

# The POPI Act in a nutshell

Presenter: **Lettie Janse van Vuuren CA(SA), RA, CBA(SA)**

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***The Protection of Personal Information Act***  
*Here's what you should know...*



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Feel free to ask your questions during the webinar in the chat, these will be addressed in the formal Q & A at the end of the presentation.

**Where appropriate, a **Q & A Summary** will be uploaded to your profile as soon as all answers have been documented.**



# Presenter

## Lettie Janse van Vuuren CA(SA), RA, CBA(SA)

- Lettie joined SA Accounting Academy in November 2017 as Head of Technical. She is a Chartered Accountant, Registered Auditor and Certified Business Accountant.
- She is a **professional trainer and webinar host**, and with her relaxed and humorous presentation style, she is able to hold the attention of an audience. She has a unique ability to communicate with delegates at their respective levels of knowledge and experience. Over the last 20 years, she has trained thousands of partners, managers, trainee accountants and other professionals.
- She is responsible for our MCLU (Monthly Compliance and Legislation Updates).
- She was the Professional Development Manager at SAICA for 4 years and in charge of accrediting new training offices and monitoring existing ones (including the moderation of training offices and trainee assessments).
- Lettie is passionate about improving the efficiency and standardisation at practices. She has extensive experience on a variety of technical and practical topics which she consults on, including: SAICA re-accreditation assistance and preparation, IRBA inspection assistance and preparation, audit file reviews (post-issuance monitoring and EQCR), Quality control implementation, other office-specific manuals, and FASSET skills development facilitation.



# WHAT'S ON THE AGENDA?

# Table of Contents

Module 1: Introduction & the Basics of POPIA

Module 2: The more “difficult” parts of the Act

Module 3: Obligations placed on Employers

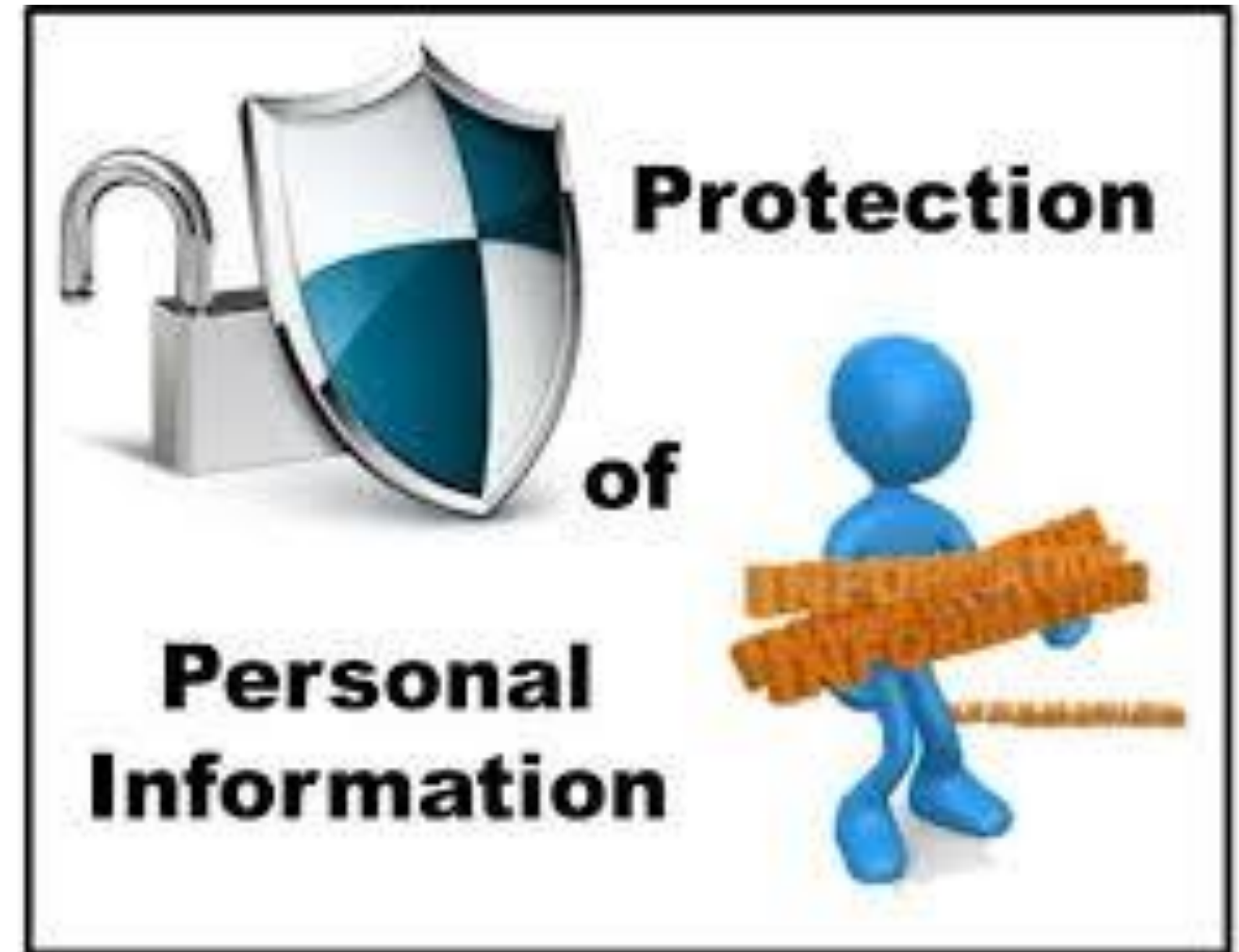
Module 4: Workplace Policies & Procedures

