

STEPS TO BECOMING POPI COMPLIANT

The legislation and regulations regarding POPI compliance are a minefield and at first glance, quite overwhelming. The requirements and penalties prescribed for non – compliance could easily strike fear into the hearts of businesses. Our advice is not to panic.

We would suggest breaking the process of compliance down into manageable steps, as follows:

- Identify what personal information your organization processes and the content and usage of that personal information;
- Conduct a mapping of the status quo in terms of how data is gathered, stored, safeguarded and accessed as well as updated and disposed of;
- Identify current levels of understanding of POPI and information management in your organization;
- Conduct an impact assessment on your organization;
- Appoint an Information Officer and identify your POPI team, including IT support;
- Conduct a gap analysis and draft an action plan;
- Identify and register documents for compliance i.e. current Promotion of Access to Information Act manual, Information Officer letter of appointment, Code of Conduct, policies and procedures relating to information management and identify contracts, disclaimers, website statements etc. that may require review;
- Implement policies and procedures with the assistance of software tools if necessary.

It is important to remember that each organisation is unique and there cannot be “*a one size fits all*” approach.



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