**POPI Site Access Checklist**

**for POPI Act compliance**

1. Do we have an access policy which has been accepted as a formal resolution by our management?
2. Consent: are we clear what consent we are asking for?
3. Are we clear about the consequences of non-compliance in terms of information requested (e.g. right to refuse admission?)
4. Purpose: are we making our purpose for data gathering clear?
5. Security: are we sure we have secure processing of personal information, from collection through disposal / destruction?
6. Have we trained our staff in the relevant provisions of the POPI Act
7. Has our security services supplier confirmed their staff have been trained
8. Have we displayed appropriate signage
   1. About consent and right to refuse access
   2. About use of video surveillance
   3. Where to find our privacy and access policy
   4. Who to call in case of complaint
9. Do we have an audit process to validate our PI processing in terms of
   1. Collection
   2. Storage
   3. Distribution
   4. Disposal
10. Do we clearly explain right of access to the PI collected (e.g. in our privacy policy)?
11. Do we have data quality rules in place (accuracy, completeness, checks)?
12. Are we sure we are not collecting PI about under 18s without prior written permission?