

THE PROTECTION OF PERSONAL INFORMATION

SIXTH -SEVENTH AUGUST 2015-BIRCHWOOD EXECUTIVE HOTEL,JOHANNESBURG.

Gavin Weinman



Consultant at Weiman Legal and Management Consulting. He is a writer, trainer and consultant with a background in law economics, business and philosophy - Weiman Legal Consulting and Contract Centric Management. Gavin Weinman is a highly experienced attorney (non-practising), consultant and training facilitator, with extensive

(over 25 years) legal experience and (over 10 years) business consulting and training facilitation experience. Gavin has been providing legal and contract centric consulting services, training and skills transfer services to commercial business, public entities and other consulting organisations and training organizations. His special area of interest is contracting and the law and its relationship to business and the economic world. Gavin is the originator of Contract Centric Management (tm). Weiman is a non practicing Attorney transitioned to a consulting and training environment. Consulting and Training facilitation areas included all aspects of litigation and commercial contracts

ALISON LUCY LEE



Alison Lee currently is an admitted lawyer who is a member of the South African Law Society.

Compliance Consultant and Processor

Alison runs a successful legal compliance consultancy company, which provides advice and opinion on regulatory and compliance related issues. She also trains lawyers and business people on the laws which apply to their operations, has developed and offers as a one stop

compliance solution, under the name and style, Lee's Compliance, a dedicated legal compliance on line portal which houses a wide range of compliance related material and information which is customized to suit a clients particular purpose. CEO - CLASA: Alison holds the position of Chief Executive Officer of the Corporate Lawyers of South Africa (CLASA) which association represents the in house and corporate counsel profession in South Africa - an appointment that was effective 1 October 2004.

CURRENT AREAS OF EXPERTISE

Corporate Governance, Compliance and Risk

Compliance and Risk Software & Tools

Consumer Protection Laws, Company Law and Franchise laws

INTRODUCTION

P.O.P.I

POPI establishes a framework of rights and duties which are designed to safeguard personal information. The framework balances the legitimate needs of organisations to collect and use personal information for business and other purposes against the right of individuals to have their personal information kept private and safeguarded. POPI applies to both public and private bodies. Compliance with POPI is not a tick-box exercise. It is also not just an IT, legal or compliance function within an organisation. POPI is applicable to all aspects of an organisations business. It is necessary that all staff are aware of, and adhere to, the conditions for the lawful processing of personal information. Personal information is everywhere in an organisation and in order to protect the organisation from non-compliance, and the penalties associated therewith, it is necessary for all staff members to receive some form of training. This course is therefore highly relevant to both public and private bodies.

The course offers an in-depth analysis of the present legal framework, a detailed explanation of the key concepts and principles, and an interactive format to ensure that delegates have a working knowledge of the principles around protection personal information. The course aims at presenting practical explanations and tools allowing delegates to develop or further enhance the professional skills necessary to be a top-performing protection of personal information professional. Numerous practical examples, combined with a high level of interactivity, will provide delegates with all they need to know about the protection of personal information in theory and in practice, as well as an insight into how to handle the myriad issues that arise in the workplace on a daily basis in such a challenging and quickly developing work environment.

The course is based on presentations, case studies, exercises and guided discussions and each delegate will receive an electronic version of the booklet entitled "A practical guide to the Protection of Personal Information Act."

Researched and Organised by:



Sardonix Training

THE PROTECTION OF PERSONAL INFORMATION

OBJECTIVES

The course will offer an explanation of the protection of personal information legislative framework, key concepts and principles of privacy. It will present delegates with all of the knowledge necessary for them to be able to apply their knowledge in the workspace.

The objective is to give delegates an expert working knowledge so that they can go back to their places of employment and play a pivotal role in ensuring that their organisations know the importance of, and do everything necessary to become compliant with, the provisions of the Protection of Personal Information Act 4 of 2013 ("POPI").

KEY LEARNING OUTCOMES

- Delegates gain a working understanding and knowledge of POPI
- Delegates will be able to play a key role in their organisation when it comes to making the organisation POPI compliant
- Through having a solid understating of the legal requirements of POPI, having had discussions, and worked thought some examples, delegates will be able to become POPI 'champions' in their respective organisations.
- Delegates gain a clear understanding that POPI affects all persons personally as well as all organisations

WHO SHOULD ATTEND

POPI will affect everyone, be it in their working environment or in their personal capacity. This is not a piece of legislation that will affect just a few persons in an organisation. It will affect everyone. No matter what job a person does, or what position they hold in an organisation, they will come into contact with personal information. An organisation should therefore ensure that all employees receive some form of POPI training.

This course will be of particular interest to those working in the areas of:

- Compliance
- Customer Data
- Data Protection
- Fraud
- Government Affairs
- Information Security
- Investigations
- I.T.
- Legal
- Marketing
- Privacy
- Regulatory Affairs
- Risk Management

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SETA Accreditation No: 4027

Dear Delegate

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THE PROTECTION OF PERSONAL INFORMATION

DAY ONE - OUTLINE

INTRODUCTION

- What is POPI?
- Background to POPI
- Key concepts and definitions
- Application of POPI

ACTIVITY: Guided discussion on what constitutes personal information and when does POPI apply

- **The eight conditions for the lawful processing of personal information**
 - Accountability
 - Processing limitation
 - Purpose specification- the purpose of collected information and applicable principles
 - Further processing limitation
 - Information quality
 - Openness
 - Security safeguards
 - Data subject participation
 - What does your organisation need to do to become POPI compliant

ACTIVITY: Case studies and practical strategies for implementing POPI

- The processing of special personal information (including children)
- What is special personal information?
- Prohibition on processing special personal information
- Exemptions concerning:
 - Religion or philosophical beliefs;
 - Race;
 - Trade union membership;
 - Data subject's political persuasion;
 - Data
 - Subject's health or sexual life;
 - Data subject's criminal behaviour

How to process special personal information

ACTIVITY: Guided discussions and examples

- Exemption from applying the information protection conditions
- Authorisation and justifications
- How to apply for an exemption
- Activity: Guided discussions

Notification of processing and prior notification

- Types of information that need Regulator approval before processing
- Notifications of processing
- Registration process
- Failure to notify
- Investigations
- How do you notify?

