



Accredited  
Education  
and Training  
Provider  
10118



# PROTECTION OF PERSONAL INFORMATION (POPI) ACT WORKSHOP

**25<sup>th</sup> – 26<sup>th</sup> MARCH 2019**

**MZINGELI TRAINING CENTRE – HORISON VIEW  
JOHANNESBURG, RSA**

## **ABOUT THE COURSE**

On the 19th of November 2013, after more than five years of deliberations, the Protection of Personal Information (POPI) Act was signed into law. The POPI Act (not to be confused with the controversial Protection of State Information Bill) was subsequently published in the Government Gazette on the 26th November 2013. The Act is generally acknowledged as a good piece of legislation. It regulates how anyone who processes personal information must handle, keep and secure that information. It requires that personal information must be obtained, processed, stored and destroyed in a confidential and responsible manner and that unauthorized access must be prevented. Thus, the Act is aimed to give effect to a client's, customer's, employee's and consumer's constitutional right to privacy and in particular the safeguarding of personal information. The Act further prescribes strict measures for businesses to comply with, when processing personal information. Organizations, both public and private, generate information of personal nature about their employees, their clients etc. The question is, does your organization manage and process such information lawfully in line with POPI? Are you familiar with the conditions for the processing of personal information? Have you implemented measures to ensure that personal information within your organization is processed lawfully? If the answer is NO to all these questions, then this course is structured with you in mind. Book a place and learn more about this progressive piece of legislation.

## **KEY OUTCOMES**

After attending this course delegates will be able:

- to process personal information in line with the law
- to understand the relationship between POPI Act and other pieces of legislation
- to understand procedures for the trans-border information flow
- to understand the implications and penalties for non-compliance with the POPI Act
- to understand and comply with the code of conduct

## **WHO SHOULD ATTEND?**

- Records management practitioners
- Registry clerks
- Officer administrators
- Security specialists
- Archivists
- Compliance Officers
- Operations Managers
- Legal officers/ Advisers
- Risk managers
- IT specialists/ Security Officers
- Information and knowledge management specialists
- Company secretaries
- HR/Finance/ Marketing Directors

PROTECTION PERSONAL INFORMATION (POPI) ACT	
TIME ALLOCATION	TOPIC
<i>DAY 1 PROGRAMME</i>	
08H00-08H30	Registrations
08H30-09H00	Welcome and introductions
09H00-10H00	Introduction to the POPI Act: <ul style="list-style-type: none"> <li>• Why the Protection of Personal Information Act?</li> <li>• What is Personal Information</li> <li>• Applications and exclusions</li> </ul>
10H00-10H15	Tea Break
10H15-11H30	Conditions for processing of information <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Processing limitations</li> <li>• Purpose specification</li> <li>• Further processing limitation</li> <li>• Information quality</li> <li>• Openness</li> <li>• Security safeguards</li> <li>• Data subject participation</li> </ul>
11H30-12H00	Conditions for processing of information <ul style="list-style-type: none"> <li>• Processing of special personal information</li> <li>• Processing of personal information for children</li> </ul> Exemption from conditions for processing of personal information
12H00-13H00	The Role of the Information Regulator The Role of the Information Officer <ul style="list-style-type: none"> <li>• Duties and responsibilities</li> <li>• Delegations and designations</li> </ul>
13H00-14H00	Lunch Break
14H00-15H00	Prior authorization <ul style="list-style-type: none"> <li>• Responsibility to notify</li> <li>• Failure to notify</li> </ul>
15H00-15H15	Tea Break
15H15-16H00	Codes of conduct <ul style="list-style-type: none"> <li>• Issuing of codes of conduct</li> <li>• Failure to comply with codes of conduct</li> </ul>
<i>DAY 2 PROGRAMME</i>	
08H30-09H00	Rights of subjects i.r.t: <ul style="list-style-type: none"> <li>• Direct marketing</li> <li>• Directories</li> <li>• Automated decision making</li> </ul>
09H00-09H30	Trans-border information flow <ul style="list-style-type: none"> <li>• Transfer of personal information outside RSA</li> </ul>

PROTECTION PERSONAL INFORMATION (POPI) ACT	
TIME ALLOCATION	TOPIC
09H30-10H00	Enforcements <ul style="list-style-type: none"> <li>• Interferences</li> <li>• Complaints</li> <li>• Warrants</li> </ul>
10H00-10H15	Tea Break
10H15-11H00	Enforcements continue: <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Enforcement committee</li> <li>• Appeal</li> <li>• Civil remedies</li> </ul>
11H00-12H00	Offences, Penalties, and fines <ul style="list-style-type: none"> <li>• Obstruction of regulator</li> <li>• Breach of confidentiality</li> <li>• Obstruction of execution of warrant</li> <li>• Failure to comply with enforcements of information notices</li> </ul>
12H00-13H00	General Provisions <ul style="list-style-type: none"> <li>• How does POPI affects other pieces of legislation (e.g. PAIA)</li> </ul>
13H00	End of Session

## REGISTRATION FORM

Investment: **R 6,999.00 Excl VAT** (per delegate)

### Authorising Person

Name:

Email:

Telephone:

Fax:

Job Title:

Organisation:

Address:

Country:

Postal Code:

Signature:

### TERMS AND CONDITIONS

The following terms and conditions will apply:

- Payment is required in full 5 days from date of invoice
- All payments to be made directly to Mzingeli Trading and Skills Development Account.
- No seats will be reserved, unless Mzingeli Trading and Skills Development receives a signed registration form.
- Mzingeli Trading and Skills Development reserves the right, due to circumstances beyond our control, to change speakers, program content, date & venue.
- The signed registration form is a legally binding contract.

### SUBSTITUTIONS

- Delegates must inform Mzingeli Trading and Skills Development in writing of any substitutions.
- There is no charge for substitutions.
- Mzingeli Trading and Skills Development will not be held liable for incorrect delegate details on Certificates in the event of substitutions being made on the day of the conference.
- In the event of Mzingeli Trading and Skills Development having to cancel or postpone an event due to circumstances beyond our control, delegates will be issued with a credit voucher, which may be used at our next scheduled event.

### CANCELLATIONS

All cancellations will be subject to approval by the management of Mzingeli Trading and Skills Development.

- All cancellations made seven (7) working days prior to date of the above-mentioned event will be subject to a 50% cancellation fee.
- Cancellations made within seven (7) working days of date of the above-mentioned event, will be subject to a 100% cancellation fee.
- There will be no refunds or credit vouchers for no shows.

### Delegate Details:

Delegate Name & Surname	Position	Email	Cellphone Number

### PAYMENT

Electronic Transfer or Direct Deposit into our bank account, validated by fax or emailed copy of transaction slip.

#### Make Payment to:

Bank Name: First National Bank (FNB)  
 Branch Name: Westgate  
 Branch Code 250841  
 Account Name: Mzingeli Trading and Skills Development  
 Account Number: 62412926761

**PLEASE NOTE:** Payment is required in full 5 days from date of invoice.

### DATES & INVESTMENT

The registration fee includes all training materials, lunch, refreshments, and parking but **excludes** Travel & Accommodation. Please type or print clearly and submit by fax or email.

#### POPI ACT Workshop

**Dates:** 25 – 26 March 2019  
**Venue:** Mzingeli Training Centre- Horison View, Johannesburg

**Investment:** R 6 999.00 Excl VAT (per delegate)