

# AI and Data Risk Checklist

OBSIDIAN AI LABS

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COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

## DATA CLASSIFICATION

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1. Can you list every type of sensitive data your business handles?

*Client PII, financial, health, employee records*

YES  NO  I DON'T KNOW

2. Do you know which of those categories triggers PIPEDA obligations?

YES  NO  I DON'T KNOW

3. Is your sensitive data inventoried in a single document or system?

YES  NO  I DON'T KNOW

## STORAGE AND ACCESS

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4. Do you know every location where sensitive data is stored?

*Cloud drives, local machines, email, paper*

YES  NO  I DON'T KNOW

5. Is access to sensitive data restricted to only the people who need it?

YES  NO  I DON'T KNOW

6. Do you have a log of who accessed what and when?

YES  NO  I DON'T KNOW

## RETENTION AND DISPOSAL

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7. Do you have a written data retention policy?  
 YES  NO  I DON'T KNOW
8. Are you actively deleting data you no longer need?  
 YES  NO  I DON'T KNOW
9. Would you know if a departing employee copied client data on their way out?  
 YES  NO  I DON'T KNOW

## PRIVACY AND COMPLIANCE

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10. Do you have a published privacy policy on your website?  
 YES  NO  I DON'T KNOW
11. Does your privacy policy accurately describe what you actually do with data?  
 YES  NO  I DON'T KNOW
12. Could you respond to a client's data access request within 30 days?  
*PIPEDA requirement*  
 YES  NO  I DON'T KNOW

## AI TOOL EXPOSURE

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13. Do you know which AI tools your team is using and what data they're feeding into them?  
 YES  NO  I DON'T KNOW
14. Have you reviewed the data retention policies of your AI vendors?  
 YES  NO  I DON'T KNOW
15. Do you have written guidelines for what employees can and cannot paste into AI tools?  
 YES  NO  I DON'T KNOW

### Your Results

Count your YES answers: \_\_\_\_\_

Count your NO answers: \_\_\_\_\_

Count your I DON'T KNOW answers: \_\_\_\_\_

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**12 - 15 YES:** **Low risk.** Strong fundamentals.

**8 - 11 YES:** **Moderate risk.** Gaps to close, but you have a foundation.

**0 - 7 YES:** **High risk.** The checklist just showed you where to start.

*"Every 'I don't know' is functionally the same as a 'No' until you verify it."*

