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BUSINESS PARTNERING FOR RESULTS

PAIA & POPIA Compliance Checklist

This checklist is designed to help South African businesses assess their compliance with the Promotion of Access to Information Act (PAIA) and the Protection of Personal Information Act (POPIA). Use this tool to identify any gaps in your compliance and prepare for a comprehensive review.

1. Company Information

- **Company name, registration number, and contact details** are clearly displayed in your PAIA manual.
- **Information Officer** is appointed, and their contact details are prominently displayed.
- **Deputy Information Officer** (if applicable) is registered with the Information Regulator.

2. PAIA Manual Requirements

- The **PAIA manual** adheres to the structure specified by Section 51 of the Act.
- The manual includes a list of all **categories of records** held by the company.
- **Procedures for accessing information** are clearly explained.
- **Fees and timelines** for access requests are clearly stated.
- The PAIA manual is **published online** or made available upon request.

3. POPIA Readiness

- A **Privacy Policy** is in place and easily accessible to both clients and staff.
- The company has identified the **personal information** it collects and its purposes.
- **Consent** is obtained prior to collecting or sharing any personal information.
- **Personal data** is securely stored, both digitally and physically.
- Procedures for **deleting or anonymising** personal data when no longer needed are in place.
- Staff receive **basic training** on handling and protecting personal information.

4. Information Regulator Registration

- The **Information Officer** is registered with the Information Regulator.
- The company submits **annual PAIA reports** as required.
- **Submission confirmations** are safely stored for record-keeping purposes.

5. Policies and Notices

- **Email disclaimers** include privacy and confidentiality wording.
- The **website privacy policy** complies with POPIA.
- **Internal policies** guide staff on handling personal information.
- **Client consent forms** are up to date and readily available.

6. Review and Update

- The **PAIA manual** is reviewed annually or whenever company details change.
- **Information Officer details** are updated with the Information Regulator as needed.
- **POPIA compliance** is reviewed at least once a year.

If your business is missing any of the items above, Novular Innovative can assist you in preparing or updating your PAIA and POPIA documents to ensure full compliance. We offer affordable, fast, and professional support across South Africa.

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