SCREENING SYSTEM STARTER PACK

Privacy and Data-Handling Checklist

Protect, store, share, and destroy applicant information properly

Starter Pack: Internal | Requires Local Legal Review | Physical Binder Approved

Starter Pack document 08 | Version 1.0 | Date issued: _____

Not legal advice. This tool is an educational and operational template, not legal advice. Laws differ by province, state, municipality, and property type. Review and adapt this material with a qualified professional familiar with the laws governing the property before use.

Item	Status	Date / notes
Purpose of collection is identified	☐ Yes ☐ No ☐ N/A	
Collection is limited to what is necessary	☐ Yes ☐ No ☐ N/A	
Consent is obtained before checks	☐ Yes ☐ No ☐ N/A	
Access is limited to named people	☐ Yes ☐ No ☐ N/A	
Electronic storage is secured	☐ Yes ☐ No ☐ N/A	
Paper storage is secured	☐ Yes ☐ No ☐ N/A	
No applicant information is placed in a physical binder	☐ Yes ☐ No ☐ N/A	
Third-party disclosure is controlled	☐ Yes ☐ No ☐ N/A	
Applicant correction process is identified	☐ Yes ☐ No ☐ N/A	
Retention period is defined	☐ Yes ☐ No ☐ N/A	
Secure destruction method is defined	☐ Yes ☐ No ☐ N/A	
Privacy incident process is identified	☐ Yes ☐ No ☐ N/A	

Professional review

Canadian privacy review	
U.S. privacy review	
Provincial / state review	
Municipal review	
Professional review completed by	
Date reviewed	

No universal retention period applies. Set retention periods with a qualified local professional.

LANDLORD TRAINING INSTITUTE