

metrofile

The **PROTECTION OF PERSONAL INFORMATION ACT** (PoPI) may not have been made effective yet, but businesses need to make compliance one of their top priorities for 2017. Companies will officially have **ONE YEAR** to update their databases and practices or risk facing **MASSIVE FINES**, or even **IMPRISONMENT** for liable individuals.

The **2015 Records and Information Management Trends Index** commissioned by Metrofile, indicated that **22%** of South African companies have not started to implement compliance measures.

PREPARING FOR PoPI

A 12 MONTH GUIDE TO GET COMPLIANT

MONTH 1: FIND A SERVICE PROVIDER



Metrofile has **SPECIALIST KNOWLEDGE** to partner you to become PoPI compliant.

MONTH 2: CLASSIFY & UNDERSTAND



WHICH DATA CONTAINS PERSONAL INFORMATION? Determine why it is being retained, and define how long it needs to be kept.

MONTH 3: CONDUCT INTERNAL AUDIT



Conduct an initial internal audit of processes used to **COLLECT, RECORD, STORE, DISSEMINATE & DESTROY** personal information.

MONTH 4: DEAL WITH UNNECESSARY INFO



Both **DIGITAL & PHYSICAL** files that are no longer required should be destroyed.

MONTH 5: TRANSPARENCY IS KEY



INFORM CLIENTS of the name and address of the company processing their information and what it will and will not be used for.

MONTH 6: EVALUATE DATA CAPTURING PROCESSES



HOW CAN YOU MAINTAIN DATA VALUE? Devise processes for employees to follow in order to capture accurate information.

MONTH 7: STAFF TRAINING



Company-wide policies, responsibilities and roles for data handling have to be **ESTABLISHED & COMPLIED WITH**.

MONTH 8: SECONDARY DATA PROCESSING



SHARING INFORMATION between departments must be in line with the same regulations that apply to initial data collection.

MONTH 9: INFORMATION SECURITY



Ensure that personal information is protected from **UNLAWFUL ACCESS, UNNECESSARY MUTILATION OR DELETION**.

MONTH 10: DEFINE BOUNDARIES



Discuss the framework whereby clients and employees will **PROVIDE CONSENT & BE NOTIFIED** of how their information is used.

MONTH 11: TIME TO TROUBLESHOOT



SYSTEM CHECKS & FINAL TROUBLESHOOTING of the existing procedures and systems must be done.

MONTH 12: CLIENT & STAKEHOLDER INVOLVEMENT



The company should now be ready to withstand the **INTENSE SCRUTINY** of its existing and potential clients.

DEADLINE MONTH: ENGAGE THE REGULATOR

Your company now needs to **MAINTAIN** its levels of compliance. Under the new regulator, companies need to commit to **ANNUAL REASSESSMENTS** of their information systems.

It is important for businesses to understand that they can achieve most if not all of the requirements set out in the PoPI Act.

For more information, visit www.metrofile.com