

# Overview of the Protection of Personal Information Act

## COMPLYING WITH THE REQUIREMENTS OF THE NEW LEGISLATION FOR THE PROTECTION OF PERSONAL INFORMATION

After a period spanning over 15 years, the legislation for the Protection of Personal Information has been signed by the President. This legislation applies to all public and private bodies. All bodies are now required to take whichever measures are necessary to adhere to the conditions for the lawful processing of personal information.

### Overview

This course provides delegates with an overview of the Protection of Personal Information Act (POPI) and the significant obligations placed on those persons identified as the "responsible parties" and "information officers". All public and private bodies are affected by the requirements of this legislation. A number of technical and organisational arrangements will be necessary to comply.

The collection of personal information must be for a specifically defined, lawful purpose related to a function of the responsible party. The processing of data must be for a legitimate purpose. Data subjects must be aware of the collection of the data. Adequate business controls are required to maintain data integrity and information security must meet international standards. Data must be retained only for as long as necessary and it must be destroyed.

### Seminar Objectives

Participants will obtain an overview of the Protection of Personal Information Act and its implications. On completion of this seminar, participants will be able to:

- ❖ Articulate the requirements of the Protection of Personal Information Act
- ❖ Demonstrate an understanding of the conditions for the lawful processing of personal information
- ❖ Understand the technical and organisational measurements necessary for protecting personal information
- ❖ Describe the various roles and the responsibilities of the personnel who should be concerned about the protection of personal information
- ❖ Identify the effort required to meet the requirements of the Protection of Personal Information Act and the conditions for lawful processing personal information contained therein.

### Seminar Outline

Participants will learn through discussion and practical examples how to address the organisational, procedural, technical and legal requirements for the Protection of Personal Information.

This seminar includes topics about:

- ❖ Overview of the legislation for the Protection of Personal Information
- ❖ The duties of the Responsible Party and Information Officer
- ❖ The role of Risk Management and Compliance
- ❖ Working with the Regulator
- ❖ Communicating with data subjects
- ❖ The eight conditions for the lawful processing of personal information
- ❖ How to differentiate between personal and other data
- ❖ How to update the PAIA manual and what records to keep about the processing of personal information
- ❖ Identifying and mitigating privacy related risks
- ❖ Organisational and technical arrangements necessary for the protection of personal information
- ❖ Controlling the activities of Operators
- ❖ Trans-border exchanges of personal data
- ❖ Building organisational capability to manage Privacy
- ❖ Challenges from the collection, profiling, cross-marketing, unstructured data, third party processing, secondary use
- ❖ Creating awareness and educating staff about the importance of lawfully processing personal information
- ❖ Case studies from industry – local and international experiences.

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. 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.co.za](mailto:info@itgovernance.co.za) or fax: 0866715548)

Company Name:

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

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