



Key questions to begin sizing a POPI Act & PAIA and/or GDPR compliance project engagement

In compliance with the POPI Act & GDPR the information provided on this form will only be used for the purpose of preparing a quotation for the potential client named below. In completing this form the potential client gives their consent to this information being shared only with PTC, its employees, associates and agents. For our full Privacy Notice please visit www.p-t-c.co.za.

Organisation name	
Contact email	
Contact phone number	
Organisation web site address	
Date Completed	

Qn#	Topic	Answer
1	Is this a single organisation or do we have a group of organisations (e.g. multiple divisions; multiple companies; holding company)	
2	What is the geographical spread of the organisation (staff concentrated in one place or widely spread across the country / outside SA)?	
3	What is the number and composition of the Board and Board Committees (e.g. only a board, no committees; board plus multiple committees)	
4	How many departments are there within the organisation? (e.g. Finance; HR; Sales, etc.)	
5	What in-house existing governance risk and compliance capability or commitment does the organisation have?	
6	How many employees does the organisation have in total?	
7	How many suppliers to the organisation are there? (approx. number)	
8	How many customers of the organisation are there? (approx. number)	
9	What is the headcount in the IT department / reliance on outsourcing?	
10	Scope of project. Is this project for POPIA/PAIA compliance only? GDPR only? Both POPIA/PAIA and GDPR?	
11	What type of product and support services are you looking for on this project? Access to the toolkit? Subject matter expertise? Project management services?	
12	Staff awareness training. Is this in scope? How many employees would you plan to have their POPIA/PAIA and/or GDPR awareness training delivered via e-Learning? (the balance of the total number of employees would be via face-to-face/classroom based). How many of these training in the classroom would you want us to train and how many would you train yourself?	
13	Any other relevant facts to assist in scoping this engagement?	

For any queries associated with completing this form please contact
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