



WERKSMANS
ATTORNEYS

Webinar

Countdown to POPIA Compliance

Find out what compliance means for
your business and how to navigate the
process



► Keep us close

**THE CORPORATE &
COMMERCIAL LAW FIRM**
A member of the LEX Africa Alliance
www.werksmans.com

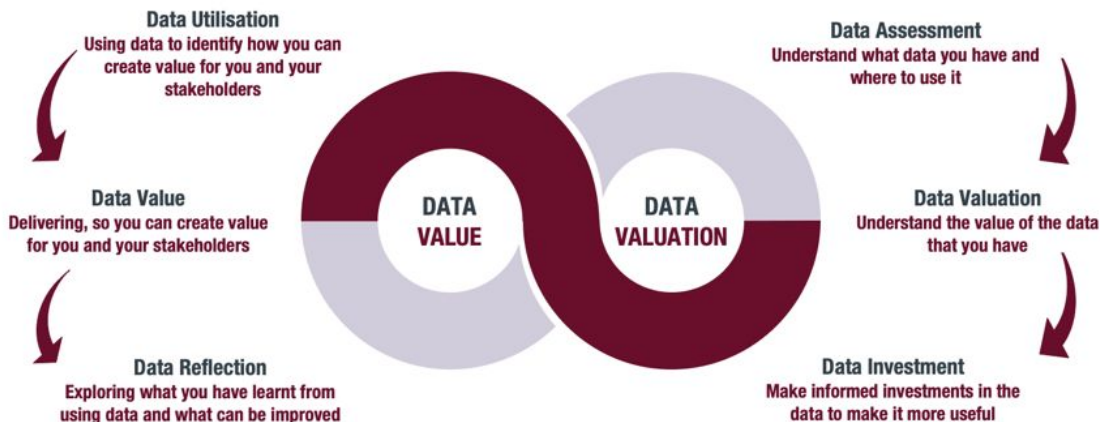


WELCOME!



Topic I – Introduction

- What is the value of data in the new world order?
- "Data as an asset"





Topic II – Understanding the POPIA framework

- What is POPIA?
- What are some of the key concepts
- When do companies need to become compliant?
- Who is the regulatory authority and what is their mandate?

The screenshot shows the homepage of the Information Regulator of South Africa. At the top is a navigation bar with links: HOME, ABOUT, MEMBERS, MANAGEMENT, MEDIA, DOCUMENTS, LEGAL, CONTACT, GALLERY, PORTAL, and VACANCIES. The main banner features the regulator's logo and a message stating it is an independent body established under Section 39 of the Protection of Personal Information Act 4 of 2013. Below this is a red banner for the 'REGISTRATION OF INFORMATION OFFICERS PORTAL' with a note about high volume registrations. A large black box in the center displays a countdown: 'Days left to become POPIA compliant. 29d 13h 37m 27s'. At the bottom, there are five columns with icons and links for 'About Us', 'Members', 'Management', 'Documents', and 'Contact Us'.

Contact Us

The Information Regulator (South Africa)

Please note that, as of the 1st of April 2021, the Information Regulator of South Africa will be relocating offices and will then be based at:

JD House, 27 Stiemens Street,
Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg,
2017

Complaints email:
complaints.IR@justice.gov.za

General enquiries email:
infoereg@justice.gov.za



Topic III – What is compliance?

- Standard of compliance
- Not a box-ticking exercise
- Substance over form
- Ongoing process
- Collective responsibility





Topic IV – Compliance Roadmap

- To guide the way towards POPIA compliance
- Clear timelines for implementation of policies and procedures





Topic V – Data Mapping / Information lifecycle

- Compliance is an ongoing process
- Continuous cycle
- Data mapping / tracing the flow of Personal Information



Source: <https://www.spirion.com/>



Topic VI – The requirements for POPIA policies

- How do companies even begin to approach the issue of POPIA policies?
- In drafting a POPIA policy, can we just copy and paste the provisions of POPIA and state that we comply with them? Or is there something else required?
- Are we required to ensure that our policies are 110% compliant with POPIA or can we rely on reasonable compliance?

