FOR SMALL AND MEDIUM BUSINESSES

POPIA & PAIA services

Find out where your business stands, get essential documents in place or build a framework for how your team handles personal information.

TIER 1

POPIA Readiness Assessment — R4,500

Where are our POPIA gaps, and what should we fix first?

A review of how your business handles personal information, with a written gap analysis and prioritised action plan.

TIER 2

POPIA & PAIA Starter Package — R5,500

Can you help with our Information Officer, PAIA manual and privacy notice?

Three tailored deliverables: Information Officer registration assistance, a PAIA manual and one external privacy notice.

TIER 3

Full POPIA & PAIA Implementation — R13,500

What controls do we need, and how do we put them into practice?

Everything in Tiers 1 and 2, plus a processing register, impact assessment, tailored policies and procedures, and a practical handover.

Once-off professional fees for the standard scope. Additional work is priced separately.

FULL IMPLEMENTATION

What your team takes away

- **Data mapping and impact assessment**

  A processing register and a documented Personal Information Impact Assessment covering how your business uses, stores and shares personal information.

- **Policies, notices and procedures**

  An internal POPIA policy, relevant privacy notices and practical procedures for records requests, suspected breaches, retention and secure disposal.

- **Outsourced provider agreement review**

  Review of one agreement, such as outsourced HR, using information your business obtains from the provider. Includes operator clauses where needed.

- **Staff materials and handover**

  Self-guided staff awareness materials and an action checklist. Your team uses these to put the agreed controls in place.

Standard scope One legal entity, one main site and remote delivery. Drafted documents include one round of consolidated revisions.

Once-off assistance Ask about direct marketing and opt-outs, website enquiry forms or biometric processing. PAIA manual updates and annual PAIA report preparation are available after handover and priced separately.

About Nkwali

Established in 2019, Nkwali Compliance Consultants (Pty) Ltd is a 100% Black woman-owned firm based in Westville, Durban. Our experience spans regulatory compliance reviews, compliance frameworks, licensing and training in financial services.

Founder Amandla Jabulile Mkhwanazi is a Certified Compliance Officer and holds an LLB. Her previous compliance roles include Assupol and Ithala SOC.

Talk to us about the right package for your business

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