

# The application of the Protection of Personal Information Act (POPI)



Get to grips with POPI before POPI gets you in a grip

## About this course

The course covers the eight conditions for the lawful processing of personal information, the duties and responsibilities of information officers and, especially the responsible party, as well as the relationship between the Protection of Personal Information Act (POPI) and three other important statutes. Finally the course deals with the expected impact of the Information Regulator and the enforcement aspects of the POPI Act on all and sundry.

Since it is a half-day course, participants are required to read the entire POPI Act before attending the course. Copies of the Act are easily obtainable on the Internet. As the POPI Act is divided into twelve chapters, having a total of 115 sections unevenly distributed per chapter and one schedule, the LEAD course concentrates on themes within the POPI Act.

## Course venue and date

**Midrand:** 11 July 2018 | **Duration:** 9:00 – 13:30

**Registration closure:** 04 July 2018

**Cape Town:** 23 July 2018 | **Duration:** 9:00 – 13:30

**Registration closure:** 16 July 2018

## Who should attend?

All employees from companies that process personal information – this includes, but is not limited to the financial sector, marketing, audit, risk, information technology, health care, banks, mobile networks and human resources sectors.

## Benefits of attending

- The POPI Act is a new act with stern provisions on how personal information should be processed. The Act regulates how local companies must secure personal information. It is the responsibility of companies to ensure that their staff understand the measures to be taken to protect information from unlawful access, loss or damage.
- This half-day course deals with a practical understanding and an efficient application of the POPI Act and its many requirements.

## Background of the POPI Act

On 19 November 2013 the South African Parliament assented to the Protection of Personal Information Act 4 of 2013. Its acronym is POPI – generally pronounced as ‘poppy’. Some

of its provisions came into effect on 11 April 2014. However the main provisions will come into effect when s 114 – transitional arrangements – is proclaimed. From that date all processing of personal information must conform to the POPI Act within one year of its commencement. It is uncertain when the POPI Act will be proclaimed. However, the European Union Parliament approved the General Data Protection Regulation (GDPR) on 14 April 2016.

The GDPR came into effect on 25 May 2018. The GDPR replaced the Data Protection Directive 95/46/EC. The GDPR is similar to the POPI Act in many respects. Recently the Information Regulator stated in the South African media that further POPI Act regulations were being drafted which would be available for comment by December 2018. Of course, whether the regulations will be available is pure speculation, but it serves to highlight the imminent advent of the POPI Act's commencement.

## Outline/content of the course

- An introduction to the rationale underpinning the concepts in the POPI Act.
- The eight conditions for lawful processing of personal information.
- The unenviable position of the responsible party.
- The relationship between the POPI Act, the PAIA, the Electronic Communications and Transactions Act 25 of 2002 (ECTA) and the Consumer Protection Act 68 of 2008 (CPA).
- The Regulator and the cat o' nine tails.

By the end of the course participants will be able to identify the key areas of concern for their own organisations – be they companies, partnerships or voluntary associations – and be in a position to manage the requirements of the POPI Act as well as the risks of non-compliance.

## Certification

LSSA LEAD awards a certificate for each course attended provided the participant has satisfactorily complied with the attendance and performance requirements and there are no fees outstanding.

## Registration

### Registration fee categories (VAT incl.)

**Practising attorneys, candidate attorneys, staff from a practising attorney's firm support staff:** R 1 600.00 per person  
**Non-practising attorneys/others:** R 2 120.00 per person

### How to register

Email the completed registration form as well as your EFT proof of payment to [Bettie@LSSALEAD.org.za](mailto:Bettie@LSSALEAD.org.za) or fax to 086 743 1942.

### Our bank details

**Account Holder:** Law Society of South Africa  
**Bank:** First National Bank  
**Branch:** Pretoria  
**Branch Code:** 251445  
**Account Number:** 6200 964 1079  
**Reference:** Popi/surname & Initials

## Enquiries

For more information about this course, email Bettie Lubbe on [Bettie@LSSALEAD.org.za](mailto:Bettie@LSSALEAD.org.za) or call (012) 012 441 4670.

## Please note

LSSA LEAD reserves the right to cancel a learning activity should the number of students not justify the costs involved. Registered students will be given reasonable notice of cancellation.

## Other LEAD product offers

LEAD is one of the largest providers of legal and professional education in South Africa and provides access to quality learning that is relevant, accessible, and affordable. LEAD offers an extensive range of learning activities and training options.

