**Personal Information C Responsibility Undertaking**

**Introduction**

Owners of Personal Information on behalf of the Responsible Party [insert organisation name] would normally include responsible managers, process and application or business systems owners. This checklist is intended to clarify their responsibilities.

**Undertaking for Legal Processing in terms of the**

**Protection of Personal Information (POPI) Act, No. 4 of 2013.**

I agree to be the appointed owner of the Personal Information defined in Appendix A on behalf of the Responsible Party [insert name]. I agree to ensure legal processing in terms of the POPI Act takes place in terms:

* Obtaining reasonable and appropriate Consent (Condition 2)
* Ensuring the Purpose of processing is clearly stated (Condition 3)
* Ensuring appropriate retention and restriction of records (Condition 3)
* Limiting processing to the stated Purpose (Condition 4)
* Ensuring reasonable and appropriate data Quality (Condition 5)
* Ensuring reasonable and appropriate Openness (Condition 6)
* Ensuring reasonable and appropriate Security (Condition 7)
* Ensuring reasonable and appropriate Data Subject Participation (Condition 8)
* That prior authorisation will be obtained where necessary for Special Personal Information processing or processing of Personal Information of children (Chapter 3, Part B and C; Chapter 6)
* Chapter 8 (Electronic Direct Marketing) and Chapter 9 (Transborder Flows) compliance

I understand and accept that it is my responsibility to ensure that reasonable and appropriate, organisational and technical measures have been taken to comply with the relevant requirements of the POI Act for Personal Information (as defined in the POPI Act, Chapter 1).

As Data Owner Witness As Information Officer

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Termination: this undertaking remains in force until terminated by the authorised signatures below

As Data Owner Witness As Information Officer

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix A: List of Personal Information (PI) for this Owner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PI name** | **PI description** | **PI location**  **(system name or storage location)** | **Retention period** | **Last audit date** |
|  |  |  |  |  |