

MAYBERY INC.

ATTORNEYS

POPI PRIVACY IMPACT ASSESSMENT

v2 2021

The Privacy Impact Assessment is the first step in determining the level of risk and responsibility to your company. This checklist should be used before a new project is launched, when new sources of data or technology are being incorporated into an existing project, or when an existing project is substantially changed.

This checklist represents a starting point in assessing the company's risks, and as such does not constitute a legal document. Please consult us should you wish to obtain a full and comprehensive legal opinion.

Depending on the development and implementation of the POPI Regulations in South Africa, this checklist may need to be changed or expanded.

Background information

Please provide general information about the nature of your business (what product / service it provides, type and number of customers)

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Instructions for completion

Please answer all questions by choosing at least one of the following answers: "Yes", "No", "Not Applicable" or "Unsure". For every "Not Applicable" answer, please provide an explanation. Please provide more information where possible. Every "Unsure" answer should be considered a risk factor requiring consultation with the relevant expert.

1. Do you collect and/or process data?

Website Contact	
Emails	
Customer / client lists	
Phone books	

2. What types of data does your company process?

Name	Race
Age	Gender
ID number	Marital Status
Contact details	Disability
Address	Ethnicity
Financial or credit information	Nationality
Biometric	Education
Employment history	Criminal record
More:	

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3. Do you have systems that make automated decisions relating to data subjects? E.g. deciding whether to grant a loan?

	Yes	Comments:
	No	
	Unsure	
	Not Applicable	

4. How do you market to your clients / customers?

Telephone calls	
Emailing lists	
Bulk sms	
Referral marketing	
More / other	

5. What systems does your business use?

Accounting / Payroll	
Email	
Logistics	
Point of sale	
Practice Management	
Workflow Management	
CRM	
Paper-based	
CCTV	
Biometric	
More / other	

6. What service providers does your business use?

Accountant	
Stock supplies	
Marketing	
HR	
Legal	
IT	
Email hosting	
Website hosting	
Data storage (servers, cloud, paper-based)	
Logistics / delivery	

7.1 What data storage systems do you use?

Paper-based	
Cloud storage	
Excel spreadsheet	
Proprietary software	
More / unsure	

7.2 What data destruction systems do you use?

Shredding	
Scheduled deletion	
We don't destroy anything	

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8. Do you use data that directly identifies individuals?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

9. Do you use sensitive data? (e.g. race, ethnic origin)

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

10. Do you have a legitimate basis for your access and use?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

11. Do you know whether your third party service providers have a legitimate basis for providing data to you?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

12. Have you defined the purpose for which you will be using the data as narrowly, reasonably and practically as possible?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

13. Have you taken steps to ensure that the data you collect is minimal, necessary and not excessive?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

14. Is the data reliable, up-to-date, accurate and relevant to the purpose of its storage / processing?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

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15. Do you have systems and procedures in place for the processing of requests for deletion, amendment or correction of customer/client data?

<input type="checkbox"/>	Yes	Comments:
<input type="checkbox"/>	No	
<input type="checkbox"/>	Unsure	
<input type="checkbox"/>	Not Applicable	

16. Have you put in place appropriate technical and administrative safeguards to protect your data from disclosure, leakage or misuse?

Antivirus	
Encryption	
De-identification	
3 rd party SLAs	
Confidentiality / Non-disclosure agreements	
Workplace policies and procedures	

(Tick) I consent to Maybery Inc. POPI Terms and Conditions available at www.mayberyinc.co.za/tsandcs

Once completed, please upload this document via our Contact Us page, or email to reception@mayberyinc.co.za.

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