**Disposal checklist**

**for POPI Act compliance**

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| **Requirement** | **Response** |
| 1. Do we follow our policy which classifies data into different categories which drives our disposal rules? |  |
| * + 1. Public data: No secure disposal required |  |
| * + 1. Internal use only: secure data destruction required |  |
| 1. Physical disposal |  |
| * 1. What rules do we have about disposal |  |
| * + 1. What can go in the bin? |  |
| * + 1. What must be shredded? |  |
| * + 1. What level of shredding? (e.g. ribbon vs cross-cut) |  |
| * + 1. Who does the shredding (personal, departmental, off-site disposal)? |  |
| * + 1. What type of shredder do I need (selection criteria checklist) |  |
| * + 1. What other disposal is acceptable? |  |
| 1. Electronic disposal |  |
| * 1. What controls do we have to get this done? |  |
| * 1. What checks do we have that electronic destruction was effective? |  |
| 1. Have we trained our staff about effective destruction? |  |
| 1. What continuing awareness do we have in place? |  |
| 1. What audit or other checks for effective destruction do we have in place? |  |