NSECURED MEMBERGO / PRIVACY CENTER

Privacy center rollout checklist

Enterprise group edition: agree the pilot scope with IT, business and audit teams

Organization	Center owner	Organization name
Enterprise group	Group security or IT	

Data to protect first ☐ ID and personnel data ☐ Payout and payroll accounts ☐ Organization accounts and secrets ☐ Citizen or member data

	Check item	Owner	Done on
01	**Choose the first pilot**		
☐	Name one agency, company or system and one or two fields; confirm the data owner and actual users.		
☐	List where the values appear today: databases, email, spreadsheets, attachments, reports and external copies.		
02	**Purposes and tenant boundaries**		
☐	Record each field's purpose, legal basis, necessary scope and retention period.		
☐	Approve tenants, collection source domains, service accounts, grant scope and limits.		
03	**Viewing and approval duties**		
☐	List viewers, second approvers and auditors; confirm recent MFA, reasons and single-field disclosure rules.		
☐	If AI or batch access is needed, approve its types, purpose, workload and delivery scope separately.		
04	**Joint acceptance**		
☐	With fictional data, complete collection, token storage, refusal of overreach, two-person approval, time-limited disclosure and audit export.		
☐	Check each tenant's gap-free sequence; rehearse deletion, backup restore and ledger replay.		
☐	Check who handles every recipient, attachment, export, log and historical copy.		
05	**Production**		
☐	Confirm the identity provider, end-to-end HTTPS, data center and network, availability, backup and operations duties.		
☐	Plan approval notices, to-dos, group grants and a production workload verifier as needed.		

Pilot owner	Approval owner	Acceptance owner	Meeting date

For discussion only; deliverables and timing are confirmed separately.