Protection Officer)	YES	NO	
I have segmented my workforce and restricted data access accordingly.	YES	NO	

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I have a written process in place on notifying the relevant authorities and data subjects should there be a data breach.	YES	NO	
I have obtained a secure website certificate (SSL) for my website.	YES	NO	
I have updated my website with the latest security software, keeping it patched and updated.	YES	NO	
I have updated malware protection.	YES	NO	

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I have a process to back up key data and regularly run security tests on the website.	YES	NO	
I have considered obtaining cyber security insurance.	YES	NO	

Additional checklists are available covering: Online Marketplaces/E-commerce sites, Digital Marketing and Financial/Cyber Security Measures.

For more information on e-commerce and other support available, contact your Client Executive or visit **investni.com**