

Personal Information Impact Assessment (PIIA) Template

This template is designed for small businesses to conduct a Personal Information Impact Assessment in alignment with the Protection of Personal Information Act (POPIA). Complete each section and retain this document as compliance evidence.

Section 1: Business Information

Business Name:	_____
Information Officer:	_____
Assessment Date:	_____
Next Review Date:	_____

Section 2: Personal Information Mapping

Worked Example:

Data Type	Data Subject	Purpose	Storage Location	Access	Shared With
ID Number	Customer	FICA Verification	Secure Cloud Drive	Admin Only	Accountant

Add your own entries below:

Data Type	Data Subject	Purpose	Storage Location	Access	Shared With