[Click here to view more training events for professionals.](#)

# REGISTRATION FORM: Protection of Personal Information Act (POPI) Course



Complete the form and e-mail it together with the following documents to [Bettie@LSSALEAD.org.za](mailto:Bettie@LSSALEAD.org.za)

- Copy of the participant’s identity document/passport.
- Proof of payment: All fees must be paid into the designated Law Society of South Africa (LSSA) bank account. The LSSA will not accept liability if fees are paid into any other bank account. The LSSA banking details are as follows:  
**Name of account: Law Society of South Africa | Bank: First National Bank (FNB) | Branch: Pretoria**  
**Branch code: 251445 | Account number: 62009641079**

If you do not receive confirmation of registration from LEAD within five working days, please immediately follow-up with **Bettie Lubbe** on [Bettie@LSSALEAD.org.za](mailto:Bettie@LSSALEAD.org.za) or (012) 441 4670.

A. City and course details											
Midrand		Course name: POPI Act						Course date: 11 July 2018			
Cape Town		Course name: POPI Act						Course date: 23 July 2018			
B. Applicant’s details											
Surname:						Full names:					
Preferred name:									Title:		
ID number:											
Race (for reporting purposes only):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Postal address:									Code:		
Employer:						Occupation:					
Qualifications:						Tel (w): (    )					
E-mail:						Cell:					
Special dietary requirements (if any):						If disabled, nature of disability:					
Where did you hear about the course?											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	If other, please specify:										
C. Employer details (NB: Complete this section only if the Applicant is being sponsored by his/her Employer)											
Firm/company name:											
Contact person:						Contact person’s e-mail:					
Tel: (    )				Contact person’s job title:							
Postal/docex address:									Code:		
Do you need an invoice?		<input type="checkbox"/>	<input type="checkbox"/>	If “yes”, enter employer’s VAT number:							
1. I, _____ (name of the employer’s authorised account signatory) hereby declare the above information to be correct. 2. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned applicant.										<b>NB: Company Stamp</b>	
_____ Employer Signature						_____ Date					

# REGISTRATION FORM (continued): Protection of Personal Information Act (POPI) Course



Name of Applicant: \_\_\_\_\_

## D. Payment Method

Payment by Electronic Funds Transfer (EFT):  by Employer  by Applicant Amount: R \_\_\_\_\_

**Account Holder:** Law Society of South Africa | **Bank:** First National Bank (FNB) | **Branch:** Pretoria  
**Branch Code:** 251445 | **Account Number:** 62009641079 | **Account Ref:** WDL; surname and initials

If payment is not received by LEAD within 7 days of sending this form, the registration will unfortunately be discarded.

## Cancellation

1. An applicant/employer who wishes to cancel must do so at least 7 (seven) working days prior to commencement of the selected course.
2. Cancellations must be done in writing and e-mailed to Bettie@LSSALEAD.org.za or faxed to 0867431942.
3. Confirmation of the cancellation will be confirmed via e-mail. Should a learner/employer not receive a cancellation confirmation from LEAD, it means that the cancellation request was not received and that he/she/the firm will still be held liable for the full course fee.
4. Learners who do not cancel and fail to attend the training will be held responsible for the full course amount.
5. LSSA/LEAD shall have the right in its sole discretion to postpone or cancel tuition in any programme initially advertised and offered on the basis of insufficient demand. Should this be the case, registered learners will be given reasonable notice of the cancellation and all fees paid by the learner will be refunded.

## General declaration

1. I agree that having registered for the \_\_\_\_\_ course, I am liable for the full course fee.
2. I understand that all fees must be paid to the designated Law Society of South Africa (LSSA) bank account only. The LSSA will not accept liability if fees are paid into **any other bank account**, i.e Law Society of the Northern Provinces.  
**Name of account: Law Society of South Africa** | **Bank: First National Bank (FNB)** | **Branch: Pretoria**  
**Branch code: 251445** | **Account number: 62009641079.**
3. I am familiar with the outcomes of the course specified above, and fully comprehend the specifics as explained in this document.
4. I acknowledge that payment needs to be made before attendance of the course.
5. I accept that a certificate will be issued only if I comply with the attendance and payment requirements.
6. I acknowledge that I have read and understood the above, and hereby, sign as proof.

I hereby agree to abide by all the terms and conditions relating to The Application of the Protection of Personal Information Act (POPI) Course as described in the website, brochure and registration form.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Course and registration queries: Bettie Lubbe | E: Bettie@LSSALEAD.org.za | T: 012 441 4670

Legal Education and Development | LEADers in training of legal professionals and support staff