Corporate Member

IACT-Africa ISASA member schools POPI Act compliance information sheet

The Protection of Personal Information (POPI) Act, No. 4 of 2013, demands a balance in keeping personal information private while making public information available, in line with the related legislation Promotion of Access to information Act (PAIA), No. 2 of 2000. Key Requirements of the POPI Act include that Personal Information be:

- Processed fairly and lawfully (condition 1);
- Obtained only for lawful purposes (condition 2);
- Adequate, relevant and not excessive (condition 2);
- Not kept for longer than necessary (condition 3);
- Not used in any manner incompatible with original purposes (condition 4);
- Accurate, where necessary kept up to date (condition 5);
- Processed in line with the rights of data subjects (condition 6);
- Notification when collecting data (condition 6);
- Kept secure – buildings, electronic and paper storage, media devices, access controls (condition 7);
- Adequate data subject participation and access (condition 8);
- Not transferred to countries outside of South Africa without adequate protection (chapter 9).

In practice these requirements have an impact on all aspects of the processes (from collection through to disposal) schools uses for paper and electronic records such as:

- Accounting records;
- All aspects of student, parent and staff records;
- Physical access to the school;
- Special personal information where additional rules apply;
- Use of CCTV and photographs;
- Web site content and usage.

IACT-Africa can support your school in achieving compliance with the POPI Act by providing a comprehensive POPI Compliance Toolkit and support services which have been approved by ISASA to:

- Effectively manage your POPI Act compliance activities;
- Conduct a range of compliance assessments;
- Implement remedial action, such as new and amended policies and contracts; training; processing activities changes; technology changes.

IACT-Africa helps ISASA member schools by

- Facilitating regional POPI compliance workshops;
- Supplying a comprehensive POPI compliance toolkit;
- Providing on-site compliance guidance.

To initiate your POPI Act compliance preparation project please contact:

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- Dr Peter Tobin petert@iact-africa.com or +27-83-922-3444
- And follow IACT-Africa on Twitter @sapopitalk;
- And visit www.iact-africa.com/popi.html

> **Benefits of POPI Act compliance include:**
> 1. Protection of your reputation by being pro-active in your POPI Act compliance activities
> 2. Providing reassurance to all your stakeholders that you take their right to privacy seriously, hence reinforcing your status as a trusted education partner
> 3. Showing a clear alignment between your school values and ethos and your management actions to support your school values
> 4. Creating the opportunity to tell a positive story to your stakeholders through your own media (self-published success story) and the possibility that your achievements will attract broader media attention
> 5. Demonstrating to your Governors and Trustees that the management of the school is exercising due diligence in your actions to ensure compliance with new legislation
> 6. By demonstrating to parents, guardians and sponsors that the young people in your care are being afforded the deserved respect to which the law entitles them
> 7. Demonstrating openness and transparency in the provision of information to which your stakeholders are entitled
> 8. Minimising the potential for financial loss from whatever source (alumni, donors, benefactors, fee payers, regulatory action) by demonstrating reasonable and appropriate steps have been taken to minimise security compromises where data loss is concerned.