

## **Policy on The Protection of Personal Information Act** **No. 4 of 2013 - ("POPIA"/"POPI")**

This policy applies to *Die Dameskring*, further referred to as "the organisation", and its members wherever their operations are conducted.

This policy applies to information relating to identifiable individuals, in terms of the Protection of Personal Information Act, 2013 (POPI Act).

### **The purpose of this policy is to enable the following:**

- a) Comply with the POPI Act in respect of the specific information that it holds;
- b) Protect the organisation's members and other individuals involved; and
- c) Protect the organisation from the consequences of a breach of its responsibilities.

### **The policy states that the organisation and its members will:**

- a) Adhere to legislation as per the POPI Act;
- b) Protect and respect personal information of members, affiliates and service providers;
- c) The organisation will conduct training where applicable in terms of the POPI Act; and
- d) The organisation will secure all information as protected under the POPI Act.

### **Identifying of risks:**

- a) Breach of confidentiality within the organisation regarding any personal information to a third party;
- b) Not consulting with members, affiliates or service providers regarding consent to safeguard and/or use personal information;
- c) Not ensuring that all safeguards and or programs in electronic systems are up to date and valid;
- d) Not ensuring the safeguarding of physical documents that include personal information;
- e) Not appointing an information officer or a deputy information officer (when applicable); and
- f) Poor access control to areas where personal information is stored.

### **Appointment of the information officer:**

- a) An information officer will formally be appointed and will receive a full duty list as part of the appointment;
- b) The information officer will only report to the Executive Committee, regarding the POPI Act; and

- c) Only the information officer will handle requests regarding the disclosure of personal information, with the proper consent.

**Obtainment of consent where applicable in terms of the POPI Act:**

- a) The organisation will obtain written consent from members and other where applicable regarding the handling of personal information in terms of the POPI Act; and
- b) Written consent will be obtained from members and or service providers where applicable or via a recording or other electronic or computerised system.

**Processing and or archiving of all data regarding personal information:**

- a) All personal information will be handled confidentially when processed;
- b) All information will be securely filed in a lockable area;
- c) All computerised systems or cell phones that are used in the processing of data will be equipped with a valid virus program that will be fully licenced and updated on a daily basis;
- d) Documentation that include personal information will be disposed of, when not applicable anymore, in a secure manner to ensure that personal information is not distributed to any third party; and
- e) Neither the organisation or members may disclose any personal information of any member, affiliates or service provider to any third party without written consent.

**Review of processes, procedures, etc.:**

- a) The organisation will regularly review its procedures, systems, etc. to ensure that all records are correct and correctly used; and
- b) Electronic programs or systems will be updated to ensure relevancy and that it function properly.

**Security Systems**

- a) The organisation will ensure that access control is implemented to all areas where personal information is stored;
- b) The organisation will ensure that all electronic systems and or computers are equipped with valid and updated virus programs; and
- c) Only authorised employees may be involved in the evaluation and implementing of security systems to ensure that all systems are running properly.

**The organisation has the right to request the following personal information to conduct operations, with the proper consent**

- a) Full names of the member
- b) ID Number
- c) Home address
- d) Contact details
- e) Any other personal information relevant to the organisation

**General training to members regarding the POPI Act**

- a) The organisation will ensure that all members are informed to understand the reason for the POPI Act;
- b) The organisation will ensure that all members fully understand the risks when a member disclose personal information, without the relevant consent;
- c) Updated information will be given to members when relevant; and
- d) The information officer will take responsibility for more detailed training to members that have direct access to personal information of members, affiliates or service providers to fully understand the parameters of the POPI Act.

**Breach in the securing of data**

- a) The organisation will inform all relevant parties if there is a breach in the securing of personal data of any member;
- b) The organisation will inform all relevant parties if there is a breach in the securing of personal data of any affiliate or service provider; and
- c) The organisation will inform the Information Regulator, where applicable if there is a breach in the securing of any personal data.

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