



Data Mapping

The School commits to identify risks for the data subject and fully address identified risks.

Step 11:

1. Compile a list of every single party related to the School in terms of roles and responsibilities for each. Document in Master File in sheet called 3rd Parties. They include but are not limited to:
 - a. Internal Accountant
 - b. External Accountant
 - c. Auditor
 - d. COSEC services Company
 - e. Trust Registration Service Provider
 - f. Internal Company Secretary (legal)
 - g. Company Attorney
 - h. Company Life Insurance Broker
 - i. Tax consultant for Company
 - j. BEE verification agency
 - k. BEE consulting company
 - l. Person who submits tenders for Company
 - m. Non-executive directors with compliance function
 - n. External Trustees of Trusts tied to company
 - o. Employers Organization
 - p. Union for Employees

Step 12:

2. Compile a list of every single third-party institution involved with the School in terms of submissions and registrations for Directors and Shareholders. Document in Master File in sheet called 3rd Parties. These include but are not limited to:
 - a. South African Revenue Services (SARS)
 - b. Department of Minerals and Energy
 - c. Department of Trade and Industry
 - d. Security information
 - e. Customer and Vendor Agreements
 - f. BEE Commission
 - g. Competition Commission
 - h. SETA documentation
 - i. DTI supplier database
 - j. Company and Intellectual Property Council (CIPC)
 - k. Master of the High Court's Office
 - l. Department of Labour
 - m. Long-term insurance
 - n. Short-term insurance
 - o. Security software Company for network
 - p. Security software for Company end-points

Step 13:

3. Compile a list of registers and documents pertaining to the transactions relevant to the subject. Document in Master File in sheet called 3rd Parties. These include but are not limited to:
 - a. Annual Company Valuations
 - b. Annual Financial Statements
 - c. Management Statements
 - d. Bank Records
 - e. Emails
 - f. Short messages
 - g. Share Register
 - h. Agendas and Minutes of Board and Shareholder meetings and decisions
 - i. Register of relevant employees in Trust-like structure
 - j. Share Certificates
 - k. ID's and proof of residence of all shareholders
 - l. ID's and proof of residence of all directors
 - m. ID's and proof of residence of all senior managers
 - n. Employee Agreements / registers
 - o. Employment Equity Plans
 - p. Training manuals and material
 - q. Workplace Skills plans
 - r. Financial Statements

- s. Management Statements
- t. Bank Statements
- u. Project Registers
- v. Asset registers
- w. Memorandum of Incorporation
- x. Rental Agreements
- y. Sale of Share Agreements
- z. Shareholders' Agreements
- aa. Subscription Agreements
- bb. Loan Agreements
- cc. Pledge Agreements
- dd. Discount agreements on share options
- ee. Invoices

Step 14:

- 4. Hardware and Software used. Refer to Master File and sheet called Hardware & Software. These include but are not limited to:
 - a. Hardware
 - i. # of phones
 - ii. # of Huawei devices
 - iii. # of notepads
 - iv. # notebooks
 - v. # of desktops
 - vi. # of servers
 - b. ERP software
 - c. CRM software
 - d. Accounting software
 - e. End-point security software:
 - i. Microsoft
 - f. Network security software
 - g. Antivirus and Malware software

Link to tutorial : <https://www.easypopi.co.za/tutorials.html#vid4>