

1 Day Event
Protection of Personal Information Act
Preparing the PAIA Manual

COMPLYING WITH LEGISLATION FOR THE PROCESSING OF PERSONAL INFORMATION

Protection of Personal Information Act - CONDITION 6: OPENNESS: "A responsible party must maintain the documentation of all processing operations under its responsibility as referred to in section 14 or 51 of the Promotion of Access to Information Act".

Overview

The head of a private body (or Information Officer of a public body) must make available a manual containing:

- i. the purpose of processing personal information
- ii. a description of the categories of data subjects and of the information or categories of information relating thereto;
- iii. the recipients or categories of recipients to whom the personal information may be supplied;
- iv. planned transborder flows of personal information; and
- v. a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information which is to be processed."

Processing of personal information must within one year after the commencement of this section be made to conform to the Act.

Seminar Objectives

Participants will gain an understanding of legislative requirements for preparing a PAIA manual. On completion of his seminar, participants will be able to:

- Demonstrate an understanding of the PAIA Act and its impact on the processing of personal information.
- Articulate the required contents of the PAIA manual
- Describe the role and responsibilities of the head of a private body (or Information Officer of a public body) to make a PAIA manual available.
- Describe the role and responsibilities of the information officer in making a PAIA manual available.
- Communicate the role of the PAIA manual in ensuring transparency with the data subjects.

Seminar Outline

Participants will learn through discussion and practical examples how to prepare a PAIA manual in accordance with the requirements for lawfully processing personal information.

This seminar includes topics about:

- ❖ The purpose of the PAIA manual
- ❖ The PAIA manual, privacy notices and privacy policies
- ❖ The role and responsibility of the head of a private body (or information officer of a public body) to make the PAIA manual available
- ❖ Key content topics for the PAIA manual
- ❖ Gathering background information about the processing of personal information
- ❖ Establishing an IT legal register
- ❖ Communicating the "purpose" for processing personal information together with descriptions of the categories of data subjects and of the related information or categories of information.
- ❖ Crafting business process descriptions and communicating the purpose for processing personal information
- ❖ Being transparent with the data subjects about the processing of their personal information
- ❖ Describing the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information being processed.
- ❖ Why avoiding doubt that could exist regarding the lawfulness of processing personal information is important.

Seminar fee: Register & Pay 30 days before the event - R3 800.00 plus VAT

Pay within 30 days of the event - R4 200.00 plus VAT.

Standard Terms and Conditions

1. Cancellation within 2 weeks - no refund
2. Substitution possible at any time
3. Payment is required prior to event.

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

Company Name:

VAT Registration No:

Postal Address:

Contact Person:

Job Title:

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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:

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Signature: