

DPA 2021 Compliance Guide for SMEs

A plain-English starting point for Zimbabwe's Cyber and Data Protection Act (2021). Not legal advice — a practical orientation.

What the Act expects of you

- **Collect only what you need** — and tell people why you are collecting it.
- **Keep it secure** — with appropriate technical safeguards against loss or theft.
- **Get consent** — for how you use and share personal information.
- **Allow access & correction** — individuals can ask what you hold about them.
- **Register where required** — and appoint someone responsible for data protection.

Who it applies to

Almost every business that collects customer or staff data — names, phone numbers, ID numbers, payment details. It applies regardless of how small your business is. Oversight sits with POTRAZ acting as the Data Protection Authority.

What non-compliance can cost

- Significant fines, and for serious breaches the possibility of imprisonment for those responsible.
- Reputational damage — a public breach in Zimbabwe's business community travels fast.
- Lost customers and potential liability to affected individuals.

A practical first-90-days checklist

- Map what personal data you hold and where it lives
- Publish a clear privacy policy on your website
- Secure your systems (see our Website Security Checklist)
- Appoint a person responsible for data protection
- Document your consent and data-handling practices

Want this done for you? A free passive assessment shows exactly where you stand. WhatsApp +263 77 690 2542 or visit vanorikatechnologies.co.zw.