Activity: Guided discussions

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THE PROTECTION OF PERSONAL INFORMATION

DAY TWO - OUTLINE

ADMINISTRATION OF THE ACT

- Information protection regulator
- Information protection officer
- Powers & duties of Regulator and Information Protection Officer
- Roles and duties
- Appointment of information officer

ACTIVITY: Guided Discussions And Examples

Codes of Conduct:

- Issuing of codes of conduct
- Process for issuing Codes
- Notification, availability and commencement of a Code
- Procedure for dealing with complaints
- Review of codes
- Effect of failure to comply with a Code

ACTIVITY: Guided Discussions And An Example Of A Code

Rights of data subjects regarding direct marketing by means of unsolicited electronic communications, directories and automated decision making

- Direct marketing by means of unsolicited electronic communications
- Directories
- Automated decision making
- Impact on current processes

ACTIVITY: Guided Discussions And Examples

Transborder information flows

- Transfer of personal information outside the Republic
- Risks of not complying and managing transborder information flow
- Contracts and processes which should be implemented

ACTIVITY: Guided Discussions And Contract Example

Enforcement and sanctions

- Complaints to the Regulator
- Warrants
- Information notices
- Civil remedies

ACTIVITY: Guided Discussions

General provisions

- Regulations
- Transitional arrangements

Other legislation affected by POPI

Further questions and answers

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REGISTRATION FORM

PLEASE CHOOSE DATES

6 -7 AUGUST 2015-BIRCHWOOD EXECUTIVE HOTEL, JOHANNESBURG.

Book & pay before the start of the training and get a free PC tablet



**R 8 999 .00 Excl VAT
Per Delegate**

COMPANY DETAILS:

Company Name: _____

Company Address: _____

Post Code: _____ Country: _____

Tel: _____ Fax: _____

Authorising Signatory:

Name:(Mr/Mrs/Ms): _____

Designation: _____

Tel: _____ Fax: _____

Email: _____

Signature: _____

Please register the following delegates:

Delegate 1:

Name:(Mr/Mrs/Ms): _____

Designation: _____

Tel: _____ Fax: _____

Email: _____

Name:(Mr/Mrs/Ms): _____

Designation: _____

Tel: _____ Fax: _____

Email: _____

Name:(Mr/Mrs/Ms): _____

Designation: _____

Tel: _____ Fax: _____

Email: _____

Name:(Mr/Mrs/Ms): _____

Designation: _____

Tel: _____ Fax: _____

Email: _____

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Fax: 086 263 1693

Cell: +27 84 013 9292

Email: vuyisa@sardonixy.com
regist@sardonixy.com

Bank transfers can be made to the following account

Account Holders: Sardonix investments pty

Bank: Nedbank

Branch: Edenvale

Swift Code: NEDSZAJJ

Branch Code: 19104200

Account Type: Business Enabler

Account Number: 107 389 7230

By signing and returning this registration form, the authorizing signatory on behalf of the stated company accepts responsibility for the payment and is subject to the following Terms & Conditions of this contract

Delegate Substitutions-Delegate substitutions are welcome at any time. Please notify SARDONIX Training in writing of any changes.

Delegate Cancellations-All delegates' cancellation must be received in writing and are subject to the following conditions: For any cancellations received 7 working days before the start of a training course will issue a credit voucher for the value paid to be used for up to one year from current events from the date of issue for any future training.

Delegate has to choose a future course to attend within 7 working days from receiving the credit voucher and the course year calendar. For any cancellations received less than 7 working days before the date of training course, the full fee will be payable and no refunds or credit voucher will be given if a registered delegate does not cancel or fails to attend the training course, this will be treated as a cancellation and no refund or voucher will be issued

Transfers:

Transfer requests must be made in writing 7 days before the start of the event SARDONIX Training Substitutions. Please note that speakers and topics were confirmed at the time of publishing Training Cancellation and Postponement In the event that SARDONIX Training cancels an event, delegate's payments at the date of cancellation will be credited to a future SARDONIX Training event. In the event that SARDONIX Training postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a credit voucher representing payments made towards a future SARDONIX Training event. SARDONIX Training shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed. For purposes of this clause, a fortuitous event shall include, but not be limited to fire, labour strike, extreme bad weather or other emergency.

Please note that speakers, venue and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitutions, alterations, change of venue or cancellations of the speakers and, or topics. As such, SARDONIX Training reserves the right to alter the advertised speakers, venue or course content if necessary. Any substitutions or alterations on the topics, course content, or venue will be updated on our web page as soon as possible or given to the delegates before the commencement of the workshop. The content that is altered or substituted shall remain within the same advertised field of training.

This course has been awarded 2 CPD points