The image shows a tilted document template for a POPIA policy. At the top, there is a header area with a ruler-like scale and the text 'Entity Name and Location'. Below this is a table with two columns: 'Policy Number' and a blank space. The first row of the table contains the text '100-1' and 'S'. Below the table, there are several sections with bold headings and descriptive text:

- Purpose**
The purpose of this document
- Policy**
State your policy
Explain how it is related
Clarify its scope
- Definitions**
Provide any definition
- Controls**



Topic VII – What is an Information Officer?

- Guidance Note
- Appointment and Registration
- Deputy Information Officers / Delegation of Authority
- Multi-National Corporations ("MNCs")
- Group Structures



Information Officer Registration Form



The image displays the Information Officer Registration Form from the Information Regulator (South Africa). The form is divided into several sections, with five specific areas highlighted by large black letters and green arrows:

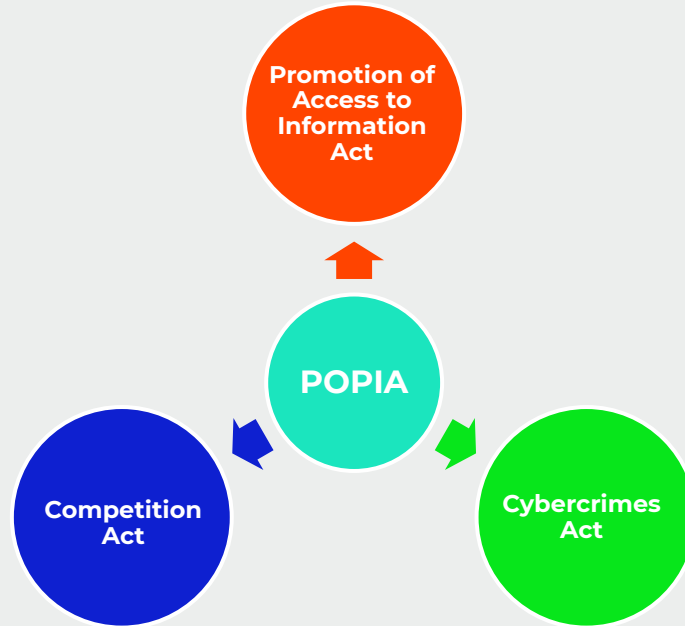
- A**: Points to the top section, "INFORMATION OFFICER'S REGISTRATION FORM", which includes a note about the use of the information and a section for the Information Officer's details.
- B**: Points to "PART B DEPUTY INFORMATION OFFICER", which contains a table for personal details of designated Deputy Information Officers.
- C**: Points to "PART C BODY / RESPONSIBLE PARTY", which includes fields for the type of body (Public or Private), full name, trading name, and registration number.
- D**: Points to "PART D DECLARATION", which includes a declaration statement and a signature line for the Information Officer.
- E**: Points to "PART E THE FOLLOWING INFORMATION IS REQUIRED FOR STATISTICAL PURPOSES", which includes a table for public and private bodies.

The form also includes a section for the Information Officer's details (Name, Direct Landline, Cellphone Number, Email Address) and a section for the Body / Responsible Party (Type of Body, Full Name, Trading Name, Registration No.).



Topic VIII – Relationship with other laws

- Information Officers
- Access to Information



- Big Data
- Merger Control

- Processing offences
- Data breaches



Topic IX – Immediate and practical steps to take

- 1 Compliance plan/roadmap
- 2 POPIA Training
- 3 Appoint and register an Information Officer
- 4 Understanding the flow of Personal Information
- 5 Policies
- 6 Implementation of procedures

a. Data mapping



b. Impact Assessment





Questions?



WERKSMANS
ATTORNEYS

Thank you!

Please send further queries or questions to
enquiries@werksmans.com

Legal notice: Nothing in this presentation should be construed as formal legal advice from any lawyer or this firm. Readers are advised to consult professional legal advisors for guidance on legislation which may affect their businesses.

© 2021 Werksmans Incorporated trading as Werksmans Attorneys. All rights reserved.

» Keep us close

**THE CORPORATE &
COMMERCIAL LAW FIRM**
A member of the LEX Africa Alliance
www.werksmans.com

