

# Become Compliant with the Protection of Personal Information Act

## Implementation Master Class

Establishing best practices for complying with POPI, PAIA and FICA

**Course dates:** 7 & 8 October 2019

**Venue:** The Park Inn Radisson, Sandton, Johannesburg

# POPI



### Why you cannot miss this master class?

"Processing" personal information includes collecting, collating, storage, modification, merging, updating, dissemination and usage of data and information. The means of doing so include electronic communication, which means any text, voice, sound or image message sent over an electronic communications network.

The POPI Act will test your business from the granular to the macro issues.

Compliance will have an impact on the processes, technology and manner in which employees handle and process personal information. The Act provides for a one-year implementation time frame.

The Chairperson of the Information Regulator wants to have POPI fully active from 2018.

So, has your business appointed an Information Officer? Have they started working on the following:

- An Awareness Process for staff members;
- A Promotion of Access to Information Act (PAIA) Manual Update;
- Internal Systems to Process Requests;
- Measures and Standards; and
- A Compliance Framework?

The expert trainer



**Manie Bezuidenhout**  
Compliance Consultant-Data  
Privacy and Information Security  
**EZ Comply**



### No law or ordinance is mightier than understanding

*Plato*

This training has been endorsed by

**The Information Technology Association (ITA)**

All ITA members will receive a 15% discount.



The Information Technology Association (ITA), founded in 1934, is the official trade and employer body of the Information Technology Industry in South Africa. An ICT Industry body that represents more than 200 companies concerned with the supply of information technology equipment, systems, software and services.

**Services SETA Accreditation No: 12169**

### By the end of the course, delegates will be competent in:

- The impact of the POPI Act on the Human Resources department
- The obligations of responsible parties
- The role and responsibilities of Information Officers
- Managing service providers, contractors and 3rd parties
- How to perform assessments of compliance with the POPI Act
- GRC failures predicted for 2019
- Unpacking Sec.19 & the "Rule of Reasonability"
- Risk assessments components & the "Russian Roulette Rule"
- Sarbanes Oxley Standards
- Generally Accepted Privacy Principles (GAPP)
- Generally Accepted Information Security Principles (GAISP)
- KING IV Code of Governance
- Data Privacy and Information Security Policy

### Training methodology

- The most up to date learning principles and methods are used.
- The role of the facilitator is to ensure that participants integrate facts, concepts, principles, techniques, strategies, actions, responses and all other elements into effective job performance.
- You will receive compliance documentation under the different Legislations.
- Certificate upon completion of the course

Book for 1 September 2019 and get a 10% discount.



### Gadget

All attendees will take home a Virtual Reality Headset suitable for Any smart phone with a screen size between 4 to 6 inches.

**We are a B-BBEE Level 1 service provider**

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**POPIA – High level alignment for practical applications**

- Purpose of the act
- Information- the “X” factor in other legislation
- Interaction with other legislation
- Interaction with other legislation (cont.)
- Application of the act
- Juristic persons
- Who must comply?
- Impact areas of the POPI act
- 18 Basic things you need to know
- Commencement date
- Personal Information (PI)
- Role players
- Key definitions
- What is “processing” of PI?
- What needs to be complied with
- Permissible grounds for processing PI
- What is “consent”?
- Rights of data subjects
- Conditions for lawful PI processing
- Regulator authorisation requirements
- Prior authorisation notification to regulator
- Failure to notify for authorization
- Impacts on direct marketing
- Restrictions on directories
- Confidentiality
- Role of the Information Officer
- Establishing the Information Officer & Deputies/IMC
- The POPI team within the body
- Management and control areas
- Management and control actions
- Enforcement process-initiation
- Enforcement process-overview
- Powers of the regulator
- Matters exempt from search and seizure
- Appeals
- Consequences of non-compliance
- Educating employees
- Protected Disclosures Act & “Whistle Blowing”
- “CLEAR SCREEN, CLEAR DESK” principle
- Data breach statistics
- GRC failures predicted for 2019
- Summary of “Do Not’s”
- Finding answers to your questions
- POPIA-adding value to the company
- What you should be doing now?

End of day one

**Provision Research** would like to thank everyone who has helped with the research and organisation of this event, particularly the speaker who has kindly committed and supported the event.

**Who should attend?**

Anyone tasked (or involved) with complying with POPI within their company. Legal advisors (corporate lawyers or in-house lawyers) – to provide good legal advice on privacy issues.

