



POPI COMPLIANCE



INFORMATION OFFICER TRAINING
COURSE OUTLINE & ESTIMATED TIMELINE

COURSE TOPICS

Module	Topic
1	An overview and background of POPI
2	Defining the different categories of personal information and special personal information.
3	Explaining the different methods of “processing” personal information
4	The appointment, role and duties of the information officer and deputy information officer/s
5	How to develop a compliance framework
6	How to conduct a personal information impact assessment
7	How to develop a Section 14 & 51 (POPI & PAIA) manual
8	Creating internal and external POPI policies
9	Conduct an internal awareness programme with internal stakeholders
10	The Information Regulator & Reports



ESTIMATED TIMELINE

DESCRIPTION	ESTIMATED TIMELINE
Module 1, 2 & 3	Week 1
Module 4 & 5	Week 2
Module 6 & 7	Week 3
Module 8, 9 & 10	Week 4



- This course is designed to be completed in your own time.
- The above estimated timeline is just to give you a framework to pace yourself. You are allowed to complete the course in a longer timeframe.
- Module 5- 9 of the course is practical and would require participants to apply their knowledge learnt in the first half (Module 1-4).
- There will be two live 30- 40 minute Q&A sessions via zoom (at the end of week 2 and week 4.
- There is also a Forum Group where participants can also post questions throughout the course.
- Each participant that completes all 10 Modules receives a certificate of completion.

Requirements to complete the Course

- To ensure that you complete the Course without much hassle. You will need a computer to access the course material. Although our platform is mobile responsive. You will have a better experience using a computer.
- Recommended Browser: Google Chrome
- You need user credentials and a password to access the Course material.
- You may update your profile by completing the profile details and uploading a picture of yourself.
- You may also change your password under account information.



EDIT PROFILE

EDIT YOUR PROFILE BY SELECTING “PROFILE” UNDER THE MENU LIST ON THE NAVIGATION BAR. UPDATE YOUR PROFILE ACCORDINGLY.

- Learn Online
- Legal Resources
- Forums
- Members
- Groups
- Events
- How to Manual

COMPLETE YOUR PROFILE
100% Complete

- Details 3/3
- Profile-Photo 1/1
- Gover-Photo 1/1

LATEST UPDATES

- Chaya posted an update 9 months ago
- Chaya posted an update 9 months ago
- Chaya posted an update 9 months ago
- Chaya posted an update 9 months ago
- Chaya posted an update 9 months ago

SHARE OUR PLATFORM
Sign-up
www.chayalegal.co.za

Varonique Philander
@Varonique • Joined February 2020
3 followers 0 following

Profile Membership Timeline Connections 1 Groups 1 Courses 6 Photos Forums

View Profile [Edit Profile](#)

Details

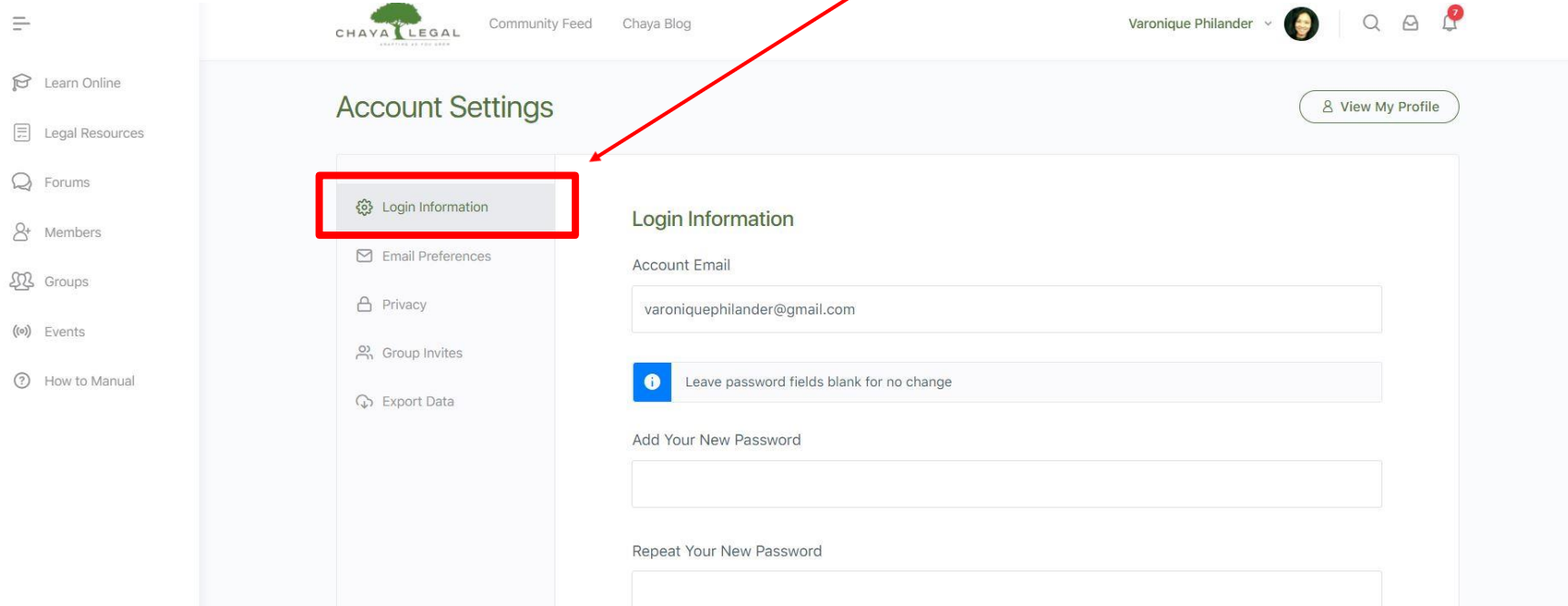
First Name	Varonique Philander
Last Name	Philander
Nickname	Varonique

