



## POPIA

# Practical Approach Towards Compliance (Includes Gap Analysis Tools, Policies and Associated Forms)

### Half Day Course

#### Module 1 – Key Compliance Requirements

- Lawful processing of personal information
- Rights of data subjects
- The 8 Conditions for the lawful processing of personal information
  - Accountability
  - Processing limitation
  - Purpose specification
  - Further processing limitation
  - Information quality
  - Openness
  - Security safeguards
  - Data subject participation
- Processing of special personal information
- Prohibition on processing personal information of children
- Transborder information flow
- Unsolicited direct marketing
- Operators
- PAIA Manuals

#### Module 2 – The Compliance Project

- Compliance projects – a practical approach
- Gap analysis toolkit (audit forms and interpretation of the outcome scorecard)
- Policies and associated procedures
- Draft policies (templates are made available in MS Word format for customization)
  - POPIA 1 Privacy Notice
  - POPIA 2 Personal Information Protection Policy
  - POPIA 3 Information Retention Policy
  - POPIA 4 Data Breach Policy
  - POPIA 4 form – Data Breach Register
  - POPIA 4 form – Data Breach Report
  - POPIA 5 Data Security Policy
  - POPIA 6 Data Subject Access Request (SAR)
  - POPIA 6 form – SAR form 1
  - POPIA 6 form – SAR Acknowledgement form 2
  - POPIA 6 form – SAR Receipt of ID form 3
  - POPIA 6 form – SAR More Time Required form 4
  - POPIA 7 PAIA Manual Template
  - POPIA 8 Draft clauses for consent forms (contracts, employees, customers)
  - POPIA 9 Draft Operator Agreement

#### Purpose of the course:

This course follows our popular POPIA course, providing guidance and the tools required to conduct a Gap Analysis and introduce preventative organizational measures such as compliance policies.

Attendees are provided with the tools to conduct a Gap Analysis to identify risks and take measures to ensure compliance.

Draft policy documents and associated forms are made available in MS Word format as part of the course material.



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Upon completion of the course delegates will be able to:

- Apply an understanding of key statutory processing and other requirements.
- Conduct a Gap Analysis.
- Introduce workplace policies aligned to key processing and other requirements.

The course will be useful for:

- Information Officers
- Deputy Information Officers
- POPIA compliance committee
- Managers / Supervisors
- HR Practitioners
- Business owners

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