- CIOs and IT Managers – to manage ICT.
- IT Operators – to ensure that ICT operates within the bounds of POPI.
- IT and Data Security officers – to secure ICT and personal information.
- IT Governance officers and specialists – to govern ICT.
- Information officers – to balance access to and protection of information. To stay out of jail.
- Marketing Managers – to market in accordance with the law.
- Compliance officers – to effectively comply with privacy laws.
- Auditors and assurance providers (internal and external) – to audit and provide assurance regards privacy.
- Risk Officers and Managers – to manage privacy risks.
- HR and Payroll Managers – to ensure that the personal information of employees is protected.
- Credit Managers – to ensure that personal information of creditors and debtors is protected.
- Pension Fund Trustees – to ensure that the personal information of beneficiaries is protected. Directors (executive and non-executive, CEOs and FDs) – to discharge their legal duties and direct the course of the organisation, especially direct.

**What did past delegates say about this training?**

“This course provided us with insight into how to go about complying with POPI Act in simple steps **Pioneer Foods**

“I found this training very useful because I can apply them immediately to my company’s policies,” **Telkom**

“Interesting and very informative with many useful compliance guidelines.” **Standard Bank**

“I am very impressed. This is the best POPI practical course I have ever attended” – Mrs Amanda Grobler, Financial Officer, **Lombard Insurance Company**

**Training timings for the two days**

0800	Welcome and registration
0830	Morning session begins
1000 – 10:30	Morning refreshments and break
1200	Luncheon
1300	Afternoon session begins
1500 - 1530	Afternoon refreshments and break
1630	Course concludes

**In-House training solutions**

If you have a number of delegates with similar training needs, then you may wish to consider having an In-House Training Solution delivered locally on-site at your company. Courses can be tailored to specific requirements.

**Contact:** Arusha Dasrath **Tel:** 011 7023327

**Email:** ad@provisionresearch.co.za

## POPIA - Risk mitigation & practical applications for compliance requirements

- Compliance approaches
- Unpacking POPIA Sec.19 & the "Rule of Reasonability" \*
- POPIA in the context of IT-GRC
- POPIA related rules, codes and standards
- Threats to information security
- Threat types
- Trans border transfers of PI
- Storage of PI & the "CLOUD"
- CLOUD storage risks
- Access to information process requirements
- Information security breaches
- Notification of security compromises
- Passwords
- Disposal of redundant info
- Implementing POPIA into policies & procedures
- Summary of policies that may be relevant
- Acceptable use of assets
- Acceptable use guidelines & policy
- E-Mail use guidelines
- Internet usage
- Mobile Devices (BYOD)
- Personnel policies
- Affected personnel documentation
- Employment procedures & contracts
- Root causes of data breaches
- Information "Security Chain" weaknesses
- Components for a compliance program for your company
- "Threat" vs "Risk" in Information Security
- Privacy Impact Assessments (PIA)
- POPIA - the "Risk Cornerstones"
- Risk relationships
- Mitigation of identified PI risks
- Implementing risk assessments & quick wins
- Risk assessment components
- The "Russian Roulette Rule" & "Murphy's Law"
- "Russian Roulette" & "Risk Assessment"
- Assessing compliance needs
- Implementation strategies & policies
- Positioning of IT in the compliance process
- IT-GRC
- IT Governance vs IT Management
- IT Governance & management frameworks
- Framework coverage areas
- Sarbanes Oxley Standards
- Generally Accepted Privacy Principles (GAPP)
- Generally Accepted Information Security Principles (GAISP)
- KING IV Code of Governance
- Cobit 5
- ITIL
- ISO 38500
- ISO 27002
- COBIT 5 vs. ISO 38500

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- Basic implementation process
- Compact compliance process overview
- Implementation process cycle
- Role of the ISO 27002 Standard
- Statement of Applicability (SOA)
- ISMS scope
- ISMS process & "Plan-Do-Check-Act"
- Identification & classification of PI
- Monitoring and surveillance
- Encryption
- Third party management & control under POPIA Sec.21
- POPIA and the use of "Operators"
- Business continuation planning & disaster recovery

End of training

### About the course facilitator

Manie is a former banker with more than 30 years' experience in various specialised fields of expertise in the Financial Sector, including financial and related legal compliance for companies that needed financial packaging and project finance.

The specialised fields also included marketing, management of legal accounts, granting of credit and conducting turn-around strategies for business rescue operations, as well as training interventions for employees in different segments of the banking industry.

He is also a Commercial Industrial Specialist with a Dip.CIS Diploma and is an accredited constituent assessor/facilitator for the Bank and Services Setas, with accreditation to assess against more than 100 different unit standards.

Manie currently focuses and consults on the practical components of compliance with inter alia the Amended FICA/POCA/POCDATARA legislation and since 2009 the current POPIA legislation with regards to the design and facilitation of all the necessary compliance documentation and policies, compliance gap-assessments, information security risk assessments, awareness training for personnel and management and primary implementation of policies, standards and procedures, etc. He also works in selected association with relevant subject-matter specialists when required and has built up an extensive network in the areas of Data Privacy, Information Security, Business Continuation and Disaster Recovery, implementation of the ISO 27001/38500 Standards, Statement of Applicability, Prevention of Fraud and Corruption, Personnel Policy alignments, 3<sup>RD</sup> party management, etc.

