

POPIA POLICY

OF

Draftpro Consulting

(Pty) Ltd

Registration number:

2024/405866/07

Version	Version 1
Publishing Date	July 2024
Last Review Date	June 2024
Frequency of Review	Annual or when required
Next Review Date	June 2025

TABLE OF CONTENT

1. INTRODUCTION TO THIS PRIVATE BODY	3
2. PURPOSE AND APPLICATION	4
3. POPIA AND PAIA INFORMATION OFFICER	4
4. PERSONAL INFORMATION COLLECTED, HELD AND PROCESSED	5
5. SAFEGUARDING OF PERSONAL INFORMATION	6
6. ACCESS AND CORRECTION OF PERSONAL INFORMATION.....	6
SECTION 50 – ACCESS TO INFORMATION	6
REQUESTS FOR RECORDS	6
THE REQUEST FEE; ACCESS FEE AND/OR DEPOSIT	7
DECISION ON REQUEST	7
GROUNDS FOR REFUSAL	7
RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST.....	8
7. WITHDRAWAL OF CONSENT AND OBJECTION TO PROCESSING	9
8. AMENDMENTS.....	9
9. AVAILABILITY AND ACCESS TO DOCUMENTATION	9
10. INFORMATION PRESCRIBED	9
11. DATA BREACH NOTIFICATION	9
12. EMPLOYEE PERSONAL RECORDS	10
13. DISCIPLINARY MEASURES.....	11
14. ANNEXURE A: PERSONAL INFORMATION REQUEST FORM	13
15. ANNEXURE B: POPI COMPLAINT FORM.....	15
16. ANNEXURE C: POPI NOTICE AND POPI CONSENT FORM.....	17
17. ANNEXURE D: EMPLOYEE CONFIDENTIALITY AND CONSENT.....	19
18. ANNEXURE E: INFORMATION OFFICER APPOINTMENT LETTER	22
19. ANNEXURE F: DEPUTY INFORMATION OFFICER APPOINTMENT LETTER	24
20. ANNEXURE G: DEPUTY INFORMATION OFFICER DELEGATION	25
21. ANNEXURE H: DATA BREACH REGISTER	26
22. ANNEXURE I: GUIDANCE NOTE ON INFORMATION OFFICERS AND DEPUTY INFORMATION OFFICERS AS SUPPLIED BY THE INFORMATION REGULATOR	

This Policy sets out the obligations of **Draftpro Consulting (Pty) Ltd** regarding the protection of personal information and the rights of employees, clients, business contacts, etc. (data subjects) in respect of their personal information under The Protection of Personal Information Act ("POPIA"). The Protection of Personal Information Act means legislation and regulations in force regulating the use of personal information.

This Policy sets the company's obligations regarding the collection, processing, transfer, storage and disposal of personal information. The principles and procedures set out herein must be followed at all times by the company, its employees, or other parties working on behalf of the company.

1. INTRODUCTION TO THIS PRIVATE BODY

We are registered as a Private Company and our primary business is Consulting and administration in all aspects.

Contact details	Section 51 (1) (a)
Name of private body:	Draftpro Consulting (Pty) Ltd
Registration Number:	2024/405866/07
Entity type:	Private Company
Income tax number:	9038810314
VAT number:	
PAYE number:	7180829154
Directors:	Yolande Buys,
Physical address:	1st Floor, Block B, Eagle Canyon Office Park C, Corner Christiaan De Wet & Dolfyn Street, Randpark Ridge, Randburg, 2169

Postal address:	1st Floor, Block B, Eagle Canyon Office Park C, Corner Christiaan De Wet & Dolfyn Street, Randpark Ridge, Randburg, 2169
Telephone:	+27713098879
Cell phone number:	+27713098879
E-Mail:	yolande@draftproconsulting.com
Website:	

2. PURPOSE AND APPLICATION

The purpose of this policy is to ensure compliance with POPIA and complying with the relevant principles ensuring that personal information is processed lawfully without adversely affecting the rights of the client (data subject). This policy demonstrates Draftpro Consulting (Pty) Ltd commitment to protect our clients' privacy rights.

