Training the processors and communication to stakeholders

Step 2: The Company identified all the third parties who may have a stakeholder interest in the personal information held by the School. Record this in the Master File on the sheet called Stakeholders.

List Local and international third-party stakeholders. These include but are not limited to:

1. Boards that direct Companies
2. Shareholders in Companies
3. Employees in Companies
4. Subsidiaries of the Company
5. Agents or distributors of Company products
6. Subcontractors to the Company
7. Third parties who hold rights against Companies
8. Trustees that direct Trusts
9. Beneficiaries of Trusts
10. Participants in beneficiary groups in Trusts
11. Vendors to the Company
12. Clients of the Company

Step 3: List the means by which each of the third-party stakeholders will be informed and engaged to comply to the POPI Act. These include but are not limited to:

1. Email;
2. Short Messages;
3. Electronic Platforms;
4. Contracts;
5. Consent forms;
6. Acknowledgements;
7. General and special meetings;

Step 4: Governing bodies are responsible to address the relationships referred to, and in each case, there will be groups of employees and contractors tasked to communicate on behalf of the Company. List these employees.

Step 5: Conduct training by explaining the POPI act to your staff that handles personal information. Once you have explained the Employee Contract Annexure, get them to sign the annexure that they will comply to the POPI act.

Step 6: Keep a training roster. This sheet can be found in the Excel Master File. The POPI officer confirms that all employees that handle personal information have been trained to implement the POPI Act requirements. Example below:

Employee name	Employee role	Accountability	POPI responsibility	Training method	Date	Signiture
Jack Beancounter	Accounts	Billing	Data processing	Video and test		
Mother Theresa	Child Minder	Daily reporting	Child information recording	Video and test		