**Action required summary from POPIA & PAIA Templates in Translate folder**

**Correct as at 4 February 2019**

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| **Functional Areas** | **Where Used** |
| 1. POPI Electronic Direct Marketing Denial log | To record denial of consent / unsubscribe |
| 1. POPI Personal Information Sharing log | To record PI sharing instances |
| 1. POPI Quality PI guide | To provide guidelines to PI owners |
| **Human Resources** | **Where Used** |
| 1. POPI Clean Desk Policy | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI Employee compliance commitment | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI Staff Consent Form template | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| **Information Officer** | **Where Used** |
| 1. PAIA manual template | To be published as per PAIA requirements |
| 1. POPI & PAIA Information Officer appointment letter template | To be signed at project initiation |
| 1. POPI Act Policy & Privacy Notice template | To be published to relevant stakeholders: policy for internal, privacy notice for external |
| 1. POPI Audit Report log | To track compliance audit checks |
| 1. POPI Data subjects access request log | To track Data subjects access requests processed |
| 1. POPI Destruction log | To track destruction of PI storage media |
| 1. POPI Disposal log | To track disposal of PI storage media |
| 1. POPI Ongoing Compliance Monitoring Checklist | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI Privacy Impact Assessment Key Questions | To be used where new products, services or processes are being planned or introduced |
| 1. POPI Privacy Impact Assessment template | To be used where new products, services or processes are being planned or introduced |
| 1. POPI Regulator Report log | To track interactions with the Information Regulator |
| 1. POPI Strategy | To document the POPI Strategy of the organisation |
| **Information Security** | **Where Used** |
| 1. POPI Acceptable Use Policy | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI and BYOD recommendations | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI and Cloud recommendations | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI and Smart Devices recommendations | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI and Social Media recommendations | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI CCTV Policy | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI Information Security Policy template | To form part of the compliance regime, either as a stand-alone document or integrated with another document |
| 1. POPI Information Technology Equipment Disposal Policy | To provide a policy for equipment disposal which may have stored PI |
| 1. POPI Personal Information Backup Policy | To provide a policy for electronic back-up of PI |
| 1. POPI Security Compromise log | To track security compromise incidents |
| 1. POPI Strong Password Guidelines | To provide password creation guidelines |
| 1. POPI Data Protection Loss Measures Tool |  |
| **Contract 7 items** | **Where Used** |
| 1. POPI Enquiry and Registration form | To gather PI from enquiries, event registration and at other similar scenarios |
| 1. POPI PI Purchase Contract Wording | To specify the terms for compliant PI acquisition other than directly form the data subject |
| 1. POPI PI Sharing Agreement Outline | To provide the terms of agreement when sharing PI (not for processing by an operator) |
| 1. POPI PI Sharing Checklists | To provide a checklist of issues to consider when sharing PI (not for processing by an operator) |
| 1. POPI Responsible Party to Operator contract clauses | To provide the terms of agreement when a service provider is processing PI on behalf of the Responsible Party (excludes Transborder) |
| 1. POPI Supplier Registration Clauses | To provide the terms of agreement when a supplier (not Operator) is being registered with the Responsible Party |
| 1. POPI Transborder Agreement | To provide the terms of agreement when a service provider is processing PI on behalf of the Responsible Party as an Operator where Transborder activity is included |