

# PROTECTION OF PERSONAL INFORMATION ACT COMPLIANCE TRAINING 2020



Investment Per Delegate: R 4 999.00

**GOLD**  
CLASS GROUP

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## **About the Training**

Almost all organizations are faced with the challenge of achieving and maintaining compliance with the Protection of Personal Information Act 4 of 2013 ("POPI Act"). This handy training provides a proven step-by-step action-point approach to compliance for HR and Personnel department. It is now time for you to take action. But the big question is what action to take? You want to take practical and effective action that is going to achieve the best results at the lowest cost. There are many possible roads you could take over this period to get data protection right and it's important to take the right one for your organisation

Feeling overwhelmed by the Protection of Personal Information Act (what we call POPIA)? We don't blame you. We often get asked what the 'minimum requirement' is to get ready for the POPIA. At this event we offer limited delegate numbers, so bookings are done on a **first come, first served basis**. This training will give practical insights that you can use to be effective, not law lectures! There will be an action plan designed to:

- ◆ Help you understand what personal information is, and help you identify the processes through which you collect, use, store and destroy it in your business
- ◆ Increase your awareness of privacy risks in your business
- ◆ Help you protect the personal information of your customers more effectively

Protecting the personal information of your customers is not just about POPIA compliance, it's about trust. Your customers trust you with their personal information, and without that trust you won't be able to do business. The reputational damage of a privacy breach tends to be much more severe than any other consequence of non-compliance.

## **What you will learn:**

Although the POPI Act is divided into twelve chapters, having in all a total of 115 sections unevenly distributed per chapter and one schedule, the course concentrates on themes within the POPI Act.

- An introduction to the rationale underpinning the concepts in the POPI Act.
- The eight conditions for lawful processing of personal information.
- The unenviable position of the responsible party.
- The relationship between the POPI Act, the Promotion of Access to Information Act 2 of 2000 (PAIA), the Electronic Communications and Transactions Act 25 of 2002 (ECTA) and the Consumer Protection Act 68 of 2008 (CPA).
- The Regulator and the cat o' nine tails.

By the end of the course participants will be able to identify the key areas of concern for their own organisations – be they companies, partnerships or voluntary associations – and be in a position to manage the requirements of the POPI Act as well as the risks of non-compliance.

## **WHO SHOULD ATTEND**

- \* All employees from Companies who process personal information – this includes, but is not limited to the Financial sector-, Marketing-, Audit-, Risk-, Information Technology-, Health Care-, Banks, Mobile Networks-and Human Resource Sectors.

## Training Program Outline

### 08:00 - 08:30: Early Morning Registration, Tea /Coffee

### 08:45 – 10:00: Protection of Personal Information Act: An update

What is POPIA?

When will POPIA become effective?

What About information collected before POPIA?

Application of the POPIA Act

Definitions

Exclusions

Exclusion for journalistic, literary or artistic purposes

### 10:00 – 11:00: POPI compliance – a step-by-step guide:

Lawful processing of personal information

Rights of data subjects

The 8 Conditions for the lawful processing of personal information

- Accountability
- Processing limitation
- Purpose specification
- Further processing limitation
- Information quality
- Openness
- Security Safeguards

Data subject participation

Processing of special personal information

Prohibition on processing personal information of children

Transborder information flow

### 11:00 – 11:15: Mid – Morning Tea/ Coffee

### 11:15 – 12:30: POPIA Cont'd

Exemption from conditions for processing of personal information

Unsolicited direct marketing

Supervision - The Information Regulator

- Code of conduct

Enforcement, offences and penalties

### 12:30 – 13:30: Lunch

### 13:30 – 14: 45: POPI compliant records keeping

Electronic documents – protecting digital personal information

Electronic documents – protecting your records

What are operators, and do you have them?

Data breach – what should you do?

Is sharing always caring? Giving customers access to their own personal information

Direct marketing. Can we still do it?

Reviewing the risks you identified, and privacy notices.

### 14:45 – 15:00: Afternoon Tea/ Coffee

### 15:00 – 16:00: Questions and Answers

This session is basically reserved for delegates to engage the facilitator extensively on the various strategic issues around the subject and any other POPI compliance issues which might not have been discussed as per programme outline.

### 16:00 – 16:30: Closing Remarks by Chair

