

POPI ACT COMPLIANCE CHECKLIST

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Section 2 to 38	
	Does your business have controls in place to ensure its processing of personal information is lawful?
	Are there safeguards in place to ensure the lawful processing of children's personal information?
	Does your business have protocols in place to ensure the lawful processing of special personal information?
	Is there a system in place to ensure the correct application of processing exceptions?
Section 55 to 109	
	Has your institution appointed an Information Officer?
	Does your business have a system in place to obtain prior authorisation?
	Has the role of an Information Officer been defined in your business?
	Does your business adhere to the code of conduct for its particular industry?
	Is your business aware of the data subject's rights in respect of direct marketing?
	Does your business take steps to avoid penalties, fine and administrative fines?
Section 111	
	Is your business aware of the fees applicable to it under this act?

Concerned about ensuring that your business is compliant with all aspects of the POPI Act? For a more proactive approach, send an e-mail to contentmarketing@lexisnexis.co.za to set up a demo to Lexis Assure, an online system that allows you to effectively manage your POPI Act compliance risks and track regulatory changes with automated alerts.