Module 5: What’s next?



# Today's Quote is a TRUTH

*“The more technology we bring into our lives, the more our privacy seems to slip away.”*



# MODULE 1

## INTRODUCTION & THE BASICS OF POPIA

# Introduction & The Basics of POPIA

The following items are dealt with here:

1. Introduction
  - POPI vs POPIA
2. What are the Objectives of the Act?
3. Who does the Act apply to?
  - Private body
  - Public body
  - Exclusions

# The Basics of POPIA

*(continued)*

## 4. The Role Players

- Data subject
- Responsible party
- Operator
- Information officer
- Information Regulator

## 5. What does it mean to “Process” information?

## 6. Which Type of Information is protected?

- What is included in “Personal information”?



# The Basics of POPIA

*(continued)*

7. Interaction with GDPR
8. Penalties and Fines
9. Other consequences of Non-Compliance with POPIA to consider
  - Impact on organisation
  - Impact on employee
  - Considerations for the auditors & accountants
10. The Information Regulator
11. Links to relevant Legislation



# MODULE 2

**THE MORE “DIFFICULT” PARTS OF THE ACT**

# The more “Difficult” parts of the Act

## Module 2

The following items are dealt with here:

1. The 8 Conditions for the Lawful Gathering and Processing of Personal Information
2. The Regulation of the Processing of Special Personal Information
3. Codes of Conduct issued by the Information Regulator
4. Procedures for Dealing with Complaints
5. Provisions Regulating Direct Marketing by means of Unsolicited Electronic Communication
6. General Enforcement of the Act

## MODULE 3

# OBLIGATIONS PLACED ON EMPLOYERS

# Obligations placed on Employers

## Module 3

The following items are dealt with here:

1. General Compliance with POPIA
2. Retention periods for personal information
3. Safeguarding the information that is collected

# MODULE 4

# WORKPLACE POLICIES & PROCEDURES



# Workplace Policies & Procedures

## Module 4

The following items are dealt with here:

1. Do we really need another Manual?
2. When and How to Ask for Consent under the POPIA
3. What steps will you have to take to comply?
4. How to start your POPIA Compliance Programme
5. Fast-Track your POPIA implementation
6. 10 Key Questions you should be asking

# MODULE 5

## WHAT'S NEXT??

# What's Next???

## Module 5

The following items are dealt with here:

1. Creating Trust in a Digital World
2. Information Governance
3. Knowledge is Power!
  - Helping you to help your clients with POPIA Compliance

# A few words by an Expert

Enjoy a short 15-minute  
presentation

by Jacques Klopper  
from Xtreme Systems

**POPI**



# QUESTIONS?





# Formal Q&A Session

We will now take a **quick comfort break** before we discuss some questions received during the webinar.

Remember: A Q&A summary will also be uploaded to your profile

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participation!**

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