**POPI Personal Information Quality Guide**

This guide is to help to meet the requirement of the POPI Act Condition 5: Information Quality

This guide can be turned into a POPI Personal Information Quality Policy if required.

Consideration must be given to:

* How to maximise accuracy, completeness and currency of Personal Information (PI) at the time it is captured
  + Use PI validation techniques where possible (e.g validation lists)
  + Use mandatory field checks
  + Use valid format checks
  + Log all PI capture with a transaction date
* How to maintain accuracy, completeness and currency of Personal Information (PI) on a cyclical basis. This may vary by PI type and application area.
  + Log all PI updates with a transaction date
  + Run quality checks for the accuracy of PI
    - Set acceptable accuracy level
  + Run quality checks for completeness of PI
    - Set acceptable completeness level
  + Run quality checks for the currency of PI
    - Set acceptable currency level
* How to report on accuracy, completeness and currency of Personal Information (PI) on a cyclical basis
  + What is reported
    - At least accuracy, completeness and currency
  + Who it is reported to
    - Levels of escalation
  + How it is reported
    - Types of reports
  + What action is taken based on the report
    - In line with policy objectives