

IACT-Africa POPI Compliance Toolkit for ISASA Schools Checklist
As at 20 February 2017
(subject to revision)

1 Initiate phase, 10 items

1.1 Legal documents, 5 items

1. Advice re new PAIA and POPI manual requirements *
2. DOJCD PAIA_exemption_2015
3. Promotion of Access to Information Act (PAIA)
4. Protection of Personal Information Act (POPI)
5. SAICA Guide on the Retention of records

1.2 Project management, 5 items

1. ISASA Licence Compliance Preparation Project (CPP) action plan template *
2. ISASA Licence CPP charter template *
3. ISASA Licence CPP flow template *
4. ISASA Licence CPP POPI Ten steps*
5. ISASA Licence POPI & PAIA Information Officer appointment letter template *

2 Assess phase, 10 items

1. ISASA Licence POPI Data protection assurance Tool *
2. ISASA Licence POPI Device Assessment Tool *
3. ISASA Licence POPI Direct marketing Assessment Tool *
4. ISASA Licence POPI Existing contract & policy review Tool *
5. ISASA Licence POPI Information security assessment Tool *
6. ISASA Licence POPI Information sharing and data subject access assessment Tool *
7. ISASA Licence POPI Records Management Assessment Tool *
8. ISASA Licence POPI Social Media Assessment Tool *
9. ISASA Licence POPI Solution Provider Selection Matrix Tool *
10. ISASA Licence POPI Web site Assessment Tool *

3 Consider phase, 4 items

1. POPI Assessment Tools and Impact Areas Summary *
2. POPI Contract and Policy Usage Tool *
3. POPI Integrated Assessments Report Template *
4. POPI Risk Appetite Report Template *

4 Translate phase, items

Contract templates

1. ISASA Licence POPI Enquiry and Registration form *
2. ISASA Licence POPI PI Purchase Contract Wording *
3. ISASA Licence POPI PI Sharing Agreement Outline v1.0 *
4. ISASA Licence POPI PI Sharing Checklists *
5. ISASA Licence POPI Supplier registration clauses*
6. ISASA Licence POPI RP to Operator contract clauses *

7. ISASA Licence POPI Transborder Agreement *

Policy templates

1. ISASA Licence PAIA manual template *
2. ISASA Licence PAIA data subject access request handling process *
3. ISASA Licence POPI Acceptable Use Policy *
4. ISASA Licence POPI Act Policy & Privacy Notice template *
5. ISASA Licence Privacy Impact assessment template *
6. ISASA Licence POPI and BYOD recommendations
7. ISASA Licence POPI and Cloud recommendations
8. ISASA Licence POPI and Smart Devices recommendations
9. ISASA Licence POPI and Social Media recommendations
10. ISASA Licence POPI Clean Desk Policy *
11. ISASA Licence POPI Employee compliance commitment *
12. ISASA Licence POPI Information Security Policy template *
13. ISASA Licence POPI Information Technology Equipment Disposal Policy *
14. ISASA Licence POPI Ongoing Compliance Monitoring Checklist *
15. ISASA Licence POPI Personal Information Backup Policy *
16. ISASA Licence POPI Quality PI guide *
17. ISASA Licence POPI Staff Consent Form template *
18. ISASA Licence POPI Strong Password Guidelines *

Education & Training, 16 items

1. ISASA Licence POPI Training items sub-folder, 7 items *
2. ISASA Licence Videos sub-folder, 9 items

Total items supplied = 65

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