

POPI ACT

What role does the
INFORMATION OFFICER
play in relation to the POPI Act?

DID YOU KNOW?

Having an Information Officer is non-negotiable in every organisation!

All public bodies and all private bodies to have an Information Officer, regardless of whether such an organisation is registered or not.

This eLearning course offers:

An in-depth look at the requirements of POPIA from the perspective of the Information Officer.

The course is structured with case studies and examples throughout as well as quizzes to ensure the grasping of the learning material.

COURSE LAYOUT

- 1 Introduction to an Information Officer
- 2 Role Players
- 3 Compliance Checklist
- 4 The Personal Information Impact Assessment (PIIA)
- 5 Internal Measures
- 6 Risk and Security
- 7 The POPI Act and Other Legislation
- 8 Policies and Procedures
- 9 Look to the Future & Final Assessment

Why is the role of an Information Officer important?

Non-compliance with the POPI Act is a punishable offense - either by fine or imprisonment. A person responsible for ensuring that its provisions are adhered to thus plays a critical role.

COURSE OBJECTIVES

The course specifically focuses on the Information Officer's role and responsibilities in the following areas:

- 1 Instituting appropriate policies, notices and procedures
- 2 Establishing a plan and compliance framework for managing privacy
- 3 Performing a Gap Analysis/ Risk Assessment
- 4 Developing and implementing an Incident Response Plan
- 5 The Personal Information Impact Assessment and PAIA Manual
- 6 Managing Consent
- 7 Ensuring staff awareness through communication and training
- 8 Cross-border transfer of Personal Information and the possible impact of other regional regulations
- 9 Retention and disposal/ destruction of Personal Information
- 10 Creating a sustainable program for Privacy Management

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