



SMART
CUSTOM TECHNOLOGY
automating the mundane

POPI Act Overview

Training Workshop

Prerequisites: a basic understanding of dealing with confidential information, HR experience. 1 Day workshop.



POPI Act Overview

An understanding and awareness of the POPI Act is essential for every individual who processes confidential information in an organisation. To advise on the requirements, how to meet these and sustain compliance. This workshop focuses on:

- An overview of the POPI Act
- Best practices in related Organisations
- Analysis of an Organisation's current status
- Investigation on non-conformances, and plan to address these with sustainable, automated solutions
- Duties and responsibilities of Information Officers and Deputy Information Offices
- Registering of Information Officers and Deputy Information Officers
- Drafting and implementing an awareness campaign for all staff on the importance of compliance and the consequences of non-compliance
- Compliance Checklists and example of an automated system
- Introduction to the Information Regulator's website
- Case studies, role plays and group discussion

COURSE OVERVIEW

A comprehensive overview of the POPI Act detailing its purpose, the impact it will have on areas of the business and key players and how to become and remain compliant.

ASSESSMENT

A written assessment with a minimum pass rate of 70%

BENEFITS

Awareness and implementation toolkits for the POPI Act with a thorough understanding of the requirements, roles and responsibilities of Information Officers and Deputy Information Officers. A thorough understanding of the importance of compliance and the consequences of non-compliance.

WHO SHOULD ATTEND

- Managers
- HR Practitioners