**POPI Strategy Template v1.0**

[The purpose of this document is to provide a starting point for the development of a POPI Compliance Strategy. It is intended for adaptation to meet the unique requirements of each organisation and should not be treated as a finished strategy document)

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# Purpose of this document

[200 words to explain the purpose of the document]

# Executive Summary

[500 words summary of the key points of this POPI strategy document]

# Organisation strategic context

## Organisation Mission, Goals and Strategies

## Relationship between POPI compliance and existing organisation strategy

# Organisation governance context

## Current governance strategy

## Relationship between POPI compliance and existing governance strategy

# Organisation risk management context

## Current risk management strategy

## Relationship between POPI compliance and existing risk strategy

# Organisation legislative compliance context

## Legislative universe identified

## Current approach to legislative compliance

# Stakeholder identification and classification

## Internal stakeholders (list)

## External stakeholders (list)

# Drivers for compliance with the POPI Act

## Compliance drivers

Risk minimisation

Cost minimisation

Audit

Stakeholders

## Business opportunities drivers

# Guiding principles for POPI Act compliance

# POPI strategy process

## Development of this POPI strategy

## Maintenance of this POPI strategy

# Key performance indicators for this POPI strategy

## POPI Metrics

## POPI Compliance reporting

# Critical Success Factors for this POPI strategy

## POPI SWOT analysis

## Agreed CSFs for POPI Compliance

# Objectives for this strategy

## Quantitative SMART objectives

## Qualitative SMART objectives

## Alignment to Balanced Scorecard

# Roles and Responsibilities for this POPI strategy

## Internal roles

e.g POPI steering committee; Information Officer and Deputies; etc

## External roles

# POPI Compliance budget allocation

## Initial POPI Compliance Project

## Maintaining ongoing compliance

# POPI Compliance Methodology adopted

## Strategic alternatives evaluated (list)

## Selected strategy

## POPI compliance framework

## Role of internal resources

## Role of external resources

# POPI Compliance Roadmap

## Strategy implementation plan financial year

## Strategy implementation plan next financial year

# Appendices

## Appendix A Assessments

## Appendix B Remedial Actions

## Appendix C Business case for POPI compliance

## POPI Strategy communications plan

## Strategy items checklist

Acceptable Use Policy

Business continuity

BYOD Policy

CCTV Policy

Clean desk policy

Cloud storage

Compliance methodology

Compliance monitoring checklist

Contract review

Contract revision

Cyber security

Data Lifecycle Management (DLM):

Data Loss Prevention tools

Digital devices assessment

Digital devices disposal

Encryption rules

End point protection

Governance checklist

Identity management

Incident management

Information Lifecycle Management (ILM):

Information Officer appointment

Information security classification

Information Security Policy

PAIA manual

Password Policy

Personal information acquisition

Personal information Back-up and Recovery Policy

Personal information destruction rules

Personal information identification

Personal information quality standard

Personal information retention rules

Personal information sharing

Physical security

Policy review

POPI metrics

Project action list

Project charter

Project plan

Removable data devices rules

Site access control

Smart Devices Policy

Staff training classroom

Staff training e-Learning

Web site review

Sample table

Table 1 Sample table label

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