This policy applies to everyone (management, employees, volunteer, and other persons acting on behalf of the firm). This policy must be read with POPIA as well as the Draftpro Consulting (Pty) Ltd PAIA Policy as required by the Promotion of Access to Information Act (Act 2 of 2000). POPIA does not apply in situations where the processing of personal information is concluded in the course of purely personal household activities or where the personal information has been de-identified.

3. POPIA AND PAIA INFORMATION OFFICER

INFORMATION OFFICER	
Name:	Yolande Buys
Position:	Director
E-mail:	yolande@draftproconsulting.com
Website address:	
Enquiries Tel:	+27713098879

DEPUTY INFORMATION OFFICER	
Name:	Yolande Buys
Position:	Director
E-mail:	yolande@draftproconsulting.com
Enquiries Tel:	+27713098879

4. PERSONAL INFORMATION COLLECTED, HELD AND PROCESSED

For purposes of this policy, clients include existing as well as potential clients.

Draftpro Consulting (Pty) Ltd collects and processes client's personal information pertaining to the client's financial needs in line with Section 9 of POPIA that states *"Personal Information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive."*

The type of information will depend on the need for which it is collected and will be processed for that purpose only. Examples of personal information we collect include, but is not limited to:

- The Client's name, surname, Identity number, physical and postal address, marital status and number of dependants;
- Description of the client's business, assets, financial information, tax number(s) and banking details;
- Any other information required by Draftpro Consulting (Pty) Ltd, SARS and/or banks in order to provide clients with an accurate analysis and assessment of their needs.

A client's information may be disclosed where a duty or right to disclose exists in terms of applicable legislation, the law or where it may be deemed necessary in order to protect rights.

Draftpro Consulting (Pty) Ltd aims to have agreements in place with all third parties to ensure a mutual understanding with regard to the protection of the client's personal information and all third parties will be subject to the same regulations applicable to Draftpro Consulting (Pty) Ltd.

Draftpro Consulting (Pty) Ltd shall not disclose a client's personal information to any third-party service provider's where no agreements are in place to ensure compliance

with confidentiality and privacy conditions. Draftpro Consulting (Pty) Ltd does not collect or process client's personal information for marketing purposes.

5. SAFEGUARDING OF PERSONAL INFORMATION

Draftpro Consulting (Pty) Ltd will take all reasonable steps to ensure that data obtained is secured by implementing the necessary processes, mitigating risk of losing data, unauthorised access to data, infringing on data, adapting it, destruction or disclosure of data.

6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

SECTION 50 – ACCESS TO INFORMATION

Data subjects (clients/employees) who properly identify themselves have the right to access their data and may request that certain adjustments or corrections be made to them. This occurs when data is misleading, inaccurate or has expired. They further have the right to request that data be destroyed.

In deciding this we will consider whether:

- a) you require the information in order to exercise or protect a right;
- b) you have complied with the procedural requirements of the Act;
- c) the record you have requested contains any information that falls within the grounds for refusal of access to information; and
- d) considering the effects of the POPI Act.

REQUESTS FOR RECORDS

Any request for access to other records must be made on the prescribed form (**Annexure A**), which appears below.

Your request for information will be evaluated and you will be notified within 30 days of receipt of your request of our decision.

Notification of extension period (if required) In terms of the Act the 30 (thirty) day period mentioned above may be extended for a further period of not more than 30

(thirty) days under certain circumstances. Should we need to extend this period, we will provide you with notification of such extension.

THE REQUEST FEE; ACCESS FEE AND/OR DEPOSIT

You will be informed of the request and/or access fee (if any) that is payable for making a request or having access to the records.

A deposit may be requested whilst your request is being considered for the access fee, which is fully refundable should your request be refused.

