

## Privacy in the Workplace

To enable senior leaders to understand the requirements of South Africa's privacy legislation and steps to ensure compliance

**Target participant:** Line managers and in particular, HR, IT and Finance

**In-person / online:** Either | **Duration:** 1 day

### Content

- Overview and obligations arising from the Protection of Personal Information Act ("POPIA")
- Overview and obligations arising from the Promotion of Access to Information Act ("PAIA")
- Key concepts in POPIA
- Documents and processes for POPIA compliance
- Role of the POPIA Policy
- Data protection and IT processes
- Employee requests for data
- Implications for non-compliant organisations

### Outcomes

Managers understand the purpose and obligations arising from POPIA and the steps they need to implement to ensure their organisation is compliant.