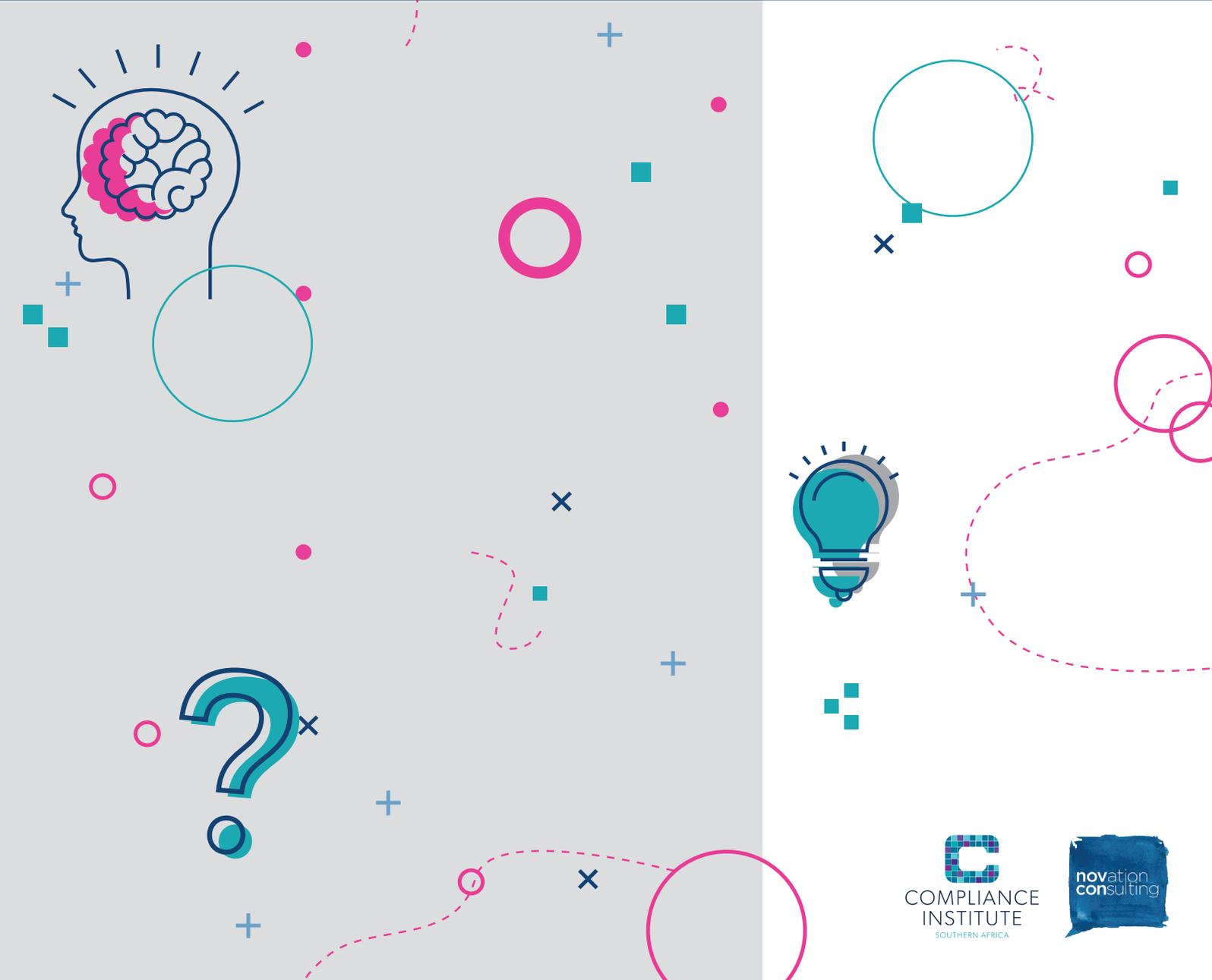




POPIA MASTERCLASS

LET'S GET STUCK IN SOME POPIA!

To Register Click Here



POPIA MASTERCLASS

POPIA has been around for a while now. We are partnering with the Compliance Institute SA to bring you 10 90-minute masterclasses in which we'll take a closer look at some of the stickiest concepts in the Act. You don't have to attend all 10 masterclasses – you can mix and match these masterclasses to your heart's content. To make things easier, you can first take our Crash Course or something similar to qualify for the masterclasses, but that's not a must either.

For a sneak peek of what you will learn, have a gander at our book *[Over-thinking the Protection of Personal Information Act.](#)*

Who should attend

- Information officers and deputy information officers
- Compliance officers
- Risk managers
- In-house legal advisors
- Attorneys
- HR managers

Format of these masterclasses

We will present the masterclasses online. They'll consist of theoretical and practical training, with lots of case studies to help you understand the real-world implications of what you'll be learning.



Dates

When are we doing this? Find your POPIA masterclass dates by [clicking here](#).

Price

Refer to the latest advertised events for current rates by [clicking here](#).

POPIA MASTERCLASS

1. Get your POPIA policies in order

Having appropriate compliance documentation in place is a crucial component of POPIA compliance. A good policy can increase efficiency, improve teamwork, create a POPIA compliance culture, protect your organisation and your employees and document your compliance in case the Information Regulator ever asks!

This is what we will cover:

- a. What policies you need to comply with POPIA.
- b. Appropriate roles and responsibilities.
- c. How to implement a POPIA policy and change behaviour.
- d. Keeping policies up to date.

