

## **POPIA Compliance Checklist**, ensuring adherence to South Africa's **Protection of Personal Information Act (POPIA)**

### 1. Governance & Leadership

- ✓ Appoint an **Information Officer** and register them with the **Information Regulator**.
- ✓ Define **roles and responsibilities** for data protection within the organisation.
- ✓ Establish a **POPIA compliance framework** and integrate it into corporate governance.

### 2. Data Mapping & Processing

- ✓ Identify and document all **personal information** processed by the company.
- ✓ Conduct a **data inventory audit** to assess collection, storage, and sharing practices.
- ✓ Ensure lawful **processing of personal information** with clear purposes.

### 3. Policies & Procedures

- ✓ Develop and implement a **Privacy Policy** aligned with POPIA requirements.
- ✓ Establish **data retention and disposal policies** to prevent unnecessary storage.
- ✓ Ensure **cross-border data transfers** comply with POPIA regulations.

### 4. Security Measures

- ✓ Implement **technical and organisational security measures** to protect personal data.
- ✓ Conduct **regular security audits** and vulnerability assessments.
- ✓ Establish **incident response protocols** for data breaches and notify affected parties.

## 5. Data Subject Rights

- ✓ Provide mechanisms for **data subjects to access, correct, or delete their information.**
- ✓ Ensure transparency in **how personal data is collected and used.**
- ✓ Respond to **data subject requests** in a timely manner.

## 6. Third-Party & Vendor Compliance

- ✓ Review contracts with **third-party service providers** handling personal data.
- ✓ Ensure vendors comply with **POPIA security and privacy standards.**
- ✓ Conduct **due diligence** on data processors and operators.

## 7. Training & Awareness

- ✓ Conduct **regular employee training** on POPIA compliance and data protection.
- ✓ Raise awareness about **privacy risks and best practices.**
- ✓ Ensure employees understand their **responsibilities under POPIA.**

## 8. Ongoing Compliance & Monitoring

- ✓ Perform **periodic compliance audits** to assess adherence to POPIA.
- ✓ Update policies and procedures based on **regulatory changes.**
- ✓ Maintain **records of compliance efforts** for accountability.

This checklist ensures **that your organisation** complies with **POPIA** while safeguarding personal information.