Manie is presenting and facilitating both English and Afrikaans informational and training seminars and workshops since 2011 on the practical implications of the POPIA requirements, both in-house and public and can tailor-make the presentations to suit requirements and timeframes of different types of Responsible Parties according to specific industry sectors. He is also currently engaged in the physical executing of the prescribed Information Officer role in a virtual/external capacity for some companies and do practical coaching for designated Information Officers and supporting Information Management Committees (IMC's) along with his on-going consultation and facilitation services in support of company management structures, drawing on his practical experience and research in the complicated POPIA and other related legislation compliance fields since 2009.

# Registration Form

POPIA Code: CT09

To register for the course please review the programme, complete this form immediately and fax or email back to our:

**Register Now Contact:** Arusha **Tel:** 011 7023327

**Fax:** +27 (0) 86 501 0472

**Email:** ad@provisionresearch.co.za

**Provision Research and Events**

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North Estate, Carlswald,  
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<b>Name:</b>
<b>Company:</b>
<b>Job Title:</b>
<b>No of delegates:</b>
<b>Contact no:</b>
<b>Email address :</b>
<b>Date:</b>
<b>Company VAT no:</b>
<b>Training Location</b>
<b>Signature:</b>



### Training fees

Full training per delegate @ R6 995

There is an additional surcharge of R550 per delegate per day for halaal and kosher meals.

Please tick option below

Halaal  Kosher

### Group bookings

Bring 3 delegates or more and get a 15% discount.

### Early bird

Book before 29 August 2019 and get a 10% discount.  
ITA Members get a 15% discount.

### Payment:

An Invoice will be issued once the registration of the delegate/s is completed. Full payment is then required from receipt of invoice.

### Payment Method:

Please indicate your choice of payment method

#### ■ Cheque

Made payable to **Provision Research and Events -**  
This should be a bank guaranteed cheque  
or

#### ■ Bank Transfer

<b>1. Delegate name:</b>
<b>Job Title:</b>
<b>Contact no:</b>
<b>Email address :</b>
<b>2. Delegate name:</b>
<b>Job Title:</b>
<b>Contact no:</b>
<b>Email address :</b>
<b>3. Delegate name:</b>
<b>Job Title:</b>
<b>Contact no:</b>
<b>Email address :</b>
<b>4. Delegate name:</b>
<b>Job Title:</b>
<b>Contact no:</b>
<b>Email address :</b>

### Terms & Conditions:

1. Fees are inclusive of programme materials, refreshments, lunch and gifts and NOT accommodation.
2. Payment Terms: Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice. After signing this registration form this becomes a legal and binding contract between your organisation and Provision Research and Events. A receipt will be issued on payment. Due to limited conference space, we advise early registration to avoid disappointment. A 50% cancellation fee will be charged under the terms outlined below. We reserve the right to refuse admission if payment is not received on time.
3. Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the event are allowed. Substitutions between 14 days and the date of the event will be allowed subject to an administration fee of equal to 10% of the total fee that is to be transferred. Otherwise all bookings carry a 50% cancellation liability immediately after a signed sales contract has been received by **Provision Research and Events** (as defined above). Cancellations must be received in writing by mail or fax four (4) weeks before the conference/training is to be held in order to obtain a full credit for any future **Provision Research and Events**. Thereafter, the full training fee is payable and is non refundable. The service charge is completely non-refundable and non-creditable. Payment terms are five days and payment must be made prior to the start of the conference. Non payment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that **Provision Research and Events** will not be able to mitigate its losses for any less than that of the total contract value. If, for any reason, **Provision Research and Events** decides to cancel or postpone this training, **Provision Research and Events** is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The training fee will not be refunded, but can be credited to a future training. Event program content is subject to change without notice.
4. Copyright etc: All intellectual property rights in all materials produced or distributed by **Provision Research and Events** in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is prohibited.
5. Data Protection: Client confirms that it has requested and consented to **Provision Research and Events** retaining client information on **Provision Research and Events** database to be used by **Provision Research and Events** and passed to selected third parties, to assist in communicating products and services which may be of interest to the client.
6. Important note. While every reasonable effort will be made to adhere to the advertised package, **Provision Research and Events** reserves the right to change event dates, speakers, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that **Provision Research and Events** permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to 12 months to be used at another **Provision event**. No refunds, part refunds or alternative offers shall be made.
7. Governing law: This Agreement shall be governed and construed in accordance with the law of Gauteng and the parties submit to the exclusive jurisdiction of the South African Courts in Gauteng. However, **Provision Research and Events** only is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.

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