POPIA Compliance Checklist

This checklist is designed to help organizations assess their compliance with the Protection of Personal Information Act (POPIA). Each item reflects a key requirement under POPIA, along with its current compliance status, responsible owner, supporting evidence, and any actions required.

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| No. | POPIA Requirement | Compliant? (Yes/No/Partial) | Evidence / File Name | Owner / Department | Notes / Actions Needed |
| 1 | Is there a documented privacy policy? | Yes | PrivacyPolicy\_v2.pdf | Legal / Compliance | Reviewed in 2024 |
| 2 | Has consent been obtained before collecting data? | Partial | ConsentForm.pdf | Customer Service | Add checkbox to web form |
| 3 | Is there a data breach response plan in place? | No | N/A | IT Security | Draft plan by August |
| 4 | Are employees trained on POPIA requirements? | Yes | TrainingLog\_2025.xlsx | HR Department | Refresh training every year |
| 5 | Is personal data encrypted or securely stored? | Partial | SecurityAudit2025.docx | IT | Apply encryption to backups |