

<b>POPI ACT COMPLIANCE POLICY</b>	Revision No.: V.03
	Date: 23 November 2023
Document No.: QMS/POL/0017	Next Review Date: 01 June 2024

## 1. Introduction

[Meyiswa Training Academy] (hereafter referred to as "the Institution") is committed to protecting the privacy and personal information of its students, staff, parents, and other stakeholders. This policy outlines our commitment to comply with the Protection of Personal Information Act (POPIA) in South Africa. The policy also references relevant laws and regulations applicable within the country.

## 2. Definitions

*2.1 POPIA:* The Protection of Personal Information Act, 2013.

*2.2 Data Subject:* Any person whose personal information is processed by the Institution.

*2.3 Personal Information:* Any information relating to an identified or identifiable natural person as defined in Section 1 of POPIA.

*2.4 Responsible Party:* The Institution, which determines the purpose and means for processing personal information.

*2.5 Operator:* A third party who processes personal information on behalf of the Institution.

## 3. Compliance Framework

The Institution has implemented a comprehensive compliance framework to ensure adherence to POPIA and other relevant laws and regulations pertaining to the protection of personal information in South Africa, including but not limited to:

Page Number:	Page 1 of 5	Date Completed:	01 June 2021
Status:	Version 03	Last Revision Date:	23 November 2023
Review:	01 June 2024	Approved:	01 December 2023
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*3.1 Constitution of South Africa (Act 108 of 1996)*

*3.2 Electronic Communications and Transactions Act (ECTA) (Act 25 of 2002)*

*3.3 Promotion of Access to Information Act (PAIA) (Act 2 of 2000)*

*3.4 Consumer Protection Act (CPA) (Act 68 of 2008)*

#### **4. Scope**

This policy applies to all employees, contractors, agents, and any other individuals who process personal information on behalf of the Institution.

#### **5. Principles for Processing Personal Information**

The Institution shall adhere to the following principles when processing personal information:

*5.1 Accountability:* The Institution takes responsibility for ensuring compliance with POPIA and related legislation.

*5.2 Lawful Processing:* Personal information shall only be processed in a lawful and transparent manner, with the knowledge and consent of the data subject, where required.

*5.3 Purpose Specification:* Personal information shall only be collected for specific, explicitly defined purposes and not further processed in a manner incompatible with those purposes.

*5.4 Minimization:* The Institution shall ensure that personal information is adequate, relevant, and limited to what is necessary for the intended purpose.

*5.5 Accuracy:* Reasonable steps shall be taken to keep personal information accurate, complete, and up-to-date.

Page Number:	Page <b>2</b> of <b>5</b>	Date Completed:	01 June 2021
Status:	Version 03	Last Revision Date:	23 November 2023
Next Review Date:	01 June 2024	Approved:	01 December 2023
<i><b>*Our policies are renewed after every 6 months</b></i>			

*5.6 Storage Limitation:* Personal information shall be retained for no longer than necessary to fulfill the specified purposes unless required by law or legitimate business reasons.

*5.7 Integrity and Confidentiality:* Appropriate technical and organizational measures shall be implemented to safeguard personal information against unauthorized access, disclosure, alteration, loss, or destruction.

*5.8 Data Subject Participation:* Data subjects have the right to access their personal information held by the Institution and request corrections or removal as per applicable legislation.

## **6. Responsibilities**

### *6.1 Responsible Party (The Institution):*

- Designate an Information Officer responsible for POPIA compliance within the Institution.
- Conduct privacy impact assessments (PIAs) when introducing new systems/processes involving personal information.
- Implement security measures to protect personal information from unauthorized access or disclosure.
- Ensure employees receive appropriate training on POPIA compliance.

### *6.2 Operators:*

- Process personal information strictly in accordance with instructions received from the Institution.
- Maintain appropriate security measures to protect personal information.

## **7. Breach Management**

Page Number:	Page 3 of 5	Date Completed:	01 June 2021
Status:	Version 03	Last Revision Date:	23 November 2023
Next Review Date:	01 June 2024	Approved:	01 December 2023
<i>*Our policies are renewed after every 6 months</i>			

In case of a data breach or any other incident compromising personal information:

7.1 Follow internal incident response procedures promptly.

7.2 Notify affected individuals and/or regulatory authorities as required by applicable laws and regulations.



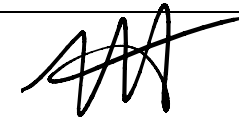
## 8. Review and Updates

This policy will be reviewed periodically to ensure ongoing compliance with POPIA and related legislation. Any updates or amendments to this policy will be communicated to all relevant stakeholders.

### References:

- Protection of Personal Information Act, 2013 (No. 4 of 2013)
- Constitution of South Africa (Act 108 of 1996)
- Electronic Communications and Transactions Act (ECTA) (Act 25 of 2002)
- Promotion of Access to Information Act (PAIA) (Act 2 of 2000)
- Consumer Protection Act (CPA) (Act 68 of 2008)

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COURSE DELIVERY POLICY				
RECORD OF REVIEW		SIGN OFF	Version	NOTES
Review Date	23 November 2022		01	
Review Date	23 November 2023		02	
Review Date	01 June 2024		03	

Page Number:	Page 4 of 5	Date Completed:	01 June 2021
Status:	Version 03	Last Revision Date:	23 November 2023
Next Review Date:	01 June 2024	Approved:	01 December 2023
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Document Number: QMS/POL/0017

Document Name: QMS – Course Delivery (Facilitation) Policy

Page Number:	Page <b>5</b> of <b>5</b>	Date Completed:	01 June 2021
Status:	Version 03	Last Revision Date:	23 November 2023
Next Review Date:	01 June 2024	Approved:	01 December 2023
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