



August 25, 2021

POPIA Basics

To Know (So-Called 8 Points)

1. The legitimate grounds for collecting and using personal data collected in order to ensure that data is not used in ways that have unjustified adverse effects on the individuals concerned;
2. The lawful purpose for which data is being collected to ensure that the data shall not be further processed in any manner that is contrary to that purpose or the purposes for which the data were collected;
3. The extent of information that is required for the purpose as intended and to ensure that they collect adequate and relevant information and prevent any excessive information collection;
4. The information retention periods and requirements applicable together with destruction processes and procedures;
5. The rights of individuals, i.e. data subjects, in terms of POPIA;
6. Security measures required to prevent the unauthorised or unlawful processing of personal data or access to personal data, including accidental loss or destruction or damage to personal data;
7. When it becomes necessary to transfer data outside the country, to understand the roles, duties and responsibilities of all parties involved; &
8. What processes and procedures should be in place to ensure that data is kept up to date and current and accurate at all times.



To Do

1. Compliance review by determining existing practices and procedures in order to formulate an “as is” gap analysis;
2. Development of detailed data management processes and procedures to ensure compliance with legislation;
3. General regulatory compliance, data transfers, subject access requests, employee monitoring and surveillance, cyber security, data breaches, data retention and global data compliance;
4. Development of policy documentation and internal process flows and re-alignment of legal documents;
5. Employment related issues;
6. Formulation of incident management processes and procedures;
7. Development of an overall POPIA compliance roadmap in terms of understanding current practice and arrangements;
8. Clearly understanding the way forward in terms of a risk management plan;
9. Enabling staff and empowering the organisation through an organisation specific plan; &
10. Creating a compliance culture.

