

Board PDPL Oversight Checklist

Quick actions for boards to assess and approve PDPL readiness (90 day focus)

- Confirm Board Ownership: Appoint a board sponsor and a senior owner (COO or Head of Risk).
- Review Priority Processes: Approve top 5 processes for PDPL mapping (e.g., HR, customer onboarding, payroll, marketing).
- Data Map Pilot: Require management to deliver process maps for the top 2 processes within 3 weeks.
- Vendor Annex Approval: Approve standard PDPL vendor clause annex for critical suppliers within 4 weeks.
- Evidence Requirement: Ask for a sample evidence pack for one process showing data flows, legal basis and controls.
- Incident Response Readiness: Confirm incident response owner and required breach notification timeline to the board.
- KPIs for Oversight: Set 3 board KPIs (e.g., number of incidents, mean time to contain, % high-risk processes with controls).
- Reporting Cadence: Agree board reporting frequency and dashboard format (monthly summary, quarterly deep dive).
- Resourcing Decision: Approve any short-term budget or external support needed to close critical gaps.
- Approval & Follow-up: Schedule a follow-up board update within 6 weeks to review pilot results and remediation status.