



Regulatory Compliance Checklist

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Understand your regulations and risks

- List out the regulations and laws that apply to your organization using this [template](#)
- Conduct an internal audit to assess your existing security and compliance strategy and identify risks
- Prioritize the risks that would cause the greatest damage to your business

Create a regulatory compliance plan

- Appoint a team comprised of key stakeholders from various internal teams to spearhead the planning process
- Assign specific roles and responsibilities to your regulatory compliance team
- Take a phased approach for achieving compliance, starting with the most important regulations to comply with
- Determine how you will stay current on the latest laws and regulations to mitigate regulatory risk
- Review your regulatory compliance plan regularly and make adjustments as needed

Train team members on regulatory compliance

- Establish a process for training new and existing employees on regulatory compliance best practices
- Explain how to respond to the most common risks your organization faces
- Educate employees on disciplinary actions that may take place if they are out of compliance with security and privacy requirements

Set up a process for continuous monitoring

- Create a process for consistently monitoring your security and compliance posture and identifying potential threats before they impact your business
- Use regulatory compliance software to continually monitor and mitigate ongoing risks

Evaluate and improve your regulatory compliance program

- Establish metrics for evaluating your program's effectiveness
- Create a process for reviewing and improving your program over time