

POPI COMPLIANCE MINI CHECKLIST

The POPI Act aims to regulate how personal information is processed which includes how personal information is gathered, handled and stored. This checklist is aimed at creating awareness about some of the requirements that should be considered to become POPI compliant.

Description	Yes	No	Comment
COLLECTING PERSONAL INFORMATION			
<p>Have you identified all the personal information that you currently require for your business/ department/ organisation?</p> <p>For example: Attendance registers, Correspondence, Employee records, Contracts, Training records etc.</p>			
<p>Do you know why you require the identified personal information (the specific purpose) ?</p> <p>For example: Direct marketing, invoicing or employee record management</p>			
<p>Have you identified the specific method or tool you will use to collect the identified personal information?</p> <p>For example: automated forms, email, whatsapp, social media, website, manual forms etc.</p>			
<p>Are you communicating to your customers/ students/ suppliers/ employees etc. about why you are collecting their personal information?</p> <p>For example: do you have a disclaimer/privacy policy stating the purpose of why you are collecting the personal information and how you intend to handle and store the personal information</p>			
<p>Have you obtained consent from your customers/ students/ suppliers/ employees etc. to use their personal information?</p> <p>For example: allow them to agree to your privacy policy by completing a consent form.</p>			

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HANDLING PERSONAL INFORMATION			
<p>Have you appointed an Information Officer?</p> <p>For example, the designated person who will be responsible for compliance with the POPI Act</p>			
<p>Do you have specific policies directing you on how to process personal information?</p> <p>For example, an internal guideline or standard/ policy setting out the process step by step</p>			
<p>Have you identified who will be processing the personal information?</p> <p>For example: HR assistant/ Yourself/ marketing person</p>			
<p>Do you have a process in place if your customers/ students/ suppliers/ employees etc. would like to change or access their personal information?</p> <p>For example: request to access personal information form or a change of personal information form</p>			
STORAGE OF PERSONAL INFORMATION			
<p>How do you store personal information and is it safe against unauthorised use?</p> <p>For example: file cabinets, shared servers, laptop/ computer, cloud storage etc. Do you have encryption on your documents, passwords etc.</p>			
<p>Do you have a process to destroy personal information which you are no longer using?</p> <p>For example: shredding documents or deleting files etc.</p>			