POPIA Self-Audit Checklist for South African Startups

Use this quick checklist to audit your business's compliance with the Protection of Personal Information Act (POPIA).

- ■ Do you have a written and accessible Privacy Policy on your website?
- ■ Have you appointed an Information Officer (even if it's just you)?
- ■ Do you get consent before collecting personal information?
- ■ Are your client/customer forms clear on how data will be used?
- ■ Do you have a breach response plan (who, how, when to report)?
- ■ Are all staff trained on POPIA and basic cybersecurity hygiene?
- ■ Is all personal data encrypted and access-controlled?
- ■ Do you regularly back up client data (and store it securely)?
- ■ Are NDAs in place with freelancers and third-party service providers?
- ■ Do you have a cookie notice and POPIA-compliant disclaimer on your site?

Need help? Visit booyensinc.co.za or book a consult via Calendly for a full legal & cybersecurity audit.