BOARD-PACK WORKING DOCUMENT · MBM-RES-02 · VERSION 2.0

The POPIA readiness checklist

Fourteen checks for responsible parties under the Protection of Personal Information Act.

The Information Regulator has moved from guidance to enforcement, and recent notices were triggered by incident reports rather than complaints — so reporting a breach now invites an assessment of the processing behind it. Ninety days is not enough time to build a compliance programme. It is enough to evidence one that already exists.

ACCOUNTABILITY

- ☐ An Information Officer is designated, registered with the Information Regulator, and knows the role.
- ☐ A POPIA policy has been adopted by the board — and staff know it exists.

KNOW YOUR INFORMATION

- ☐ You can list what personal information you hold, where it lives, and why you process it.
- ☐ Each processing purpose rests on an identified lawful basis — consent is not assumed by default.
- ☐ Special personal information and children’s information are flagged and handled under the stricter rules.

TELL PEOPLE, AND PUT IT IN WRITING

- ☐ Privacy notices tell data subjects what you collect and why, at the point of collection.
- ☐ Your PAIA manual is current and available as the Act requires.
- ☐ Every operator processing on your behalf is bound by a written agreement with security safeguards.
- ☐ Cross-border transfers of personal information have been checked against the Act’s conditions.

PROTECT IT, AND PLAN FOR THE BAD DAY

- ☐ Access to personal information is limited to those who need it, with appropriate technical safeguards.
- ☐ A retention and destruction schedule exists — information is not kept simply because it always has been.
- ☐ A breach-response plan sets out who acts, and how the Regulator and data subjects are notified.
- ☐ A procedure exists for handling data-subject requests for access, correction or deletion.
- ☐ POPIA compliance is reviewed annually — diarised, owned, and reported to the board.

The test: if the Regulator asked tomorrow, could you produce the paperwork — calmly?

Company information

Registered name	MBM Valkyrie Advisory (Pty) Ltd
Registration number	2026/493372/07
Registered address	31 Ouklipmuur Avenue, Equestria, Pretoria, Gauteng, 0184
Telephone	+27 61 586 9435
Email	enquiry@mbmvalkyrie.co.za · brianm@mbmvalkyrie.co.za
Website	www.mbmvalkyrie.co.za
Director	Mthokozisi Brian Mhlongo (LLB) — admitted attorney of the High Court of South Africa (Gauteng Division, Pretoria), enrolled with the Legal Practice Council on the roll of non-practising legal practitioners
CSD supplier number	MAAA1746312
B-BBEE status	Level 1 EME — sworn affidavit, valid to 22 June 2027
Tax	Tax compliant. Not registered for VAT — no VAT is charged
Professional indemnity	R5 000 000 — iTOO Special Risks
PAIA	Section 51 manual published at www.mbmvalkyrie.co.za/paia-manual

MBM Valkyrie Advisory (Pty) Ltd is an independent advisory company. It is not a firm of attorneys, does not conduct a legal practice for its own account, holds no trust account and does not undertake reserved legal work. Its director is an admitted attorney enrolled with the Legal Practice Council on the roll of non-practising legal practitioners.

Free to use, free to share

This document may be downloaded, printed and circulated inside your organisation at no charge. Please keep the attribution intact. It is general guidance and not legal advice; advice is given only under a signed engagement letter.

If you would rather not do it yourself

A thirty-minute scoping call costs nothing and ends with a straight answer about what you need and what it would cost. Book it at **www.mbmvalkyrie.co.za/book-a-call**, email **enquiry@mbmvalkyrie.co.za** or telephone **+27 61 586 9435**. The published fee menu is at **www.mbmvalkyrie.co.za/fees**.