

## COURSE OUTLINE - POPI INFORMATION OFFICER COURSE

### PROTECTION OF PERSONAL INFORMATION ACT

**DURATION:** 2 Days

**OVERVIEW:**

This 2-day Protection of Personal Information Act(POPI) training course provides candidates with an understanding of how to implement a full POPI compliance programme - ensuring that business systems are adequately stringent and secure. This comprehensive course enables candidates to develop their knowledge of the new POPI Act, whilst learning how to become an adept POPI Information Officer Controller, Processor, or advisor.

The POPI Act has been meticulously designed to enhance the security of Personal Information belonging to South African citizens in an age of ever-developing technology and sophisticated cyber-attacks. Hence, individuals are required to develop an extensive appreciation for the constituents of a continuous compliance programme, in order to initiate the overhaul of operational systems in organisations with a central data processing, storage, or monitoring function. Compliance with the stringent, prescriptive, but necessary POPI is imperative for the continuation of a business, in its entirety, as fines for non-compliance and possible jail sentence can be invoked. As the POPI Act is now legally enforced, it is more important than ever for businesses to demonstrate full POPI compliance as soon as possible.

The prescriptive Protection of Personal Information Act(POPI) will unify data protection laws and mechanisms across South Africa and its borders, to ensure the safety of personal data belonging to South African citizens. Hence, this POPI Information Officer course delineates the crucial steps that must be taken to ameliorate processing and storage systems, from Data Protection Impact Assessments (DPIAs) to optimising cloud storage and enhancing the efficiency of breach reporting operations. Candidates undertaking this course will be able to conduct a full appraisal of systems and data protection mechanisms, enabling them to identify areas for improvements within their business.

The regulation puts the security of South African citizens at the forefront of all processing activities - including granting individual natural persons new rights concerning access, portability, and data erasure, whilst holding organisations accountable for failing to adhere with the compliance requirements. Consequently, individuals performing the role of the Information Officer must be versatile, have comprehensive data protection awareness, possess careful consideration for the law, and be able to communicate with Supervisory Authorities and Data Subjects simultaneously. Hence,

this POPI Information Officer course enables candidates that are responsible for data protection to develop their versatile skill-set for this new adaptable and multifaceted role.

## **PROTECTION OF PERSONAL INFORMATION ACT – INFORMATION OFFICER OUTLINE**

This POPI Information Officer course covers the following topics:

- Demonstrating compliance with the POPI Act
- Planning for compliance - privacy compliance frameworks and gap analysis
- Legal requirements of the POPI Act
- Lawful Processing - rights and consent
- Data Processing for Marketing purposes
- Subject Access Requests
- Common data security failures, consequences, and lessons to be learnt
- Privacy principles in the POPI Act
- Data Protection Impact Assessments
- Personal Information Management Systems (PIMS)
- Data Breach reporting requirements
- Dealing with third parties and data in the Cloud
- International transfers
- Practical Implications of POPI Act
- Notification Obligations
- Protecting personally identifiable information
- Penalties for non-compliance
- The rights of data subjects
- Data controllers and processors - roles and responsibilities