

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



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

About the 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 in Midrand

Date : Tuesday, 30 October 2018

Time: 09:00 – +-13:30

Venue: The course will be held in **Midrand** and the venue will be confirmed upon confirmation of registration.

Lunch/tea/coffee will be provided.

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, 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

- 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 training 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 with the proviso the participant has satisfactorily complied with the attendance requirements and there are no fees outstanding.

What previous delegates said

- The Act was clearly explained in the simplest form
- It was interesting, the instructor taught us how to approach the Act instead of giving us a bunch of theory.
- Very informative with good practical examples
- Clear, concise and to the point
- The importance of the POPI Act was clearly explained
- Insightful, practical and exciting
- The speaker has very interesting approach, I learnt much more than what I expected
- Fascinating and reputable presenter – very experienced
- Easy to understand. Exceptionally helpful notes

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 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 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.

REGISTRATION FORM POPI ACT



Please complete the form in clear, block letters. Thereafter, please email the form, proof of payment and a copy of your ID document to your registration form must be e-mailed to bettie@LSSALEAD.org.za

A. Applicant's Details		
Surname:	Preferred Name:	Title:
Full names:	ID number:	Race:
Postal address		Code
Employer:	Occupation:	
Tel no (w): ()	Cell no:	
E-mail address:		
Special dietary requirements (if any):	If disabled, nature of disability:	
Where did you hear about the course? <input type="checkbox"/> SMS <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper <input type="checkbox"/> Employer <input type="checkbox"/> E-mail <input type="checkbox"/> Other		
If other, please specify:		
B. Employer Details (NB: Complete this section <u>only</u> if the delegate 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"/> Yes <input type="checkbox"/> No. If "yes", please provide the employer's VAT number: _____		
I, _____ (name of the employer's authorised account signatory) hereby declare the above information to be correct. I accept full responsibility for fees payable to the Law Society of South Africa for the above-mentioned applicant.		NB Company Stamp
_____ Employer Signature	_____ Date	
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		
Contact Bettie Lubbe at LEAD E-mail: bettie@LSSALEAD.org.za / Tel +27(0)12 441 4670 LEAD switchboard: Tel +27 (0)12 441 4600		

REGISTRATION FORM (CONTINUED) PAYMENT DETAILS: POPI

Surname and names of applicant:

C. Payment Details

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

Bank: First National Bank (FNB) **Account Holder:** Law Society of South Africa **Branch:** Pretoria

Branch code: 251445 **Account Number:** 62009641079 **Account Ref:** (CC Surname, Initials)

Terms and Conditions

Cancellation

1. No cancellations will be allowed within 5 working days prior to commencement of the training.
2. Cancellations must be done in writing and e-mailed to bettie@LSSALEAD.org.za or faxed to 086 743 1942.
3. Confirmation of the cancellation will be confirmed via e-mail. Should a learner not receive a cancellation confirmation from LEAD, it means that the cancellation request was not received. Learners should follow up ASAP or it will mean that he/she will be held liable for the full course amount.
4. Learners who do not cancel and fail to attend the training will be held responsible for the full course amount. The only exceptions are if the reasons for cancellation are one of the following:
 - Death of a close family member (death certificate should be submitted);
 - Severe medical condition which results in the participant no longer being able to continue with the course (medical certificate should be submitted);
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 the LSSA/LEAD cancel the proposed training, 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 POPI course, I am liable for the full course fee.
2. I am familiar with the outcomes of the course specified above, and fully comprehend the specifics as explained in this document.
3. I acknowledge that payment needs to be made before attendance of the course.
4. I understand that the fees must be paid to the designated LSSA bank account. The LSSA will not accept liability if fees are paid into any other bank account. Please see information above.
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 to all the above terms and conditions relating to the training

Applicant's Signature

Date