



SMBsecure™

POPI Toolkit

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Overview of Service

The **POPI Act (POPIA)** regulates the processing of personal information (PI) and makes any entity processing PI **liable** for the protection & security of that personal data.

The **SMBsecure™ POPI Toolkit** is an easy to add-on resource kit in association with **POPI Comply** to provide you with affordable and practical do-it-yourself (DIY) POPI compliance.

This Toolkit provides an easy workflow of practical actions to help your small business comply with the lawful processing of personal information. The steps are complemented with self-assessments, training modules, checklists, templates, POPI document registers & AI Bot.

HOW IT WORKS

SMBsecure™ POPI Toolkit offers a step-by-step guide tailored for SMEs to navigate the complex landscape of POPI compliance and simplifies the process, making compliance feasible.

The Toolkit offers a centralised portal to self-assess processing activities, measure compliance levels and to get answers for specific questions and scenarios from **Compliance Kate** - our AI-powered Bot. This reduces the need for extensive research and associated cost.

Compliance with the POPI Act is mandatory for any entity processing Personal Information.

COST EFFECTIVE COMPLIANCE

SMBsecure™ POPI Toolkit addresses non-compliance with this cost-effective Do-It-Yourself resource kit for SMBs and small practices. This add-on Toolkit reduces the need for expensive consultations and engagements by consolidating, simplifying and streamlining the process and essential tasks for POPI compliance. A 30-step guided program makes key actions pragmatic and relevant material accessible for cost-effective compliance with POPI.

RISK & VENDOR ASSESSMENT

The **SMBsecure™** POPI Toolkit provides you with the necessary tools to assess your data processing activities and to identify potential compliance risks. This helps you to prioritise actions and allocate resources effectively. It includes tools and questionnaires to help you assess the compliance of your third-party vendors and data processors (Operators), ensuring that they also align and comply with POPI requirements.

CHECKLISTS AND COMPLIANCE KATE

Included checklists ensure that you don't miss critical compliance requirements, helping your business stay on track throughout your compliance journey. **Compliance Kate** is your AI assistant to guide you with questions and scenarios pertaining to **POPIA, PAIA, and Data Protection**.

CUSTOMIZABLE TEMPLATES

The Toolkit provides a library of customisable templates, including privacy policies, consent forms, data processing agreements, and more. This Toolkit can save you time and resources by adapting these templates to your own specific needs, yielding a swift **ROI**.

EDUCATION AND TRAINING

A key aspect of POPI compliance is ensuring sufficient education and knowledge about POPI Act obligations, requirements and general employee awareness and personal data handling.

The Toolkit includes a repository of training modules and supplementary documentation for POPIA and PAIA (Promotion of Access to Information Act) to reduce your training costs.

Employee education modules help to expand awareness to inculcate a strong culture and deeper respect for the privacy and security of Personal Information, both internally and externally.