

# WEBSITE PRIVACY COMPLIANCE WORKSHEET

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## WEBSITE PRIVACY COMPLIANCE WORKSHEET

Use this worksheet to map what your site collects before you build your banner and policies.

### 1. Site & Audience

Website URL: \_\_\_\_\_

Do you reach EU/UK visitors? (yes/no): \_\_\_\_\_

Do you reach California / other US-state visitors?  
(yes/no): \_\_\_\_\_

### 2. Cookie & Tracker Inventory

Analytics tools (e.g., Google Analytics): \_\_\_\_\_

Advertising pixels (e.g., Meta, Google  
Ads): \_\_\_\_\_

Embeds (YouTube, maps, chat): \_\_\_\_\_

Functional/preference cookies: \_\_\_\_\_

### 3. Consent Model Needed

- ☐ GDPR opt-in (block non-essential cookies until consent)
- ☐ CCPA/CPRA opt-out ("Do Not Sell or Share" link + honor GPC)
- ☐ Other state privacy laws (VA, CO, CT, TX, UT...)

### 4. Required Documents

- ☐ Privacy Policy (sitewide data practices)
- ☐ Cookie Policy (list of cookies + purpose + duration)
- ☐ Consent banner with accept / reject / manage
- ☐ Consent record / log

### 5. Maintenance

Who updates the cookie list when tools  
change?: \_\_\_\_\_

Review date: \_\_\_\_\_

**INSTRUCTIONS FOR USE**

Complete the bracketed fields, delete anything that does not apply, sign where required, and keep with your records. This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.