

With the **POPIA compliance deadline** around the corner - use our **POPIA readiness checklist** to see how many key activities you have completed.



1

ASSIGN ACCOUNTABILITY

An information officer has been appointed to handle Privacy Compliance within the organisation.



2

EDUCATE EMPLOYEES

All employees and other internal stakeholders have been educated on POPIA and the organisation's information protection practices.



3

UPDATE PRIVACY NOTICES

Published Privacy Notices, particularly on websites have been reviewed in alignment with POPIA requirements.



4

UPDATE CONSENT FORMS

All forms, contracts and channels which collect Personal Information have been updated to align with POPIA requirements. This includes the opt-out functionality.



5

OBTAIN CONSENT FROM DATA SUBJECTS FOR THE PROCESSING THEIR PERSONAL INFORMATION

Data Subjects (including customers and employees) have provided positive consent to you processing their Personal Information



6

DOCUMENT PERSONAL INFORMATION INVENTORIES

Analysis on Personal Information collected, used, stored, protected and shared has been documented in Personal Information inventories.



7

CREATE, REVIEW AND COMMUNICATE PRIVACY POLICIES

Internal Privacy Policies and related Procedures have been reviewed / created in alignment with POPIA requirements.



8

ESTABLISH A DATA SUBJECT RIGHTS PROCEDURE

A procedure has been established which lists the Data Subject Rights and how they will be granted and handled.



9

ESTABLISH A DATA BREACH PROCEDURE

A Procedure has been established which handles what the organisation will do in the event that information has been accidentally or unlawfully exposed.



10

IDENTIFY ALL THIRD PARTIES WITH A HIGH RISK PRIVACY IMPACT

High risk Privacy third parties been identified and their contracts and key controls validated.

