

VYS-M CONSULTING

Compliance Checklist

GENERAL BUSINESS COMPLIANCE

- ☐ ARE YOUR BUSINESS LICENSES AND REGISTRATIONS UP TO DATE?
- ☐ ARE YOUR TERMS & CONDITIONS AND PRIVACY POLICIES CLEARLY DEFINED?
- ☐ DO YOU CONDUCT REGULAR COMPLIANCE AUDITS?

DATA PROTECTION & PRIVACY

- ☐ DO YOU COMPLY WITH RELEVANT DATA PROTECTION LAWS (E.G., POPIA, GDPR)?
- ☐ DO YOU HAVE A DATA PRIVACY POLICY ACCESSIBLE TO CLIENTS/USERS?
- ☐ ARE EMPLOYEES TRAINED IN DATA PROTECTION RESPONSIBILITIES?

INTERNAL POLICIES & DOCUMENTATION

- ☐ DO YOU HAVE AN UP-TO-DATE EMPLOYEE CODE OF CONDUCT?
- ☐ ARE YOUR INTERNAL POLICIES DOCUMENTED AND ACCESSIBLE?
- ☐ ARE COMPLIANCE POLICIES REVIEWED AT LEAST ANNUALLY?

SECTOR-SPECIFIC COMPLIANCE

- ☐ DO YOU UNDERSTAND THE REGULATIONS THAT APPLY TO YOUR SPECIFIC INDUSTRY?
- ☐ HAVE YOU IMPLEMENTED PROCEDURES TO MEET THEM?
- ☐ DO YOU STAY UPDATED WITH CHANGES IN YOUR REGULATORY ENVIRONMENT?

IT & SOFTWARE COMPLIANCE

- ☐ ARE YOUR TECH TOOLS/DATA STORAGE PRACTICES LEGALLY COMPLIANT?
- ☐ ARE SOFTWARE LICENSES VALID AND UP TO DATE?
- ☐ DO YOU HAVE CYBERSECURITY PROTOCOLS IN PLACE?