Privacy Policy Readability Checklist

Structure & Skimmability

- [ ] Policy contains clear, logically structured headers.
- [ ] Policies >1,500 words include a sticky, clickable Table of Contents.
- [ ] Key information is at the start of the document and each section.
- [ ] The policy contains whitespace as a visual break, as appropriate.
- [ ] Paragraphs contain one idea and are short.
- [ ] Bulleted/numbered lists are used where appropriate.
- [ ] Critical keywords or phrases are bolded, but sparingly.
- [ ] Sentences are short, with most using fewer than 20 words.
- [ ] Text is selectable and searchable (not image-only PDF).
- [ ] Fonts, sizes, and colours are consistent throughout.
- [ ] Privacy policy is mobile-friendly.

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Language & Tone

- [ ] Grade 10 or lower (check with Hemingway Editor).
- [ ] The document does not contain legalese.
- [ ] Technical terms are defined in a glossary (if needed at all)
- [ ] Voice is active throughout the policy.
- [ ] Consistent terms are used.

Accessibility

- [ ] Text-background contrast is sufficient and body text >= 16px.
- [ ] Build with HTML semantic elements (no text as images).
- [ ] State that alternative formats are available upon request.