



# Information Sharing Session on 'Gearing up for POPIA'

Topic:  
Gearing up for  
POPIA

BarnOwl invites you to an online  
information sharing session

25<sup>th</sup> March 2021  
9am to 10am

Welcome to the information sharing session!

In MS Teams, please turn off cameras and mute your microphones

Please feel free to enter your questions in the 'show conversation' as we go

A Q&A session will be held at the end of the presentation. Please feel free to put up your hand in MS Teams

The presentations will be shared afterwards on the BarnOwl website

The session will commence shortly and will be recorded





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Gearing up for POPIA

BarnOwl invites you to an online information sharing session

25<sup>th</sup> March 2021  
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## Karus Prinsloo

Consultant INLEXSO (Pty) Ltd ("inlexso")



”

Karus is a seasoned and solution focused compliance, privacy and legal advisor and trainer and is employed by inlexso since 2015

“



## Jonathan Crisp



”

Jonathan has over 30 years' experience in the IT industry and is one of the founding directors of IDI Technology Solutions.

“

**inlexso**  
INNOVATIVE LEGAL SOLUTIONS



# BarnOwl Cloud

## Enabling POPIA Readiness Assessment (PRA)

Jonathan Crisp  
Director  
BarnOwl GRC and Audit Software

[25<sup>th</sup> March 2021](#)



# BarnOwl Cloud POPIA Readiness Assessment (PRA) solution

- What is the BarnOwl cloud PRA solution:
  - BarnOwl Cloud is an action plan & task management SaaS (software as a service) sitting in the Microsoft Azure cloud pre-populated with
  - inlexso's PRA (POPIA Readiness Assessment) template of best-practice POPIA tasks
  
- Easy to
  - sign up for
  - assign participants (owners) to the various POPIA tasks
  - collaborate on POPIA tasks
  - monitor progress of your POPIA tasks
  - get the job done

# BarnOwl Cloud - POPIA Readiness Assessment (PRA)

- What will the solution do for me:
  - Pre-defined best-practice POPIA task list which can be modified (add, remove, drag and drop task sequence) by you to suit your preferred process
  - Enable tasks to be assigned to internal and external participants (owners)
  - Enter start and end dates for each task (if required)
  - Enable documents to be uploaded against tasks
  - Update and monitor progress % of each task
  - Email notifications, reminders and alerts
  - Alerts within the system informing each participant of items that require attention
  - Participate in discussion forums within a task with full discussion tracking
  - Easy monitoring of tasks based on progress against due date
  - Export action plan and task registers to PDF, Excel etc.
  - Full audit trail on every task
  - Clone action plans and task lists

# BarnOwl Cloud - POPIA Readiness Assessment (PRA)

- Key benefits:
  - Fast track POPIA compliance: pre-populated template of tasks (including a link to the relevant sections of the act)
  - Structured approach: manage your POPIA tasks in a structured way
  - Drive ownership: assign participants (owners) to tasks including the ability to assign internal and external participants
  - Real time progress monitoring: be able to track progress of tasks in real-time including alerts and notifications
  - Collaboration: Enable participants to upload evidence and participate in discussion forums against each task
  - Task driven: Drive ownership and accountability of tasks to get the job done

# BarnOwl Cloud POPIA Readiness Assessment (PRA) solution

- How do you sign up:
  - Sign up automatically via the BarnOwl Cloud link (anticipated launch date 7<sup>th</sup> April 2021)
  - Secure login and password (Microsoft Azure secure sign on – we do not store login details in the database)
  - Enter your organisation name (totally distinct and secure multi-tenanted database)
  - Add participants (within your organisation or external to your organisation)
  - Start using the system (simple, user friendly and intuitive)
- How much does it cost:
  - Free trial period of 30 days with sample PRA content
  - Thereafter cost effective ‘pay as you go’ pricing for the BarnOwl cloud solution (per month / annum) with sliding scale based on the number of users (participants)
  - PRA content pricing: TBA

# BarnOwl Cloud POPIA Readiness Assessment (PRA) solution



- Home
- Action Plans
- Tasks
- My Profile
- Organisation
- Documents

ABC Corporation

- Documents
- Participants
- Bulk Invite

## 1. Upload

### Getting Started

You may use the Bulk Invitation w  
The Role column mu  
You can use your ow

### Spreadsheet Gu

The spreadsheet mu  
The Role column mu  
The row preceeding

### Upload your spr

Upload the spreadsh

Select files...

ABC Corporation

- Documents
- Participants
- Bulk Invite

### ▼ Owners & Administrators (5)

- AD** Ali Ditta ali@barnowl.co.za (Organisation Owner)
- CK** Cheryl Keller cheryl@barnowl.co.za (Administrator)
- GB** Graham graham@barnowl.co.za (Organisation Owner)
- JC** Jonathan Crisp jonathan@barnowl.co.za (Organisation Owner)
- KP** Karus karus.prinsloo@inlexso.co.za (Administrator) (pending...)

### ▶ Team Members & Guests (0)

# BarnOwl Cloud POPIA Readiness Assessment (PRA) solution

**BARNOWL** ABC Corporation

Home  
Action Plans  
Tasks  
My Profile  
Organisation  
Documents

POPIA Readiness Assessment

Tasks Task Register Discussion Documents Participants

Create Category + Create Task Pending Changes...

