

POPI ACT MADE EASY

VIRTUAL / IN-HOUSE TRAINING

PROTECTION OF PERSONAL INFORMATION (PoPI) ACT 4 OF 2013

INCLUDING THE **NEW** 2018 POPI REGULATIONS,
POPI MANUAL & POPI FORMS

EFFECTIVE IMPLEMENTATION DATE: 01 JULY 2020

POPI Compliance Manual Deadline 01 JULY 2021!

POPI Information Officer Registration commences 01 MAY 2021!

POPI ACT AND POPI REGULATIONS MADE EASY PROGRAMME

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| INTRODUCTION | WHAT ARE THE POPI TIMELINES FROM 01 JULY 2020? |
| SESSION 1: | THE APPLICATION OF POPI ACT |
| SESSION 2: | WHAT IS CONFIDENTIAL, PRIVILEGED AND PERSONAL INFORMATION? |
| SESSION 3: | KEY ELEMENTS TO UNDERSTAND WHEN PROCESSING PERSONAL INFORMATION |
| SESSION 4: | THE 8 CONDITIONS FOR LAWFUL PROCESSING OF PERSONAL INFORMATION INCLUDING INFORMATION OFFICER (IPO) |
| SESSION 5: | PROCESSING OF SPECIAL PERSONAL INFORMATION |
| SESSION 6: | PRIOR AUTHORISATION |
| SESSION 7: | CODES OF CONDUCT |
| SESSION 8: | DIRECT MARKETING |
| SESSION 9: | CASE LAW |
| SESSION 10: | OFFENCES, PENALTIES AND ADMINISTRATIVE FINES |
| SESSION 11: | BREACH OF POPI ACT – DOs AND DONTs OF POPI |
| SESSION 12: | POPI ACT IMPLEMENTATION CHECKLIST PRIVACY COMPLIANCE ROADMAP POPI INFORMATION FLOW MAP OPERATIONAL IMPLICATIONS OF POPI PRIVACY POLICY AND STATEMENT SAMPLE POPI MANUAL CONTENTS |



POPI ACT LITERACY TEST
Q & A SESSION IN ENGLISH + AFRIKAANS

YOU RECEIVE
4 hours formal CPD, CPD Certificate, Presentation Notes
Lucky Draw Prize Winner: Q&As on POPI and PAIA!

Presenters & Facilitators



DR ADV LEIGH HEFER
B.Sc. (Hons), LL.B (cum laude),
LL.M (magna cum laude) PhD



DR JOHN W HENDRIKSE
B.Com., MBA (cum laude)
CFA., PhD



MS JAYNE HUNTER-RHYS
Bachelor of Business Science
(Finance Hons CA stream,) UCT

PAIA MADE EASY

VIRTUAL / IN-HOUSE TRAINING

PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

INCLUDING THE **NEW** PAIA REGULATIONS, PAIA MANUAL AND PAIA FORMS

PAIA Manual Submission Deadline 30 June 2021!

PAIA MADE EASY PROGRAMME

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| INTRODUCTION | CULTURE, PURPOSE OF PAIA AND LIMITATIONS |
| SESSION 1: | APPLICATION OF PAIA AND KEY DEFINITIONS |
| SESSION 2: | RIGHT OF ACCESS TO RECORDS OF PUBLIC BODIES |
| SESSION 3: | ACCESS TO RECORDS OF PUBLIC BODIES |
| SESSION 4: | GROUNDINGS FOR REFUSAL OF ACCESS OF PUBLIC BODIES |
| SESSION 5: | RIGHT OF ACCESS TO RECORDS OF PRIVATE BODIES |
| SESSION 6: | ACCESS TO RECORDS OF PRIVATE BODIES |
| SESSION 7: | GROUNDINGS FOR REFUSAL OF ACCESS OF PRIVATE BODIES |
| SESSION 8: | PROCEDURE BY REQUESTERS |
| SESSION 9: | SECTION 51 PAIA MANUAL |
| SESSION 10: | PAIA FORMS |
| SESSION 11: | PAIA EXEMPTIONS |
| SESSION 12: | PAIA TIMETABLE |
| SESSION 13: | PAIA IMPLEMENTATION CHECKLIST |

PAIA LITERACY TEST

Q & A SESSION IN ENGLISH AND AFRIKAANS

LUCKY DRAW PRIZES!

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