

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



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

## About this 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

**Midrand:** 15 March 2019 | **Duration:** 9:00 – 13:30/14:00  
The venue will be confirmed upon confirmation on 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.

## Presenter

**Nicholas J Tee** is an advocate with more than twenty years' experience in legal training. His approach is to explain legal concepts clearly and how those may be adopted in practice and adapted to clients' needs. His previous courses dealt with the POPI Act, PAIA, PAJA, land reform and the Law of Contract.

## 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. Draft regulations on the substantive aspects of the POPI Act are still to be published.

## Outline/content of the course

- 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.
- The December 2018 regulations.

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, advocates and other staff from attorneys' firms:**  
R1 775.00 per person
- **Non-practising legal practitioners/others:**  
R2 270.00 per person

### How to register

1. Complete registration form on pages 4 and 5.
2. Email your completed form, proof of payment and copy of ID/Passport to [bettie@LSSALEAD.org.za](mailto:bettie@LSSALEAD.org.za).
3. Space is limited and registration is on a first-come first-serve basis. Unfortunately no space can be reserved without receipt of payment.
3. Registration closes one week prior to the commencement of the course.

For more information on this course, email Bettie Lubbe on [Betty@LSSALEAD.org.za](mailto:Betty@LSSALEAD.org.za) or call (012) 441 4670 (direct) or 441 4600 (switchboard)

Please note: LSSA/LEAD reserves the right to cancel a learning activity should the number of participants not justify the costs involved.

### 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

### Closing date for registration

Registration closes 08 March 2019.

## About the Law Society of South Africa

The Law Society of South Africa (LSSA) brings together the Black Lawyers Association, the National Association of Democratic Lawyers and provincial attorneys' associations, in representing the attorneys' profession in South Africa.

From March 2019, the LSSA is governed by a House of Constituents comprising 27 practising attorneys. [Click here to view the LSSA constitution.](#)

Legal Education and Development (LEAD), the educational division of the LSSA, is responsible for the management of the course.

With 30 years of experience, LEAD is well placed to understand the needs of a modern-day law practice. A wide range of top-quality courses, seminars and certificate programmes are offered which are designed to give legal practitioners the knowledge and skills to manage their practices successfully.

## Other LEAD product offers

LEAD is one of the largest providers of legal and professional education in South Africa and provides access to quality learning that is relevant, accessible, and affordable. LEAD offers an extensive range of learning activities and training options.

[Click here to view more training events for professionals.](#)

# REGISTRATION FORM:

## Protection of Personal Information Act (POPI) Course



Complete the registration form digitally or in clear, block letters. Please email the form, proof of payment and a copy of your ID document to Bettie@LSSALEAD.org.za. Registration closes **one week prior to commencement**.

### A. Participant's details

Surname:						Initials:			Title:		
Preferred name:						Race (for reporting purposes):					
ID number:											
Postal address:									Code:		
Employer:						Occupation:					
Tel (w): (    )						Cell: (    )					
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"/> Internet		<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 participant.

_____ Employer Signature										_____ Date		<b>NB: Company Stamp</b>	
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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.

# PAYMENT DETAILS:

## Protection of Personal Information Act (POPI) Course



Surname and initials of participant:

### 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:** POPI, Surname, Initials

### Terms and conditions

1. A delegate who wishes to cancel must do so 7 (seven) or more working days prior to the commencement of the training. You may send a substitute in your place. A completed registration form for the substitute must be forward to LSSA/LEAD for the attention of Bettie Lubbe.
2. Cancellations must be done in writing and e-mailed to [Bettie@LSSALEAD.org.za](mailto:Bettie@LSSALEAD.org.za).
3. You may transfer once at no additional cost to another training program with the proviso that it is not in the 7 (seven) day period as stipulated above.
4. Confirmation of the cancellation will be e-mailed to you. Should a delegate not receive a cancellation confirmation from LSSA/LEAD, it means that the cancellation request was not received. Delegates should follow up ASAP or it will result in full liability of the training amount.
5. Delegates who do not cancel and fail to attend the training will be held responsible for the full course amount.
6. LSSA/LEAD shall have the right in its sole discretion to postpone or cancel training in any programme initially advertised and offered based on insufficient demand. Should LSSA/LEAD cancel the proposed training, registered delegates will be given reasonable notice of the cancellation and all fees paid by the delegate will be refunded.
7. Registration is on a first come first serve basis. If payment is not received within 7 days of sending the registration form, the registration will unfortunately be discarded.

### General declaration

1. I am familiar with the outcomes of the training specified above and fully comprehend the specifics as explained in this document.
2. I acknowledge that payment needs to be made before attendance of the training.
3. I understand that all fees must be paid to the designated LSSA bank account only. The LSSA will not accept liability if fees are paid into any other bank account.

Name of account: Law Society of South Africa | Bank: First National Bank (FNB)

Branch: Pretoria | Branch code: 251445 | Account number: 62009641079

4. I acknowledge that I have read and understood the above, and that submission of this registration form constitutes acceptance of the Terms and Conditions and hereby, sign as proof.

I, hereby agree to abide to all the above terms and conditions relating to the above.

Applicant's Signature

Date

Course and registration queries: Bettie Lubbe | E: [Bettie@LSSALEAD.org.za](mailto:Bettie@LSSALEAD.org.za) | T: 012 441 4670

Legal Education and Development | LEADers in training of legal professionals and support staff