



PROTECTION OF PERSONAL INFORMATION ACT (POPIA)



Course Information

Course Name	Protection of Personal Information Act (POPIA)
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Legal and Compliance
Course Duration	One day
Cost of Course	R2 700,00 per delegate (excluding 15% VAT)

Course Overview

Privacy is the constitutional right of everyone in South Africa and is entrenched in the "Bill of Rights". The Protection of Personal Information Act 4 of 2013, gives effect to this constitutional right of privacy by requiring safeguards for personal information processed by public and private bodies. Non-compliance may have serious consequences. The course provides delegates with an overview of the POPIA and the significant obligations placed on individuals identified as the "responsible parties" and "information officers".

POPI Act

Who Should Attend?

- Legal practitioners, all employees from companies that process personal information this includes, but is not limited to the financial sector, marketing, auditing, risk management, information technology, health care, mobile networks and human resources sectors
- Both the public and private sectors, NGO's, SMME's, listed and unlisted companies.
- Anyone that is interested in learning the basics about POPI and how it affects their business.

Course Objectives

- Articulate the requirements of the Protection of Personal Information Act
- Demonstrate an understanding of the conditions for the lawful processing of personal information
- Identify the technical and organisational measurements necessary for protecting personal information
- Describe the various roles and the responsibilities of the personnel who should be concerned about the protection of personal information
- Identify the effort required to meet the requirements of the Protection of Personal Information Act and the conditions for lawful processing personal information contained therein.

Benefits

- Reach within organisation
- Improved knowledge
- Ability to protect your privacy and personal information
- Ability to set rules for what others do with your personal information
- Ability to provide you with rights and actions you can take against those who do not follow the POPIA.

Course Content

<p>Course Modules</p>	<ul style="list-style-type: none"> • Overview of the legislation for the Protection of Personal Information • The purpose of the POPIA • How does POPIA apply to individuals • How does POPIA apply to and organisations • Key POPIA terminology • How to differentiate between personal and other data • What personal information is exempt from the Act • What Processing entails • Summary of the eight conditions for the lawful processing of personal information • Direct marketing and POPIA • Consequences of non-compliance • How is the Act similar to the EU's General Data Protection Regulation – or the GDPR
<p>Certification</p>	<ul style="list-style-type: none"> • All delegates who finish the assessment with a score of 60% or higher will receive a certificate of competence. • Delegates who score lower than 60% will receive a certificate of attendance.
<p>Assessments</p>	<ul style="list-style-type: none"> • There will be an assessment at the end of the course. • Delegates have to complete the assessment with a minimum score of 60% to receive a certificate of competence. • Delegates who score between 40% and 59% will get a second attempt at the assessment. • Delegates who score lower than 40% or fail the second attempt, will need to repurchase the course. • Delegates will receive an attendance certificate regardless of a pass or fail.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental and Quality (SHEQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:

- ISO and SHEQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHEQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of International Standards.
- ISO, Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing.