



POPI ACT

JOURNEY TO COMPLIANCE

CHECKLIST 

****This infographic does not constitute legal advice and is provided for information purposes only****

Email : Mitche@brooksandcompany.co.za

Tel : 078 4301 445

Our POPI related services

- Data Protection, Risk Management & Privacy Policies & Procedures;
- Data Registers, Instruments and Data Breach Protocols;
- Promotion of Access to Information & POPI Manuals and Forms;
- Appointment letters for Information Officers;
- Legal advice on how POPIA impacts your business and contracts;
- Board and Employee Training & Awareness;
- Contract review and Data Transfer Agreements.

Contact us for a quotation or more information



Create the culture

AWARENESS AND EDUCATION



- Buy-in from management is crucial.
- compliance will take time and requires continuous planning and resources.



Information Officers

APPOINT RESOURCE(S)



Appoint or hire the right employee to aid continuous compliance as your business evolves, to coordinate staff training and impact assessments, and work with the Information Regulator.



Map Activities

LIST YOUR ACTIVITIES THAT PROCESS INFO



List these activities and compare the information processed versus the minimum information needed to perform the activity. POPIA needs you to use only what is necessary.



Information Audit

WHAT, HOW, WHY & WHERE?



Understand what information you process and store. How you do so? For what purpose do you require such information? Where is it stored?



Data Cleanse

DETECT AND DESTROY



Destroy information that is:

- corrupt, obsolete or unnecessary;
- held without consent/legitimate interest.

Policies, Procedures, Instruments



SET THE STANDARD



Standardise how you:

- process, receive, classify, manage, alter, access, store, secure, share, retain & destroy information;
- plan, identify, assess, manage, notify and recover data breach risks and incidents; and
- train, monitor, insure and discipline against non-compliance.

Third party contracts



SUPPLIERS & SERVICE PROVIDERS



Vet contracts with third party suppliers, partners and service providers. Ensure privacy and data protection obligations, standards and consequences.

Employment contracts & Recruitment



BUILD-IN CONSENT OR CLARIFY YOUR LEGITIMATE PURPOSE



Review employment contracts and policies to include consent provisions, and clarify your legitimate purpose in employment policies re: performance management, leave and payroll, among others.

Communication & Complaints

PUBLISH, NOTIFY, CLICKWRAP



Inform customers/users on WHAT, HOW, WHY and WHERE their information is being handled using:

- consent forms;
- privacy policies;
- Cookies notices;
- CCTV notices.

Move from browwrap to clickwrap agreements.

Set up a complaints portal for customer/supplier complaints regarding personal information.

Secure & Mitigate

ENCRYPT, ANONYMISE, TRAIN



Encrypt and anonymise personal information wherever possible and continuously train and inform staff.

Passwords are often the weakest link.

- o Use password protection on electronic files.
- o Use password managers and Two-Step Authentication.

Maximise protection on account numbers and continuously train staff and keep them aware.

This infograph does not constitute legal advice and is provided for information purposes only

**For more information email
Mitch@brooksandcompany.co.za**