Checklist: Compliance with the 8 Conditions in terms of POPIA

Set out below is a checklist you may use to ensure you are compliant with each of the eight conditions set out in terms of the Protection of Personal Information Act 4 of 2013. *Undertaking to comply with the 8 Conditions for lawful processing of personal information in terms of POPIA.*

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| **Condition** | **Definition/Undertaking Statement** | **Check** |
| 1. Accountability
 | I will ensure that the processing of the personal information will be in accordance with the Act and will be for a lawful and specific purpose and will be undertaken in a reasonable manner that does not infringe the privacy of the data subject. |  |
| 1. Processing limitation
 | I will ensure that the personal information collected is relevant, not excessive and adequate for the purpose for which it has been provided by the data subject and I will ensure that the personal information is collected directly from the data subject, except where collection from a different source is in line with POPIA. |  |
| 1. Purpose specification
 | I will ensure that the personal information is collected, for a specific, lawful, clearly defined purpose of which the data subject has been made aware and I will ensure that the personal information is retained only in accordance with that purpose.(Note: Records of personal information must not be retained any longer than is necessary for achieving the purpose for which such personal information was collected.) |  |
| 1. Further processing limitation
 | I will ensure that the further processing, if required, is compatible with the purpose for which the information was originally collected.(Note: The further processing will only be compatible with the original purpose if any of the listed exceptions in Sec 15 of POPIA are applicable.) |  |

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| 1. Information quality
 | I will undertake reasonably practicable steps to ensure that the personal information collected from the data subject is complete, accurate and not misleading? |  |
| 1. Openness
 | I will ensure that the data subject is aware of (amongst others) the nature of and purpose for which the information has been collected (and the source of such information). I will ensure that I maintain the documentation of all processing operations in relation to personal information. |  |
| 1. Security safeguards
 | I will take steps to secure the integrity and confidentiality of personal information in my possession or under my control by taking appropriate, reasonable technical and organizational measures to prevent loss, damage or unauthorized access to personal information? |  |
| 1. Data subject participation
 | I will ensure that the data subject is aware of their rights, to request access to their personal information and to request the correction or deletion of their personal information. |  |