**Self-assessment of POPI Act ongoing compliance monitoring checklist**

**Completed by: (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organisation)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Action Item** | **Recommendation from IACT Africa** | **Self-assessment feedback** | **IACT-Africa review comments** |
| 1. Publishing policies and periodic review thereof | * Annual review |  |  |
| 1. Induction training | * Build POPI training into new staff induction; get staff consent form signed |  |  |
| 1. Periodic communication | * Send out reminders to staff about POPIA every quarter; use stickers and videos |  |  |
| 1. Privacy notices are published | * Annual review |  |  |
| 1. Approving contracts with Data Operators | * Ensure any new contract covers POPI Act requirements |  |  |
| 1. Information Quality policies and controls | * Conduct annual ownership audit for Personal Information at the organisation * Consider clean desk audits every quarter * Conduct reviews of Personal Information data quality (accuracy, completeness, retention compliance) at least annually |  |  |
| 1. Security safeguards and controls | * Request IT manager to conduct security checks at least every six months; * Review business continuity plan on an annual basis |  |  |
| 1. PAIA manual | * Annual review |  |  |
| 1. Information Regulator communications | * Monitor establishment of the Information Regulator and any implications for you * Register the PPS Information Officer with the Regulator as soon as possible * Track possible data breaches for reporting to the Information Regulator once established |  |  |
| 1. Staff to sign statement that they have been made aware of their responsibilities | * Annual review |  |  |
| 1. Obtaining consent from staff – staff to sign consent form | * Annual review |  |  |
| 1. Ensure that direct marketing policies and notices are in place | * Annual review |  |  |
| 1. Ensure that data subject requests are handled in line with your POPI Policy | * Monitor on an Ad Hoc basis |  |  |
| 1. Establish an Information Classification system based on varying degrees of sensitivity and criticality | * Complete this within 6 months; implement within the following 6 months |  |  |
| 1. Keep up to date with POPIA and PAIA developments | * Follow @sapopitalk on Twitter |  |  |