**Ongoing POPIA compliance awareness plan**

**DRAFT FOR DISCUSSION**

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# Objectives

Set the objectives for the ongoing POPIA compliance awareness plan

# Identify POPIA awareness plan team roles

* Sponsor
* Content developer
* Content delivery team
* Impact assessment

# Identify repository for content

# Measuring success of the awareness plan

* Agree on metrics
* Develop metrics
* Deploy metrics

# What methods could be used?

Select the awareness methods to be used

* Video content
* Poster campaigns
* Screen savers
* Competitions
* Quiz events
* Privacy awareness events (day, week)
* News items on privacy distributed
* Build into cyclical newsletters
* White paper stories distributed (with IT team)
* Ethical hacking exercise (with IT team)
* Ethical phishing (with IT team)
* Staff surveys
* Clean desk review feedback
* Themed reminders of compliant activity (e.g.)
  + Mobile working
  + Home working
  + BYOD usage
  + Paper disposal
  + Use of mobile storage devices
  + Incident reporting

# Who is the target for the awareness plan?

Identify the target audiences

* Board of Directors (Exec and Non-Exec)
* Executive management
* First level management
* General employee population (refresher)
* New employee (induction)
* Specialist training for
  + Records Management
  + IT security
  + Incident management

# When to deploy the awareness activities?

Develop a schedule for the awareness activities

* Cyclical
  + Daily
  + Weekly
  + Monthly
  + Quarterly
  + Twice a year
  + Annually
* Ad hoc
  + In response to specific incidents
  + In response to specific requests
  + In response to specific threats