

PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

Duration: 1/2 day

Objective

To provide delegates with an understanding of the most important provisions of POPIA and related concepts. To develop an understanding of the 8 conditions for the lawful processing of personal information and the changes they necessitate.

Design

• Introduction to POPIA

- Background
- Definitions
- Key concepts and principles of privacy
- Timeline for implementation

• Impact on Marketing & Communication

- The practical impact on how we communicate with and marketing to customer or prospects (direct marketing)
- Marketing in accordance with the law

• Impact on Human Resources

- Recruitment and Selection
- Employee records
- Monitoring and surveillance
- Disclosure of employment
- Contracts of employments
- Policies and procedures
- Payroll implications and discrimination
- Handling religious and other beliefs of employees
- Disclosing trade union membership and political affiliation
- Employment Equity reporting
- Overlap of POPIA and Labour law
- Appointment of Information Officer
- Conducting a due diligence
- Actionable points

• Internal audit

- How to audit and provide assurance with regards to privacy

Target group

All levels of management.