You must pay the request and access fee prior to the information being provided to you.

DECISION ON REQUEST

Your request for information may be granted or refused. You will be informed accordingly. Should your request be refused, you will be given adequate reasons for the refusal and you may lodge an application to court against the refusal of the request. We will also provide you with details of the procedure for such application to court.

GROUNDINGS FOR REFUSAL

We may legitimately refuse to grant you access to a requested record (if the information does not hide a substantial breach of the law, or a public safety or environmental risk) that falls within any of the following grounds for refusal:

- We are protecting personal information that we hold about a third person (who is a natural person), including a deceased person, from unreasonable disclosure;
- we are protecting commercial information that we hold about a third party (for example trade secrets, financial, commercial, scientific or technical information where disclosure may harm the commercial or financial interests of that third party);
- the disclosure of the record would result in a breach of a duty of confidence owed to a third party in terms of an agreement;
- the disclosure of the record would endanger the life or physical safety of an individual;
- the disclosure of the record would prejudice or impair the security of property or means of transport;

- the disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- the disclosure of the record would prejudice or impair the protection of the safety of the public;
- the record is privileged from production in legal proceedings, and the person entitled to legal privilege has not waived the privilege;
- the disclosure of the record (where the record contains trade secrets, financial, commercial, scientific, or technical information) would harm our commercial or financial interests;
- the disclosure of the record would put us at a disadvantage in contractual or other negotiations or prejudice us in commercial competition;
- the request is made with malicious intent or not for a legitimate purpose, and
- the record is a computer programme; and
- the disclosure of the record (where the record contains information about research being carried out or to be carried out by or on behalf of us or a third party) would expose us, the third party, the person carrying out the research or the subject matter of the research itself to serious disadvantage.

RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

If we have searched for a record and it is believed that the record either does not exist or cannot be found, or need not to have been held within legislative prescripts you will be notified by way of an affidavit or affirmation of this fact.

We will include information regarding the steps that were taken to try to locate the record. Third party information If access is requested to a record that contains information about a third party, you must provide specific written consent of the third party or show that you require the information in order to exercise or protect a right. We are obliged to attempt to contact the third party to inform them of your request.

This enables the third party the opportunity to respond by either consenting to the access or by providing reasons why access should be denied.

In the event of the third-party furnishing reasons for the denial of access, we will consider these reasons in determining whether access should be granted or not, and advise you accordingly.

7. WITHDRAWAL OF CONSENT AND OBJECTION TO PROCESSING

You may withdraw consent to process your personal information at any time by giving Draftpro Consulting (Pty) Ltd written notice and sending it to Yolande Buys at yolande@draftproconsulting.com.

8. AMENDMENTS

This policy will be reviewed on an annual or *ad hoc* basis.

9. AVAILABILITY AND ACCESS TO DOCUMENTATION

Section 51 (3) – Availability of the material. This manual is available at our offices free of charge. Should you require a copy, a copy can be requested from the Information Officer of Draftpro Consulting (Pty) Ltd in terms of regulation 4(2) of POPIA.

The prescribed forms and fees are prescribed in Annexure A of Government Gazette Notice number 187, Regulation 11 and can be accessed on the Department of Justice and Constitutional Development website.

10. INFORMATION PRESCRIBED

Section 51(1)(f) – Other information as may be prescribed. The Minister of Justice and Constitutional Development has not made any regulations as to 'prescribed information' in terms of this section of the Act.

11. DATA BREACH NOTIFICATION

For the purpose of this policy, a data breach means any event or action (accidental or deliberate) which present a threat to the security, integrity, confidentiality, or availability of data.

Incidents to which this Policy applies may include, but not limited to:

- the loss or theft of computer equipment or mobile devices;
- the loss or theft of physical data record;
- unauthorised access to, use of, or modification of data;
- equipment failure;
- unauthorised disclosure of data;

- human error (e.g., sending data to the wrong recipient);
- unforeseen circumstances such as fire or flood;
- hacking, phishing, and other “blagging” offences whereby information is obtained by deception.

