# 9 Essential Elements of a Privacy Program

## Inventory
Know your personal data—what you have, where it is, and who has access.

## Security
Protect personal data from unauthorized access with restricted access, encryption, multifactor authentication, and/or multiple monitoring systems.

## Transparency
Communicate about the processing of personal data in a way that is easily accessible and easy to understand.

## Accountability
Your institution is accountable for what happens to personal data, even when it's processed by a third party, so conduct due diligence on vendors that will have access.

## Usage
Use the personal data your institution collects only for its intended, stated, and/or expected purpose.

## Data minimization
Reduce risk, save time, and maintain user trust by collecting and keeping the minimum amount of personal data necessary.

## Legal basis
Determine the legal basis for processing personal data, such as consent, contract performance, legal requirement(s), or legitimate, vital, and/or public interest.

## Access
Establish and maintain a process that grants individuals the right to see and/or obtain a copy of their personal data on file.

## Integrity
Protect the accuracy, validity, traceability, and recoverability of your data by preventing unintended alterations during capture, storage, retrieval, update, and transfer.

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