



**1**

### CREATE AWARENESS

All relevant stakeholders to be trained and made aware of the impact of privacy on the business and its clients.



**2**

### ASSIGN AN INFORMATION PRIVACY OFFICER

An Information Privacy officer needs to be officially appointed. This person will deal with compliance internally and with the regulator.



**3**

### CHECK POLICIES AND PROCEDURES

All privacy policies and procedures to be reviewed and amended in relation to POPIA requirements.



**4**

### UPDATE CONSENT FORMS

All forms that deal with Customer Personal Information to be updated on relation to POPIA requirements.



**5**

### CONSENT FROM DATA SUBJECTS TO ALLOW PROCESSING OF PERSONAL INFORMATION

All clients and internal employees have provided consent to use their personal information.



**6**

### RECORDING OF PERSONAL INFORMATION

Conduct and assessment of all Personal Identifiable Information (PII) that is used, stored and protected in the environment. Align to the POPIA requirements of data handling.



**7**

### SYSTEM ACCESS, RIGHTS AND PROCEDURES

Ensure IT systems have the correct access and privileges and that only those who require access to PII are granted accordingly.



**8**

### IMPLEMENT DATA BREACH PROCEDURES

Establish procedures in the event of data breach. This should align to Business continuity and Cyber Security Policies and Procedures.



**9**

### THIRD PARTY MANAGEMENT

Identify 3rd parties who have your PII Information and/or who process your PII information and ensure safeguards and contracts are in place.