Internal Reporting

If a data breach is discovered, suspected or disclosed, staff members should complete a data breach report form available from Yolande Buys and sent the completed form to Yolande Buys, the Information Officer. Should a data breach occur outside of normal working hours, it should be reported as soon as it is reasonably practicable. Individual members of staff should not take it upon themselves to notify affected data subjects, the Information Regulator or any other individuals or organisations.

The firm’s information officer shall begin by determining whether the data breach is still occurring and take immediate steps to minimise the effects of the data breach and stop it. An investigation into the data breach will be undertaken, liaising with relevant staff to establish the severity of the data breach. The Information Officer will proceed with investigating and assessing the data breach as soon as is reasonably possible. The Information Officer shall determine whether to notify one or more of the following parties:

- affected data subjects;
- the Information Regulator;
- the SAPS;
- the firm’s insurers;

When individuals are to be informed of data breach, those individuals must be informed without undue delay. Records must be kept of all data breaches using the Data Breach Register (**Annexure H**)

12. EMPLOYEE PERSONAL RECORDS

Draftpro Consulting (Pty) Ltd holds a range of personal information about its employees. Employee personal information shall be collected, held and processed in accordance with employee data subjects’ rights and the firm’s obligation under POPIA and with this policy. The firm may collect, hold and process the employee personal information detailed in this policy, but not limited to:

- Identification and other information relating to employees;

- Name and Surname;
- Contact details;
- Addresses;
- Identification documentation;
- Bank details;
- Next of kin information;
- Vehicle details (if applicable);

Employment Equity Monitoring Information

- Age;
- Gender;
- Ethnicity;
- Nationality;
- Culture

Health Records

- Details of sick leave;
- Medical Conditions;
- Disabilities;

Employment Records

- Interview notes;
- CV's, application forms, covering letters and similar documents;
- Assessments, performance reviews, and similar documents;
- Details of remuneration, including salaries, pay increases, bonuses, overtime, benefits and expenses;
- Records of disciplinary matters including reports and warnings, both informal and formal.

13. DISCIPLINARY MEASURES

Where a POPI complaint or a POPI infringement investigation has been finalised, the firm may recommend any appropriate administrative, legal and/or disciplinary action to be taken against any employee reasonably suspected of being implicated in any non-compliant activity outlined within this policy.

1. The case of ignorance or minor negligence, the firm will undertake to provide further awareness training to the employee.

2. Any gross negligence or the wilful mismanagement of personal information, will be considered a serious form of misconduct for which the firm may summarily dismiss the employee. Disciplinary procedures will commence where there is sufficient evidence to support an employee's gross negligence.
3. Examples of immediate actions that may be taken subsequent to an investigation include:
 - A recommendation to commence with disciplinary action.
 - A referral to appropriate law enforcement agencies for criminal investigation.
 - Recovery of funds or assets in order to limit any prejudice or damages caused.

14. ANNEXURE A: PERSONAL INFORMATION REQUEST FORM

ANNEXURE A

PERSONAL INFORMATION REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)) [REGULATION 10]

<u>Particulars of private body</u>	
The Head	Yolande Buys Draftpro Consulting (Pty) Ltd
<u>Particulars of the person requesting access to the record</u> a. The particulars of the person who requests access to the record must be given below and <u>be completed in full</u> . b. The address and fax number or e-mail address, in the Republic to which the information is to be sent must be given. c. Proof of the capacity in which the request is made, if applicable, must be attached. Title:	
Full Name and Surname:	
Identity number:	
Postal address:	
Telephone number:	
E-mail address:	
Capacity in which request is made, when made on behalf of another person:	
<u>Information Being Requested</u> Provide full particulars of the information to which access is requested, including any additional information that may help us to confirm your identity and to locate the requested data. By the completion of this form, you are making a subject access request under POPIA for your personal information collected, processed and held by us that you are entitled to receive. If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.	
Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	
<u>Fees</u> (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. (b) You will be notified of the amount required to be paid as the request fee.	

