

COURSE OUTLINE - POPI FOUNDATION COURSE FOR HR PROFESSIONALS

PROTECTION OF PERSONAL INFORMATION ACT

DURATION: 2 Day

OVERVIEW:

This 2-day Protection of Personal Information Act(POPI) training course provides a comprehensive introduction to the POPI Act's constituents, context terminology, and compliance mechanisms. Candidates will learn how to plan a continuous and longitudinal compliance programme, whilst appreciating the multifaceted role of a Information Officer under the POPI Act.

The Protection of Personal Information Act requires that responsible parties ensure that any processing of personal information conforms with the eight conditions for the lawful processing of personal information. The processing of human resources (HR) information of job applicants and workers is an area of high-risk.

The POPI Act stipulates that organisations that process, monitor, and store data belonging to South African citizens, must alter their HR, marketing, system, and processing methods drastically to ensure the safety of data against data breaches and cyber-attacks. Hence, this course delineates the alterations required of an organisation by the POPI Act in order to make their processes and systems more functional and fully compliant.

The implementation of the prescriptive Protection of Personal Information Act is an intentional step towards a much-needed unified data protection law in South Africa. The POPI Act will elevate trust of citizens when interacting with online services, hence this course has a number of benefits for marketing and security-based organisations, as individuals will learn how to legally and optimally interact with their users.

The regulation puts the security of South African citizens at the forefront of all processing activities - including granting individual's new rights concerning access, portability, and data erasure, whilst holding organisations accountable for failing to adhere with the compliance requirements. Therefore, it is imperative that individuals responsible for HR data protection, storage, and processing, develop a comprehensive appreciation for the meticulous details of the impending POPI Act- which can be obtained by undertaking this POPI Foundation course for HR Professionals.

PROTECTION OF PERSONAL INFORMATION ACT (POPI) FOUNDATION COURSE FOR HR PROFESSIONALS

OBJECTIVES

Participants will obtain an understanding of the legislative requirements for the processing of personal Information that apply to Human Resource management. On completion of this seminar, participants will be able to:

- Demonstrate an understanding of the impact of the Protection of Personal Information Act on the processing of HR information.
- Be able to communicate the key aspects of the Protection of Personal Information Act that impact HR
- Articulate the HR activities that require attention as a result of the Protection of Personal Information Act
- Clarify responsibilities of HR personnel involved in the processing of personal information
- Develop and implement a compliance framework for the protection of personal information in the HR function
- Perform a privacy impact assessment
- Develop a privacy plan for HR information
- Monitor the compliance framework for privacy in HR.

OUTLINE

Delegates will learn through discussion and practical examples how to prepare for and address the organisational, procedural, technical and legal requirements of the legislation for the Protection of Personal Information that impact Human Resources.

This course includes topics about:

- Overview and key components of the Protection of Personal Information Act
- Accountability for the processing of personal information
- Conditions for lawful processing of personal information
- Identifying personal information and the category of special personal information
- HR practices that do not comply with the Protection of Personal Information Act
- Good privacy practices of the HR staff
- The development, implementation and monitoring of the HR function's compliance.