**PROTECTION OF PERSONAL INFORMATION ACT, 2013**

**APPOINTMENT AS INFORMATION OFFICER – SECTION 55**

In terms of 55 of the Act, *COMPANY NAME,* is required to appoint an Information Officer to developed, implemented, monitored, and maintain a POPI Compliance Framework.

As the appointed Information Officer, you must ensure that -

1. a compliance framework is developed, implemented, monitored, and maintained;
2. a personal information impact assessment is done to ensure that adequate measures and standards exist to comply with the conditions for the lawful processing of personal information;
3. a manual is developed, monitored, maintained and made available as prescribed in sections 14 and 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
4. internal measures are developed together with adequate systems to process requests for information or access thereto; and
5. internal awareness sessions are conducted regarding the provisions of the Act.

You shall upon request by any person, provide copies of the manual to that person upon the payment of a fee to be determined by the Regulator from time to time.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the appointment as set out above and confirm my understanding of the duties involved.**

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| **Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PROTECTION OF PERSONAL INFORMATION ACT, 2013**

**APPOINTMENT AS DEPUTY INFORMATION OFFICER – SECTION 55**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Information Officer of, *COMPANY NAME* hereby appoints \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as a Deputy Information Officer.

Furthermore, I hereby delegate to you the following powers, duties and responsibilities as conferred or imposed on me by POPIA and PAIA;

1. a compliance framework is developed, implemented, monitored, and maintained;
2. a personal information impact assessment is done to ensure that adequate measures and standards exist to comply with the conditions for the lawful processing of personal information;
3. a manual is developed, monitored, maintained and made available as prescribed in sections 14 and 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
4. internal measures are developed together with adequate systems to process requests for information or access thereto; and
5. internal awareness sessions are conducted regarding the provisions of the Act.

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature – Information Officer Date** |
| **Kindly confirm your acceptance of this appointment by completing the following:** |
| **ACCEPTANCE**  **I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand the responsibilities of the appointment as detailed above and confirm my acceptance.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature Date** |