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.	
If you qualify for exemption of the payment of any fee, please state the reason for exemption. Reason for exemption from payment of fees:	
<u>Particulars of right to be exercised or protected</u>	
Indicate which right is to be exercised or protected: If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	
<u>Notice of decision regarding request for access</u> You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.	
How would you prefer to be informed of the decision regarding your request for access to the record?	

By signing this document, you confirm that you are the data subject named in this Personal Information Request Form. You declare that you are the individual named and will fully indemnify Draftpro Consulting (Pty) Ltd. for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal information from anyone else, including members of your family.

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF REQUESTER

15. ANNEXURE B: POPI COMPLAINT FORM

ANNEXURE B

COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF PERSONAL INFORMATION/COMPLAINT REGARDING DETERMINATION OF AN ADJUDICATOR IN TERMS OF SECTION 74 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

(ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 7]

Note:

1. Affidavits and other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Complaint regarding:

- ☐ Alleged interference with the protection of personal information
- ☐ Determination of an adjudicator.

PART 1	ALLEGED INTERFERENCE WITH THE PROTECTION OF THE PERSONAL INFORMATION IN TERMS OF SECTION 74(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013, (Act No. 4 of 2013)
A	PARTICULAR OF COMPLAINANT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, post or business address:	Code ()
Contact number(s):	
Fax number / E mail address:	
B	PARTICULARS OF RESPONSIBLE PARTY INTERFERING WITH PERSONAL INFORMATION
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	Code ()
Contact number(s): Fax number / E mail address:	

C	REASONS FOR COMPLAINT <i>(Please provide detailed reasons for this complaint)</i>
PART 11	COMPLAINT REGARDING DETERMINATION OF ADJUDICATOR IN TERMS OF SECTION 74(2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
A	PARTICULARS OF COMPLAINANT
B	PARTICULARS OF ADJUDICATOR AND RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s): Fax number / E mail address:	
C	REASONS FOR COMPLAINT <i>(Please provide detailed reasons for this complaint)</i>

Signed at this day of 20.....

.....

Signature of data subject/designated person

16. ANNEXURE C: POPI NOTICE AND POPI CONSENT FORM

ANNEXURE C

POPI NOTICE AND POPI CONSENT FORM

POPI NOTICE

The Protection of Personal Information Act 4 of 2013 (POPIA) is the comprehensive data protection legislation enacted in South Africa that aims to give effect to the constitutional right to privacy, whilst balancing this against competing rights and interests, particularly the right of access to information.

Draftpro Consulting (Pty) Ltd are committed to protecting your privacy and ensuring that your personal information is collected, processed and safeguarded in an appropriate, lawful and transparent manner relevant to our business activities.

We further want to ensure that you understand how and for what purpose we process your personal data. Please contact our Information Officer, Yolande Buys, at yolande@draftproconsulting.com to request access to the information we hold about you and if you think that your information is not processed in a correct manner or that your personal data is being used for a purpose other than for what it was originally intended. You also have the right to access our records and withdraw consent.

We collect, hold, use and disclose your personal information mainly to afford you access to the services that we provide. We will only process your information for a purpose you would reasonably expect, including, but not limited to:

- Providing you with advice and services that suit your needs as requested;
 - To verify your identity;
 - To compile your account statements;
 - To confirm, verify and update your details; and
1. **Draftpro Consulting (Pty) Ltd** will only collect personal information for a specific defined and lawful purpose in relation to a function or activity of ours. Personal data will not be processed further unless such processing is compatible with the initial purpose of collecting the data. All personal information will be processed if it is adequate, relevant and not excessive;
 2. In order to ensure that your personal data is up to date, complete, accurate and not misleading the client undertakes to advise **Draftpro Consulting (Pty) Ltd** should any personal information change. Clients know they have the right to establish whether and what personal information is held by us and to have it corrected or destroyed.
 3. **Draftpro Consulting (Pty) Ltd** will take reasonable and practicable steps to ensure the integrity and confidentiality of your personal data to prevent the loss thereof or unlawful access thereto;

DECLARATION AND INFORMED CONSENT

1.

