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### **POPI INFORMATION SHEET:**

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1. The POPI Act is a comprehensive privacy law that is mandatory for all businesses within the private and public sector that process personal information in South Africa. It seeks to protect and regulate the processing of personal information, falling into the broader Constitutional right to privacy.
  
2. The POPI Act requires businesses to regulate how information is organised, stored, secured, and discarded. This ensures that the business can maintain the integrity and confidentiality of its clients' and employees' personal information by preventing loss, damage, and unauthorised access to the personal data. The Act therefore guarantees that personal information will be used in a responsible and ethical manner by businesses from the time it is collected until the time it is destroyed.
  
3. The commencement of certain sections of the POPI Act, which took effect on 1 July 2020, deals with, among other things:
  - the purpose of the Act,
  - the application and exclusion provisions,
  - the lawful processing of personal information and exemptions thereof,
  - sections relating to the Information Officer,
  - prior authorisation,
  - codes of conduct issued by the Information Regulator,
  - provisions regulating direct marketing by means of unsolicited electronic communications,
  - enforcement, complaints, offences, and penalties
  
4. The commencement of certain sections of the Protection of Personal Information Act, 2013 (POPIA or POPI Act) took effect on 1 July 2020. A grace period of 12 months from this date was given to comply with the Act – therefore all entities must be fully compliant with the provisions of the POPI Act by 1 July 2021.

5. One of the first steps is to appoint and register your Information Officer with the Information Regulator. POPI designates the head of the business as the Information Officer. Depending on the type of business, the Information Officer will therefore be the sole proprietor, a partner in a partnership or CEO (or equivalent) in a company or CC. While the head of the business can delegate his/her responsibilities to any other duly authorised person, the responsibility for ensuring that the processing is done in a lawful manner will remain with the individual that 'determines the purpose of and means for processing of personal information.'
6. Section 55(2) of POPIA requires that Information Officers must be registered with the Information Regulator before they can take up their duties in terms of POPIA and the Promotion of Access to Information Act (PAIA). Registration is therefore a prerequisite for Information Officers to perform their duties.

#### **WHAT WE OFFER:**

1. Complete compliance with the POPIA which include the aspect as listed below in the management framework.
2. 3 files delivered to your door with a complete explanation on all documents.
3. Registration with the Information Regulator.
4. Training (Should it be required)

#### **POPIA Compliance Management Framework**

1. Compliance Statement
2. Terms and Conditions for Use
3. Documentation Management
4. Preparation for the Project
5. Implement and Maintain Governance and Leadership Structure
6. Data Subject Rights Policies and Procedures
7. Implement and Maintain Personal Information Inventory
8. Create and Maintain Policies and Procedures
9. Implement and Maintain Training and Awareness Program
10. Manage Information Security Risk during Electronic Communication and Transmission
11. Managing Third-Party Compliance
12. Managing Direct Marketing
13. Implement and Maintain Security Incident Procedures
14. Legislation Regulations and Ethical Guidelines
15. Guidelines

**-- SENT ELECTRONICALLY, THEREFORE UNSIGNED --**

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