**None**

**Information Officer ("IO") (and Deputy Information Officers)**

- Appoint someone in the role of IO (and Deputy Information Officers) and delegate responsibilities from the Head of the Organisation *Overdue By 2 days* CK JC
- Register the IO JC
- IO and deputy JC
- Complete a Po JC

**Agreements**

- Identify and re CK JC
- Ascertain whe JC
- Amend third p JC
- Identify relat JC
- Ensure that en JC

**Policies, Processes and**

- Review all poli
- As applicable,
- management, IT Govern
- Adapt/ create
- Standardise all
- Create a PAIA

**Edit Task**

**Number**  
10001

**Task Title**  
Appoint someone in the role of IO (and Deputy Information Officers) and delegate responsibilities from the Head ...

**Action Plan**  
POPIA Readiness Assessment

**Category**  
Information Officer ("IO") (and Deputy Information Officers)

**Description**  
Each organisation has an IO by default. Refer to definitions in the Promotion of Access to Information Act ("PAIA") and Protection of Personal Information Act to determine who the organisation's current IO is, formalise the appointment and delegate the responsibilities from the Head of the Organisation.

**Start Date**  
01/03/2021 00:00

**Due Date**  
22/03/2021 00:00

**% Complete**  
80

**Status**  
Open

Discussion Documents Participants History

Select files... Drop files here to upload

- 1.1 PAIA Section 17 (text).docx.pdf 389 KB 23/03/2021
- 1.1 PAIA Section 1 (text).docx.pdf 403 KB 23/03/2021
- 1.1 POPIA Section 56 (text).docx.pdf 422 KB 23/03/2021
- 1.1 POPIA Section 55.docx.pdf 450 KB 23/03/2021

# BarnOwl Cloud POPIA Readiness Assessment (PRA) solution

← → ↻ barnowl.cloud/Home/Portal?organisationId=cbaedfbc-d7f8-451c-9da6-8225f618cda7



ABC Corporation ▾ 🔔 🗨️ 👤

Home

Action Plans

Tasks

My Profile

Organisation

Documents

Welcome Jonathan  
Crisp

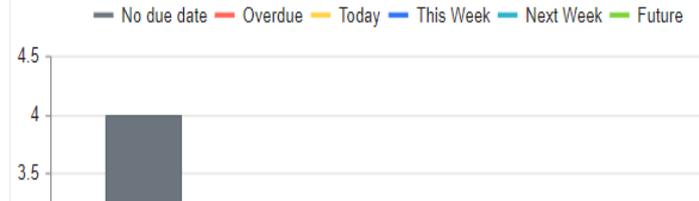
### Your Unread Discussions

#### Tasks

You're up to date!

🕒 Last checked 24/03/2021 12:39

### Task Due Date Analysis



### Your Task Schedule

Today ◀ ▶ 📅 March 2021

Day Work Week Week **Month** Agenda Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	01	02	03	04	05	06
	🔗 Appoint someone in the role of IO (and Deputy Information Officers) and delegate responsibilities from the Head of the Organisation ▶					
07	08	09	10	11	12	13
◀ 🔗 Appoint someone in the role of IO (and Deputy Information Officers) and delegate responsibilities from the Head of the Organisation ▶						
14	15	16	17	18	19	20
◀ 🔗 Appoint someone in the role of IO (and Deputy Information Officers) and delegate responsibilities from the Head of the Organisation ▶						
21	22	23	24	25	26	27
◀ 🔗 Appoint someone		🔗 Identify and review all third party agreements currently in place for POPIA applicability				
		🔗 Register the IO with the Information				
28	29	30	31	01	02	03
	🔗 IO and deputy IO(s) take up their roles after responsible party registered them with the					

# BarnOwl Cloud POPIA Readiness Assessment (PRA) solution



ABC Corporation ▾

- Home
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- Documents**

## Documents

Showing All Documents ▾ | Sorting Name A-Z ▾ | Documents ▾

Search Documents

Search on name  Search in documents

 <b>1.1 PAIA Section 1 (text...</b> Uploaded on 23/03/2021 Appoint someone in the role ...	 <b>1.1 PAIA Section 17 (te...</b> Uploaded on 23/03/2021 Appoint someone in the role ...	 <b>1.1 POPIA Regulation 4...</b> Uploaded on 23/03/2021 Appoint someone in the role ...	 <b>1.1 POPIA Section 55.d...</b> Uploaded on 23/03/2021 Appoint someone in the role ...	 <b>1.1 POPIA Section 56 (t...</b> Uploaded on 23/03/2021 Appoint someone in the role ...
 <b>1.2 POPIA Section 55(2...</b> Uploaded on 24/03/2021 Register the IO with the Infor...	 <b>2.4 POPIA Section 11.d...</b> Uploaded on 24/03/2021 Identify relationships with thi...	 <b>3.4 PAIA Section 51(3){...</b> Uploaded on 24/03/2021 Create a PAIA Manual and po...	 <b>3.5 POPIA Section 14 (t...</b> Uploaded on 24/03/2021 Determine retention require...	 <b>5.1 POPIA Regulation 4...</b> Uploaded on 24/03/2021 Establish organisation's POPI...

# Way forward



# Thank You

## Q&A

**KARUS PRINSLOO**

Legal Consultant  
**Inlexso (Pty) Ltd**

karus.prinsloo@inlexso.co.za  
**C +27 82 375 7251**

**www.inlexso.co.za**

**JONATHAN CRISP**

Director: BarnOwl GRC Solutions  
**IDI (Pty) Ltd**

jonathan@barnowl.co.za  
**C +27 83 260 1653**

**www.barnowl.co.za**

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