



LAW SOCIETY
OF SOUTH AFRICA



COURSE IN

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

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



Why Choose LEAD?

With 30 years of experience, the legal education division of the LSSA understands the needs of a modern-day law practice. LEAD offers a wide range of top-quality and affordable courses, seminars and certificate programmes.

2017

**LEAD | Lifelong learning
towards a just society**

Legal Education and Development (L.E.A.D)

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Why attend the training

The Protection of Personal Information Act (POPI) 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.

The one day course conducted by the LSSA deals with a practical understanding and an efficient application of the POPI Act and its many requirements.

Date, time, venue and fees

Date : 19 October 2017

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.

Fees:

- Staff from a practising attorney's firm: R1 480
- Other professions: R1 980

Course Outline

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, and the relationship between the POPI Act and three other important statutes. Finally the course deals with the expected impact of the Regulator and the enforcement aspects of the POPI Act on all and sundry.

Since it is a one day course participants are required to read the entire POPI Act before attending the course. Copies of the POPI Act are easily obtainable on the Internet.

Although the POPI Act is divided into twelve chapters, having in all a total of 115 sections unevenly distributed per chapter and one schedule, the LEAD course concentrates on themes within the POPI Act.

Course outline

- 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 Promotion of Access to Information Act 2 of 2000 (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.

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 Resource Sectors.

What previous delegates said

- ✓ The Act was clearly explained in the simplest form
- ✓ Very informative with good practical examples
- ✓ Clear, concise and to the point
- ✓ The course was meaningful, informative and easy to follow and understand
- ✓ The importance of the POPI Act was clearly explained

Course information contact person

Bettie Lubbe: Tel: +27 (0)12 441 4670

Email: Bettie@LSSALEAD.org.za

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 section 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. No one knows when the POPI Act will be proclaimed. However, the EU Parliament approved the General Data Protection Regulation (GDPR) on 14 April 2016 with a commencement date of 25 May 2018. The GDPR replaces the Data Protection Directive 95/46/EC. The GDPR is similar to the POPI Act in many respects. So, if the POPI Act is proclaimed on 24 May 2017, its commencement date would coincide with the GDPR commencement date. Of course, this is pure speculation. But it serves to highlight the imminent advent of the POPI Act's commencement.

The POPI Act creates eight conditions for the lawful processing of personal information. The POPI Act also provides for a balancing of the interests between protection of and access to personal information. The POPI Act sets up an Information Regulator and generally attempts to follow similar legislation in other countries like Canada and the United Kingdom and regions like the European Union. From the perspective of a requester for access to personal information the POPI Act is hamstrung by its linkage to the Promotion of Access to Information Act 2 of 2000 which latter Act is a nightmare for any person seeking access to information. But from the perspective of having personal information protected, the POPI Act – if correctly applied – is very effective.

Our Bank details

Account Holder: **Law Society of South Africa**
Bank: First National Bank (FNB)
Branch: Pretoria
Branch code: 251445
Account Number: **62009641079**
Account Ref: **POPI/surname & Initials**

Closing date for registration

Registration closes one week prior to commencement of the course

Please Note

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

How to register

1. Complete the registration form on pages 4 and 5 and email it to bettie@LSSALEAD.org.za together with a copy of your ID/passport and the proof of payment
2. If you do not receive confirmation of registration from LEAD within five business days, please follow up with Bettie Lubbe on (012)441 4670
3. Note that for communication purposes, it is important to supply us with all your contact details. LEAD will be unable to confirm a registration without an e-mail address

Payment must be made before attending the course and can be done via electronic bank transfer, direct bank deposit or credit card. No cash can be accepted.

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

About the Law Society of South Africa (LSSA)

The LSSA is the umbrella body for the attorneys' profession in South Africa. Its mission is to uphold and protect the values and principles of the Constitution, the rule of law and the independence and integrity of the attorneys' profession.

Legal Education and Development (LEAD), the educational division of the LSSA, is responsible for the management of the course, in order to assist in achieving the LSSA's mission in advancing legal compliance, to protect various professionals as well as the general public.

Please turn over for registration form to be returned to annelie@LSSALEAD.org.za.

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 only 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. A learner 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 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 _____ 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.
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 Commercial Drafting workshop.

Applicant's Signature

Date