*In terms of section 56 of the Protection of Personal Information Act, 2013 (POPIA) and Section 17(1) of the Promotion of Access to Information Act, 2000 (PAIA), I, _____, hereby give permission to **Draftpro Consulting (Pty) Ltd.** to process my personal information as provided by me and I acknowledge that I understand the purpose for which it is required.*

2.

This consent is effective immediately and will remain effective until one of the conditions stated on the Policy on the Protection of Personal Information has been met.

3.

I acknowledge that I have the right to know what information is being kept, how it is being used, and when the employer will disclose it.

4.

I acknowledge that I have the obligation to correct my details. **Draftpro Consulting (Pty) Ltd** strive to keep my information up to date. However, should any of my details change, I will be responsible to notify the firm to ensure the firms' records are as accurate as possible.

5.

I acknowledge that I have the right to revoke consent. I may revoke the consent I have given the firm in terms of this form at any time. My revocation will be in writing and addressed to the Information Officer. Revoked consent is not retroactive and will not affect any past or existing use of my information.

SIGNED AT _____ ON THIS _____ DAY OF _____
20____.

CONSENT	
Full name:	
Designation:	
Entity:	
Signature:	

17. ANNEXURE D: EMPLOYEE CONFIDENTIALITY AND CONSENT

ANNEXURE D

EMPLOYEE CONSENT AND CONFIDENTIALITY CLAUSE

- I acknowledge that during the course of the performance of my services, I may gain access to and become acquainted with the personal information ("PI") of certain clients, suppliers and other employees. I will treat personal information as a confidential business asset and agrees to respect the privacy of clients, suppliers and other employees.
- I will at all times comply with POPIA's Regulations and will only collect, use and process PI in a lawful manner and only to the extend required to execute the services.
- I agree that I will maintain appropriate physical, technological security measures to ensure the protection and confidentiality of PI.
- To the extent that I am exposed to or insofar as PI or other employees or third parties are disclosed to me, I hereby agree to be bound by appropriate and legally binding confidentiality and non-usage obligations in relation to the PI of third parties or employees.
- I acknowledge that I may not directly or indirectly, utilise, disclose or make public in any manner to any person. or third party, either withing the organisation or externally, any personal information, unless such information is already publicly known or the disclosure is necessary in order for the employee or person to perform his or her duties on behalf of the employer.
- That I shall immediately report to the Information Officer any breach of the above that was unconsciously or consciously caused by me.
- That I will give my full cooperation to correct such breach of confidentiality.

STAFF MEMBER CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)

Consent to use personal information ¹

- By agreeing to the terms of this information form, I, _____ hereby voluntarily authorise **Draftpro Consulting (Pty) Ltd** to process my personal information – (such personal information to include, among others, physical address, telephone numbers and any other information you have to provide the employer). Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, and use; dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, deration, erasure, or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated on the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which is deration processed, and if processing occurs in accordance with the relevant provisions of POPIA. The purpose of the processing of information must relate to a function or an activity of the organisation.
- In addition, I, hereby take note that **Draftpro Consulting (Pty) Ltd** collects and processes personal information pertaining to the proper functioning, management, and governance of the firm, as prescribed by the Basic Conditions of Employment Act and other relevant legislation and policies.
- The type of information will depend on the purpose for which it is collected and will be processed for that purpose only.
- In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
 - If the data subject, or a competent person where the data subject is a child, consents to the processing.
 - if processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
 - If processing complies with an obligation imposed by law on the employer.
 - If processing protects a legitimate interest of the data subject.
 - If processing is necessary for the performance of a public law duty.
 - If processing is necessary for pursuing the legitimate interest of the employer.

