**[company name]**

**POPIA Compliance Preparation Project (POPIA-CPP) flow**

IACT-Africa has developed a POPI Act Compliance Framework which complies with POPI Act Regulations 2018. This Compliance Framework is based on ISO29100 and experience gained during projects with our clients and international best practices.

Step 1: Initiate

* Set yourself up for success by formalising your compliance activities
* Establish a compliance preparation project
* Ensure you have proper authorisation and funding: we recommend a project charter is drawn up and approved by the project sponsor
* Update and sign the Project Charter
* Update and sign the Information Officer and Deputy appointment letter
* Develop a preliminary plan of action
* Ensure you engage your stakeholders

Step 2: Assess

* Develop a solid business case based on impact area identification, costs and benefits of your compliance preparation project (optional)
* Complete a structured compliance assessment in terms of the requirements in the POPI Act
* Use the IACT-Africa Assessment Tools to discover areas for remediation to address the requirements of the POPI Act
* Document the assessments completed

Step 3: Consider

* In light of the Step 2’s assessments, consider your action plan for achieving compliance
* Consider what process, procedural, documentation, technical and contractual changes need to be made
* Consider the entire Personal Information (PI) life cycle from acquisition through ultimate disposal
* Consider all the organizational and technical factors for success (e.g. HR, IT, processes)

Step 4: Translate

* Translate your plans into action
* Translate the conditions for lawful processing into specific evidence of your remediation plan taking effect
* Translate your short term compliance preparation project into a long term compliance journey
* Translate the cost of compliance into the benefits of compliance