

Website Compliance Audit Checklist

A PRACTICAL SELF-ASSESSMENT GUIDE

MUCHANGI PATRICK & ASSOCIATES ADVOCATES
Data Privacy • AI Governance • Digital Regulation

EXECUTIVE SUMMARY

A website is often the first point at which an organisation collects personal data. Whether through contact forms, cookies, newsletters, recruitment portals, analytics tools, payment gateways or user accounts, websites must comply with the Data Protection Act, 2019 and applicable Regulations.

This checklist has been prepared by Muchangi Patrick & Associates Advocates to enable organisations to conduct a high-level assessment of their website's legal, privacy and cybersecurity compliance across thirty practical benchmarks spanning notice, consent, security and governance.

This checklist is a diagnostic tool, not a substitute for legal advice. Organisations identifying material gaps should seek a full compliance audit before relying on the results for governance or regulatory reporting purposes.

HOW TO USE THIS CHECKLIST

For each of the thirty requirements below, the assessor should record one of the following four ratings, supported where necessary by a brief explanatory note:

YES — Fully compliant with the requirement.

PARTIAL — Some compliance, but improvements are required.

NO — Not compliant; the requirement is unmet.

N/A — Not applicable to the organisation's website.

WEBSITE COMPLIANCE ASSESSMENT

N O.	COMPLIANCE REQUIREMENT	YES	PARTIAL	NO	N/A	NOTES
01	Website has a published Privacy Notice	☐	☐	☐	☐	
02	Privacy Notice is easy to locate	☐	☐	☐	☐	
03	Privacy Notice explains what personal data is collected	☐	☐	☐	☐	
04	Purpose of processing is clearly stated	☐	☐	☐	☐	
05	Legal basis for processing is identified	☐	☐	☐	☐	
06	Contact details of the organisation are provided	☐	☐	☐	☐	
07	Contact details of the Data Protection Officer are provided (where applicable)	☐	☐	☐	☐	
08	Data subject rights are explained	☐	☐	☐	☐	

N O.	COMPLIANCE REQUIREMENT	YES	PARTIAL	NO	N/A	NOTES
8						
09	Cookie Notice is available	☐	☐	☐	☐	
10	Cookie consent mechanism is implemented	☐	☐	☐	☐	
11	Users can reject non-essential cookies	☐	☐	☐	☐	
12	Contact forms collect only necessary information	☐	☐	☐	☐	
13	Newsletter subscriptions obtain valid consent	☐	☐	☐	☐	
14	Website uses HTTPS	☐	☐	☐	☐	
15	SSL certificate is valid	☐	☐	☐	☐	
16	Password-protected areas are secure	☐	☐	☐	☐	
17	Third-party plugins are regularly updated	☐	☐	☐	☐	
18	Website software is regularly updated	☐	☐	☐	☐	
19	Appropriate access controls exist	☐	☐	☐	☐	
20	Website backups are performed regularly	☐	☐	☐	☐	
21	Personal data retention period is disclosed	☐	☐	☐	☐	
22	Cross-border transfers are disclosed where applicable	☐	☐	☐	☐	
23	Third-party services (Google Analytics, Meta Pixel, etc.) are disclosed	☐	☐	☐	☐	
24	Terms and Conditions are available	☐	☐	☐	☐	
25	Accessibility features are considered	☐	☐	☐	☐	
26	Website includes a copyright notice	☐	☐	☐	☐	
27	Security headers are implemented	☐	☐	☐	☐	

N O.	COMPLIANCE REQUIREMENT	YES	PARTI AL	NO	N/A	NOTES
28	Forms include anti-spam protection	☐	☐	☐	☐	
29	Data breach response procedure exists	☐	☐	☐	☐	
30	Website undergoes periodic compliance reviews	☐	☐	☐	☐	

COMPLIANCE SCORE

Aggregate the ratings above to determine the organisation's overall compliance posture:

SCORE	RATING
27 - 30	Excellent
22 - 26	Good
16 - 21	Fair
0 - 15	Immediate Remediation Required

PRIORITY ACTIONS

Corrective actions identified during the assessment should be recorded and tracked to closure below:

PRIORIT Y	ACTION	RESPONSIBLE PERSON	TARGET DATE
HIGH			
HIGH			
MEDIUM			
MEDIUM			
LOW			

OVERALL ASSESSMENT

Website Compliance Rating:

☐ EXCELLENT	☐ GOOD	☐ FAIR	☐ POOR
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AUDITOR'S NOTES

ABOUT MUCHANGI PATRICK & ASSOCIATES ADVOCATES

Muchangi Patrick & Associates Advocates is a Kenyan law firm specialising in Data Protection, AI Governance, Digital Regulation, Cyber Law and Technology Law. We assist organisations to establish practical privacy governance programmes, conduct compliance audits, develop policies, deliver executive training, and prepare for regulatory compliance under the Data Protection Act, 2019.

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