¹ This form must be read with the *Policy on the Protection of Personal Information*

Termination of Employment

Draftpro Consulting (Pty) Ltd undertake to dispose of personal information in line with Section 14 of POPI where an employment relationship is terminated.

This will happen as soon as reasonably practicable after the employer is no longer authorised to retain the record. Once **Draftpro Consulting (Pty) Ltd** has disposed of the records of personal information ("PI" the employer will no longer have access to it. As such PI stored online will be deleted from all hard drives and servers, whilst all hard copies shredded.

Rights in terms of consent

You have the following rights:

- The right to know what information is being kept, how it is being used, and when the employer will disclose it. All the aforesaid information is contained in the Policy on the Protection of Personal Information, which are available and may be obtained from our offices or designated Information Officer.
- The right to correct my details. **Draftpro Consulting (Pty) Ltd** will strive to keep my information up to date. However, should any of my details change, I will be responsible to notify the school to ensure the firms' records are as accurate as possible.
- The right to revoke consent. I may revoke the consent I have given the firm in terms of this form at any time. My revocation will be in writing and addressed to the Information Officer. Revoked consent is not retroactive and will not affect any past or existing use of my information.

CONSENT	
Full name:	
ID number:	
Signature:	
Date:	
Witness:	
Capacity:	

18. ANNEXURE E: INFORMATION OFFICER APPOINTMENT LETTER

ANNEXURE E

INFORMATION OFFICER APPOINTMENT LETTER

Date 26/08/24

Dear **Yolande Buys**,

RE: APPOINTMENT AS INFORMATION OFFICER OF DRAFTPRO CONSULTING (PTY) LTD

This letter confirms your appointment as Information Officer of **Draftpro Consulting (Pty) Ltd** in terms of **The Protection of Personal Information Act, 2013** (Act No. 4 of 2013) ("POPIA").

I would like to thank you for your willingness to fulfil this role in addition to already existing tasks and responsibilities.

In terms of Section 55(2) of POPIA, you are only required to take up your duties only after being registered with the Regulator.

Please note that as, information officer, you will be expected to perform your duties and responsibilities in terms of both PAIA and POPIA.

These responsibilities are set out in Section 55 of POPIA and in the POPIA Regulations.

POPIA and the regulations your duties will, among others, include:

- the encouragement of compliance with conditions for the lawful processing of personal information,
- dealing with requests made pursuant to POPIA (presumably by the Information Regulator or data subjects),
- working with the Regulator in relation to investigations conducted related to prior authorisations (pursuant to Chapter 6 in relation to the body),
- otherwise ensuring compliance by the body with the provisions of POPIA,
- developing, implementing and monitoring a compliance framework,
- ensuring that a personal information impact assessment is done to ensure that adequate measures and standards exist,
- developing, monitoring, maintaining and making available a PAIA manual,

- developing internal measures and adequate systems to process requests for access to information,
- ensuring that internal awareness sessions are conducted, and
- as may be prescribed (presumably by the Minister or the Information Regulator).

Assuming this task, you are expected to undertake that you will see all data collect as confidential and necessary for Forssman's objectives and undertake to secure it all times as prescribed by the manual and POPIA. Any authorisation in terms of paragraph 1.3(c) or 5.2 may at any time be withdrawn or amended in writing by me.

Please refer to the **Guidance Note on Information Officers and Deputy Information Officers as supplied by the Information Regulator** (Annexure I).

I appreciate your commitment to **Draftpro Consulting (Pty) Ltd.**

Kind regards,

Yolande Buys

A handwritten signature in black ink, appearing to read 'YB' or 'Yolande Buys', written in a cursive style.

