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