

Likely content of a POPI policy

1] The lawful personal information you intend to record/retain going forward under the following headings -

- Statutory requirement
- Operational necessity
- Other

2] The changes you intend making to the method/format of recording personal information going forward (examples perhaps being your guest reservation and registration forms and contents of your employee files)

3] The method by which you intend notifying the data subject why certain statutory / operational / other information is being collected and the method by which you intend recording the data subject's permission in the event that "other/voluntary" personal information is collected. You can for example provide an "opt in" option on your guest registration cards when it comes to future marketing and information emails. You could also look at an "opt in" option on your website for any consumer looking to receive the information you provide.

4] The changes you have made to existing forms/templates etc in order to comply with the legislation.

4] The method by which you intend securing all personal information currently on record and the information you intend recording in the future.

Suggestions –

- Reduce the number of employees handling or with access to personal information
- Audit current places of storage and the level of security
- Reduce the storage areas if possible
- Set up a secure storage system – if stored on line get some IT advice
- If stored manually audit the strength, access and safety of the system.

5] A record of persons/employees who have been given the responsibility to record, store and secure personal information. Section 20 and section 21

6] The manner in which you intend handling a breach of security and or if personal information has been accessed or acquired by an unauthorised person