19. ANNEXURE F: DEPUTY INFORMATION OFFICER APPOINTMENT LETTER

Date 26/08/24

Dear Yolande Buys

RE: APPOINTMENT AS DEPUTY INFORMATION OFFICER OF DRAFTPRO CONSULTING (PTY) LTD

This letter confirms your appointment as Deputy Information Officer of **Draftpro Consulting (Pty) Ltd** in terms of The Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("POPIA").

Section 17 of PAIA and Section 56 of POPIA extends the designation of a Deputy Information Officer for a private body.

As Information Officer I hereby duly delegate any power or duty conferred or imposed on me to you as Deputy Information Officer of **Draftpro Consulting (Pty) Ltd**.

We would like to thank you for your willingness to take on the responsibility of Deputy Information Officer in addition to already existing tasks and responsibilities. These responsibilities are set out in section 55 of POPIA and in the POPIA Regulations.

Assuming this task, you are expected to undertake that you will see all data collected as confidential and necessary for Forssman's objectives and undertake to secure it at all times as prescribed by the manual and POPIA.

You stand under my direct authority as the Information Officer and will receive your instructions from me to execute.

Please complete **Annexure G – DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY INFORMATION OFFICER** and return the completed form to me.

For further guidance refer to the **Guidance Note on Information Officers and Deputy Information Officers as supplied by the Information Regulator** (Annexure I).

We appreciate your commitment to **Draftpro Consulting (Pty) Ltd**.

Kind regards,

Yolande Buys



20. ANNEXURE G: DEPUTY INFORMATION OFFICER DELEGATION

DESIGNATION AND DELEGATION OF AUTHORITY TO THE DEPUTY INFORMATION OFFICER

1.

*In terms of section 56 of the Protection of Personal Information Act, 2013 (POPIA) and Section 17(1) of the Promotion of Access to Information Act, 2000 (PAIA), I, **Yolande Buys** hereby designate **Yolande Buys**, as a Deputy Information Officer of **Draftpro Consulting (Pty) Ltd.***

2.


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

3.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.

Yolande Buys

Information Officer

<i>I hereby accept the authorisation as Deputy Information Officer</i>	
Name and Surname:	YOLANDE BUYS
Signature:	
Date:	26/08/24

21. ANNEXURE H: DATA BREACH REGISTER

DATA BREACH REGISTER

Entity Name: Draftpro Consulting (Pty) Ltd	Physical address: 1st Floor, Block B, Eagle Canyon Office Park C, Corner Christiaan De Wet & Dolfyn Street, Randpark Ridge, Randburg, 2169
	Postal address: 1st Floor, Block B, Eagle Canyon Office Park C, Corner Christiaan De Wet & Dolfyn Street, Randpark Ridge, Randburg, 2169

DATA BREACH REFERENCE INFORMATION

Data Breach Reference Number:	
Time and Date of Data Breach:	
Time and Date of Internal Notification of Data Breach:	
Data Breach Reported by:	
Data Breach Handled by:	

DATA BREACH DETAILS

Summary of Data Breach:	
Cause of Data Breach:	
Type(s) of Data Affected:	
Type(s) of Personal Information Affected (if applicable):	
Approximate Number of Data Records Affected:	
Type(s) of Data Subject Affected (if applicable):	

Approximate Number of Data Subjects Affected (if applicable):	
Data Breach Reference Number(s) of Any Related Breach or Breaches (if applicable):	
Further Observation:	
MANAGEMENT OF DATA BREACH	
Impact of Data Breach:	
Severity of Data Breach:	
Initial Containment Measures Taken:	
Initial Notifications (if applicable):	
Data Protection Measures Currently in Place:	
Further Action to be Taken (including preventative measures and other changes):	
NOTIFICATION	
Has the Information Regulator been notified? (* provide time, dates, summary, reasoning)	
Have Data Subjects been Notified? *	
Have Other Parties been Notified? *	
Additional Comments	
CURRENT STATUS	
Current Status of Data Breach:	
Date of Current Status:	