Your Business



CHANGE PASSWORD

CHANGE YOUR PASSWORD BY SELECTING “ACCOUNT” UNDER THE MENU LIST ON THE NAVIGATION BAR. SELECT LOGIN INFORMATION AND CHANGE YOUR PASSWORD ACCORDINGLY.



The screenshot displays the Chaya Legal website interface. On the left, a navigation menu lists various options: Learn Online, Legal Resources, Forums, Members, Groups, Events, and How to Manual. The main content area is titled 'Account Settings' and features a sidebar with several tabs: Login Information (highlighted with a red box and a red arrow), Email Preferences, Privacy, Group Invites, and Export Data. The 'Login Information' section is active, showing the 'Account Email' field with the value 'varoniquephilander@gmail.com'. Below this, there is an information icon and the text 'Leave password fields blank for no change'. Further down, there are two empty input fields labeled 'Add Your New Password' and 'Repeat Your New Password'. The top of the page includes the Chaya Legal logo, 'Community Feed', 'Chaya Blog', and a user profile for 'Varonique Philander' with search, mail, and notification icons.



ACCESS ONLINE COURSE

**CLICK ON THE ONLINE COURSE TAB
ON THE MENU BAR**

The screenshot shows the Chaya Legal website interface. On the left, a vertical menu bar contains several options: 'Learn Online' (highlighted with a red box), 'Legal Resources', 'Forums', 'Members', 'Groups', 'Events', and 'How to Manual'. The main content area displays three course cards. The first card is 'STARTING AN EMPLOYMENT RELATIONSHIP' with 3 lessons and 0% completion. The second card is 'Take the Leap to Launch program' with 20 lessons and 86% completion. The third card is 'INFORMATION OFFICER TRAINING IN TERMS OF THE...' with 11 lessons and 50% completion. A red box highlights the third course card. A red arrow points from the 'Learn Online' tab to the course cards, and another red arrow points from the 'Information Officer Training' card to the right.



**THEN SELECT THE POPI
INFORMATION OFFICER
TRAINING COURSE &
START**

COMPLETING THE LESSONS

USE THESE ARROWS TO NAVIGATE THROUGH THE LESSONS

- Learn Online
- Legal Resources
- Forums
- Members
- Groups
- Events
- How to Manual

INFORMATION OFFICER TRAINING IN TERMS OF THE POPI ACT

50% Complete
Last activity on February 15, 2021

INTRODUCTION

- Aim of the Course ✓

MODULE 1 - AN OVERVIEW OF THE PR...

- The Background and Basic concepts... ✓

MODULE 2 - DEFINING PERSONAL INF...

- Defining the different categories of pe... ○

MODULE 3- DEFINING THE TERM "PR...

- Explaining the different methods of "p... ○

INFORMATION OFFICER TRAINING IN TERMS OF THE POPI ACT > Defining the different categories of personal information and special personal information

LESSON 3 OF 11

In Progress



Defining the different categories of personal information and special personal information

February 12, 2021

POPI defines personal information as information relating to **identifiable individuals** or **existing legal entities**.

POPI provides an unexhaustive list of the types of information that would be regarded as personal information in terms of the Act.

POPI further classifies personal information like religious or philosophical beliefs, race or ethnic origin etc. as "**special personal information**" which prohibits a responsible party from processing such information unless it is processed in specific circumstances.

This lesson specifically covers the different categories of personal information and special information as set out in the Act.



FORUM GROUP

**CLICK ON THE FORUM TAB
ON THE MENU BAR**

CHAYA LEGAL
Community Feed Chaya Blog

Varonique Philander

Forums

- Learn Online
- Legal Resources
- Forums**
- Members
- Groups
- Events
- How to Manual

Private: POPI Information Officer Training

No Discussions

Private: Take the leap to launch group

We are all pretty much at the same point right now but we will all be growing at...

8 months, 2 weeks ago

What are the most stressful parts of running your business?

Is it getting paid what you are owed? Or maybe getting your service providers to stick to their...

11 months, 3 weeks ago



**THEN SELECT THE POPI
INFORMATION OFFICER
TRAINING GROUP &
SUBSCRIBE TO POST
AND VIEW DISCUSSION
QUESTIONS**