



ASSIGN ACCOUNTABILITY

Appoint an information officer to handle Privacy Compliance within the organisation.



EDUCATE EMPLOYEES

Educate all employees and other internal stakeholders on POPIA and the organisation's information protection practices.



UPDATE PRIVACY NOTICES

Review and align all published Privacy Notices, particularly on websites, with POPIA requirements.



UPDATE CONSENT FORMS

Update and align all forms, contracts and channels that collect Personal Information to POPIA requirements. This includes the opt-out functionality.



ESTABLISH A DATA BREACH PROCEDURE

Establish protocols that the organisation will follow in the event that information is accidentally or unlawfully exposed.



OBTAIN CONSENT FROM DATA SUBJECTS FOR THE PROCESSING OF THEIR PERSONAL INFORMATION

Ensure that all Data Subjects (including customers and employees) have provided positive consent to you processing their Personal Information.



DOCUMENT PERSONAL INFORMATION INVENTORIES

Create Personal Information inventories that analyses what and how Personal Information is collected, used, stored, protected and shared.



CREATE, REVIEW AND COMMUNICATE PRIVACY POLICIES

Review and, where necessary, create internal Privacy Policies and related procedures that align with POPIA requirements.



ESTABLISH A DATA SUBJECT RIGHTS PROCEDURE

Establish a procedure that lists the Data Subjects' Rights, how they will be granted, and handled.



IDENTIFY ALL THIRD PARTIES WITH A HIGH RISK PRIVACY IMPACT

Review contractual responsibilities and validate key controls with third parties that pose a high-risk to privacy.

