**State of compliance with the POPI Act**

**To be used on your corporate letterhead**

Addressee [insert or use “To Whom It May Concern”]

Date [insert]

**Subject: Compliance with the**

**Protection of Personal Information (POPI) Act, No 4. of 2013.**

This document serves to notify you of the steps which are being taken by [insert company name] to comply with the POPI Act.

1. Governance actions: [insert company name] has a written undertaking approved at Board and Executive Committee level to take the necessary actions to meet the conditions for compliance with the POPI Act; these actions include the initiation of a POPI Act Compliance Preparation Project
2. Project initiation: [insert company name] has established a POPI Act Compliance Preparation Project. This project has the defined scope, timescale and budget to ensure [insert company name] has a high level of assurance of meeting the requirements for the legal processing of Personal Information as defined in the POPI Act;
3. Accountability: [insert company name] has made a formal appointment to ensure the Accountability requirements (Condition 1 and Chapter 5, Part B of the POPI Act) are met
4. Meeting the other conditions for legal processing and additional requirements of the POPI Act: [insert company name] has established a project which will deliver:
   1. A comprehensive set of risk assessments to identify potential areas of potential non-compliance with the POPI Act;
   2. A series of remediation actions to address any potential areas of non-compliance
   3. A plan which will sustain compliance with the POPI Act on an ongoing basis
5. The [insert company name] POPI Act Compliance Preparation Project has a planned completion date of [insert date].

In carrying out this project [insert company name] has engaged the services of subject matter experts in POPI Act compliance. This expertise is being used to deploy a proven methodology which uses both South African and international best practice to achieve the objectives for compliance with the POPI Act as defined by [insert company name] management.

For further information please contact:

[insert name]

[insert position]

[insert email address]

Yours sincerely

[insert signature]

[insert name]

[insert position]