



Cyber Law Readiness Audit Checklist

Score each item:

- Yes = 2 points
 - Partially = 1 point
 - No = 0 points
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Customer Data Awareness

- We can clearly explain why we collect each major category of customer information.
 - Our forms do not request excessive “just in case” data.
 - We know where customer records are stored across our systems.
 - Contractors accessing customer data have defined visibility.
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Website Legal Infrastructure

- Our privacy policy reflects our actual business workflow.
 - Our terms and conditions are not generic placeholders disconnected from operations.
 - Consent language aligns with how we actually communicate and market.
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Email & Subscriber Handling

- Subscriber expectations are clear when they opt in.
 - Unsubscribe is simple and respected across campaigns.
 - We do not rely on purchased, scraped, or vague legacy email lists.
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Contractor & Vendor Controls

- Freelancers and agencies do not receive unlimited unmanaged access.
- Contractor agreements address confidentiality and account handling.
- We periodically review old user permissions and integrations.

Billing & Payment Visibility

- We know where customer billing records and invoices are stored.
- Refunds, renewals, and billing notices are communicated clearly.
- Financial records are not casually forwarded or overshared.

Incident & Platform Readiness

- We have at least a basic idea how we would respond to a website or inbox compromise.
- We understand which SaaS vendors hold sensitive customer information.
- Vendor popularity is not our only trust assumption.

Documentation & Governance

- We track who owns critical digital accounts and platforms.
- We know which staff/contractors can access major systems.
- Basic operational records exist for customer communication and data handling.

Strategic Maturity

- We view digital legal awareness as part of customer trust.
- Leadership understands that “small online business” does not remove cyber-law obligations.

SCORING RESULTS

38–48 Points — STRONG MATURITY

Your business demonstrates above-average digital governance awareness, stronger legal defensibility, and healthier customer trust foundations.

20–37 Points — MODERATE EXPOSURE

Some protections exist, but convenience-driven shortcuts still create meaningful legal-cyber blind spots.

0–19 Points — HIGH VULNERABILITY

Your business is likely operating with significant undocumented assumptions that could create preventable customer disputes, cyber stress, or liability concerns.