**[company name] POPI Staff Survey**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **How often do I?** | **Always** | **Sometimes** | **Never** | **Not applicable** |
| 1 | Keep my passwords secure – change regularly, no sharing? |  |  |  |  |
| 2 | Lock/log off my computer when away from my desk? |  |  |  |  |
| 3 | Dispose of confidential paper waste securely by shredding? |  |  |  |  |
| 4 | Prevent virus attacks by taking care when opening emails and attachments or visiting new websites? |  |  |  |  |
| 5 | Work on a 'clear desk' basis - by securely storing hard copy personal information when it is not being used? |  |  |  |  |
| 6 | Report suspicious people or activities re personal information? |  |  |  |  |
| 7 | Encrypt personal information that is being taken out of the office if it would cause damage or distress if lost or stolen? |  |  |  |  |
| 8 | Keep back-ups of personal information? |  |  |  |  |
| 9 | Collect only the personal information I need for a specific business purpose? |  |  |  |  |
| 10 | Obtain consent or provide an opt-out where appropriate for personal information? |  |  |  |  |
| 11 | Update personal information records promptly? – for example, changes of address, marketing preferences |  |  |  |  |
| 12 | Delete personal information the business no longer requires? – subject to retention rules |  |  |  |  |
| 13 | Get consent before releasing personal information? |  |  |  |  |
| 14 | Take care not to be tricked to give out personal information? |  |  |  |  |
| 15 | Carry out identity checks before giving out personal information to someone making an incoming call? |  |  |  |  |
|  |  | **Always** | **Sometimes** | **Never** | **Not applicable** |
|  | **Totals (count your ticks)** |  |  |  |  |

Original ideas sourced from: [www.ico.org.uk](http://www.ico.org.uk)