

The role of INFORMATION OFFICERS

Protection of Personal Information Act



It is the responsibility of the "Information Officer" to encourage their organisation's responsible parties to process personal information lawfully and in a reasonable manner that does not infringe the constitutional rights of individuals to privacy. Information Officers need a sound understanding of the eight conditions for processing personal information and what is reasonable so that they are able to provide advice regarding compliance with the Protection of Personal Information Act.

Overview

The Protection of Personal Information (POPI) Act requires heads of public bodies and CEO's of private bodies to register with the Information Regulator their Information officers so that data subjects and the Information Regulator can contact, make requests and investigate the lawfulness of the processing of personal information.

Information Officers have specific statutory responsibilities which if not fulfilled have serious consequences, including the possibility of a jail sentence.

This 2 day course will assist Information Officers and Deputy Information Officers understand their role and responsibilities under the Promotion of Access to Information Act (PAIA), the Protection of Personal Information Act and other legislation.

Learning Objectives

At the conclusion of this course, delegates will be able to:

- ❖ Articulate the impact of the Protection of Personal Information Act on their organization's activities
- ❖ Demonstrate an understanding of the duties and responsibilities of information officers
- ❖ Describe the role, responsibilities and legal obligations of information officers and responsible parties.
- ❖ Describe the roles and the responsibilities of the other parties concerned about the processing of personal information
- ❖ Explain the conditions for the lawful processing of personal information
- ❖ Provide advice on complying with the eight conditions for the lawful processing personal information.

Course Outline

Participants will learn through discussion and practical examples how to advise their CEO and responsible parties.

This seminar includes topics about:

- ❖ Registering Information Officers with the Information Regulator
- ❖ The duties and responsibilities of the Information Officer
- ❖ Designation and delegation to Deputy Information Officers
- ❖ Implications of the Companies Act 2008 for Information Officers and the possibility of Class action.
- ❖ How to differentiate between personal information, special personal information and other data
- ❖ The content of the PAIA manual and why it is important
- ❖ The preparations required prior to updating the PAIA information manual about the processing of personal information
- ❖ Processing details to be maintained in the PAIA manual
- ❖ Documentation to be prepared prior to the processing of personal information
- ❖ The records that are to be available
- ❖ The Conditions for the lawful processing of personal information and their impact on the processing of personal information for business activities
- ❖ Working with the Information Regulator to conduct investigations
- ❖ Handling requests from data subjects
- ❖ Encouraging compliance with the provisions of the POPI Act
- ❖ Requests to the Regulator by Information Officers to make an Assessment
- ❖ Responding to Information and Enforcement notices
- ❖ Applications to Court regarding decisions of information officers.

Seminar fee: Register & Pay 30 days before the event - R6 000.00 plus VAT

Pay within 30 days of the event – R6 800.00 plus VAT.

Standard Terms and Conditions

1. If cancellation is within 2 weeks – no refund
2. Substitution possible at any time
3. Payment is required 5 days prior to event
4. Organiser reserves the right to postpone the event.

REGISTRATION DETAILS (e-mail to info@itgovernance.com or fax: 0866715548)

Company Name:

VAT Registration No:

Postal Address:

Contact Person:

Job Title:

Email Address:

Telephone Number:

DELEGATE DETAILS

Title: Name:

Surname:

Cell Phone No:

E-mail address:

Title: Name:

Surname:

Cell Phone No:

E-mail address:

I hereby acknowledge that I have read and accept all the terms and conditions of this registration:

Name:

Signature: