



## POPIA SELF ASSESMENT

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Approved: 2021 June 30

Effective Date: 2021 June 30

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- 1) Training our staff in their duties and responsibilities under the Act, and are they putting them into practice.
- 2) Staff knowing Personal Information gathered is not excessive.
- 3) Staff should know what we are going to use the Personal Information for.
- 4) Staff should notify that the people whose Personal Information we are going to collect and understand what we hold it for. (Consent)
- 5) For staff contact details on our website, have we consent for this? (Consent)
- 6) Our POPIA -compliant privacy notice on our web site.
- 7) ALL STAFF HAS RECEIVED THE CONSENT FORM TO PROCESS (USE) PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT (Consent)
- 8) Staff know what to do if one of my employees or other individuals asks for a copy of Personal Information, Staff needs to notify the company DPO and must acquire the approval before action.
- 9) Personal Information is being held securely with DPO as well as by Cyber Security Manager.
- 10) Access to Personal Information is limited only to those with a strict need to know? (Security safeguards)
- 11) If we are asked to pass on Personal Information, staff needs to clear when the POPI Act allows them to do so? (Further processing)
- 12) Delete/destroy Personal Information as soon as we have no more need for it? (Effective destruction & Retention Periods)
- 13) Process to handle Data Subject requests? (Information Officer)

CEO  
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