

POPI ACT

Information requests, information officers and safeguarding of data

The [Protection of Personal Information \(POPI\) Act](#) stipulates how sensitive personal data need to be managed. This relates to individuals, donors, suppliers, employees, beneficiaries and anyone who shares personal information with us in emails, invoices, databases or printouts.

1. Purpose of the Act

- give effect to the constitutional right to privacy, by safeguarding personal information when processed by a responsible party, subject to justifiable limitations that are aimed at:
 - o balancing the right to privacy against other rights, particularly the right of access to information; and
 - o protecting important interests, including the free flow of information within the Republic and across international borders;
- regulate the manner in which personal information may be processed, by establishing conditions, in harmony with international standards, that prescribe the minimum threshold requirements for the lawful processing of personal information;
- provide persons with rights and remedies to protect their personal information from processing that is not in accordance with this Act; and
- establish voluntary and compulsory measures, including the establishment of an Information Regulator, to ensure respect for and to promote, enforce and fulfil the rights protected by this Act.

This Act does not apply to the processing of personal information solely for the purpose of journalistic, literary or artistic expression to the extent that such an exclusion is necessary to reconcile, as a matter of public interest, the right to privacy with the right to freedom of expression.

2. Information requests

Personal information may not be shared with any third party (except where it is legally required) without the person's written consent. If we share personal information with a third country or international organisation, we will state how that information will be safeguarded. Should you wish to access specific records, please complete this [form](#) and send it back to the Information Officers.

3. Information officers

Information Officer: Amelia Pretorius, Communication Officer

Deputy Information Officer: Litha Magida, Operations Officer

4. Safeguarding of data

The integrity and confidentiality of personal information is protected against anticipated threats and unauthorised access by employing security safeguards that are reasonable and appropriate to the identified risks and the sensitivity of the information. These safeguards include the following:

Organisational measures:

- The Information Officer (IO) and Deputy Information Officer (DIO) takes overall responsibility for the security of all SI information.
- The IO and DIO ensures that appropriate measures are in place to safeguard technology infrastructure, networks and systems.
- Safekeeping and security responsibilities are included in the responsibilities of employees working with personal information and they have to adhere to information security laws, policies, plans and procedures.
- Security incidents are reviewed and reported on.

Physical measures:

- Access to facilities and equipment is controlled.
- Access points are limited with provision for physical security controls, such as window bars and security doors.
- Access is controlled and monitored through manned guarding at the entrance of the SI.

Technical measures:

- Agreements concluded with third parties include the protection of the integrity and confidentiality of information by the third parties.
- Risks are assessed during the development of new applications and systems, when changing existing systems, when changing business processes and when areas of concern are identified.
- Risk to the ICT infrastructure, networks and systems is managed through vulnerability and threat testing and awareness, audit controls, incident management and security awareness training.

Similar safeguards are required from service providers, suppliers, business partners and funders who receive personal information from or on behalf the SI during the course of their relationship with us.