You will also get audit-proof POPIA policy templates... Boom!

2. How to do a Personal Information Impact Assessment (PIIA)

POPIA prescribes that the Information Officer must perform Personal Information Impact Assessments (we call them PIIAs). Unfortunately, POPIA keeps mum about what this assessment is and how to do it. However, there is international best practice that we can learn from as these types of assessments have been around for decades in other parts of the world.

This is what we will cover:

- a. What is a PIIA? How do you pronounce it?
- b. When must you do a PIIA?
- c. What is a Record of Processing Activities?
- d. How do you identify and document processing activities?
- e. What are the questions you must ask?

You will also get a PIIA conversation starter that contains the most important questions to ask.

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3. POPIA-proof your contracts

No organisation is an island. What we're saying is that no organisation processes personal information on their own. At the very least, most organisations will use IT service providers to store and process personal information. It is easy to lose track of who is accountable to the Information Regulator and who is responsible for what! But have no fear, help is near...

This is what we will cover:

- a. What do contracts have to do with POPIA?
- b. What are responsible parties, co-responsible parties and operators?
- c. Why does the difference matter?
- d. Templates to use when you are drafting.
- e. Pitfalls to watch out for when you are reviewing.
- f. Managing contracts and contract risk.

You will get an operator template, a data-sharing template, and a guide on how to assess and negotiate data protection clauses.

4. How to draft fantastic privacy notices (or whatever you want to call them)

We loathe privacy notices. You know, those dense, legal documents hidden behind a URL that tries to tell you how your personal information will be used. According to the Mellon Institute, just reading the ones that apply to the average internet user would take 76 working days per year! Ain't no one got time for that. Yet, here we are, we must have them, so let's make the best of the situation!

This is what we will cover:

- a. What does POPIA say about transparency?
- b. Must you have a privacy notice and what must be in it?
- c. Why is it a requirement that we use plain language, plus some cool examples.
- d. How can you bring privacy notices to the attention of data subjects?
- e. What are the alternatives to privacy notices?
- f. How to keep your privacy notices up to date.

You will get privacy notice templates to take home and make your own.

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5. POPIA and cyber-security

Cyber-security consistently ranks as the biggest worry for leaders across the world! For many of us it is a scary topic that we don't really understand. Now's the time to change that and make sure we know enough to spot when something is missing from the precautions our organisations are taking.

This is what we will cover:

- a. The difference between POPIA and cybersecurity.
- b. Why everybody is so worried about cybersecurity: How data breaches happen.
- c. Learning to speak some geek: Cybersecurity for non-IT people.
- d. How to check whether your cybersecurity is up to scratch.

You will get a reading, listening and watching list for non-IT people.

6. How to handle data subject requests

When data subjects exercise their rights, you know it's time to focus and handle them correctly. Why? Because data subject requests are often a precursor to complaints. However, when their rights are handled correctly, data subjects can turn into your biggest fans. Learn what those rights are and how to handle them like a boss!

This is what we will cover:

- a. What are data subject requests?
- b. Why receiving a data subject request is a sign of trouble...
- c. Wait, what? Must I know PAIA too? Some do's and don'ts for data subject access requests.
- d. When can a person demand to be forgotten (or forgiven)?
- e. What does POPIA say about correcting personal information?
- f. What you should have in your data subject request procedure.

You will get a data subject request checklist and some template responses to guide you.

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7. We got a pre-investigation notice from the IR! What now?

For starters, don't panic! All those POPIA newsletters that talked about how you can get fined R10 million were not exactly correct. Learn how POPIA is enforced and how to handle it when the Information Regulator comes knocking!

This is what we will cover:

- a. How not to panic.
- b. What is a pre-investigation notice?
- c. What happens after a pre-investigation notice?
- d. How to respond to a pre-investigation notice: Some do's and don'ts.
- e. When to call the cavalry.

You will get a pre-investigation notice procedure template and checklist.

8. Responding to an information security compromise

There are only two types of organisations in the world. Those who have had a security compromise and know about it, and those who have had a security compromise and don't know about it. IBM puts the average cost of a data breach at a staggering R66 million. But it doesn't have to be like that! There are a few things organisations can do to dramatically bring down these costs. We will show you how!

This is what we will cover:

- a. What is an information security compromise?
- b. What to expect when the POPIA hits the fan.
- c. The basics of incident response.
- d. Who should be on your incident response team?
- e. When must you notify the Information Regulator?
- f. When (and how) must you inform data subjects?
- g. Some examples of bad incident responses.

You will get an incident response procedure template.

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9. Employee personal information: What can, and can't you do?

For many organisations, the most sensitive personal information they have is that of their employees. Think about it, we know everything about their background, their mental and physical health, their performance, what they have gotten into trouble for... Employees are also protected by POPIA and there are some serious pitfalls to avoid!

This is what we will cover:

- a. Yes, POPIA covers employee information.
- b. Typical POPIA risks when you process employee information.
- c. Why you should stop putting a POPIA consent in your employment contract.
- d. Recruitment do's and don'ts.
- e. Disciplinary do's and don'ts.
- f. Information security tips all HR professionals should know about.
- g. What happens after retirement: Some records management?

You will get a POPIA for HR guideline to take home with you.

10. Monitoring POPIA compliance

POPIA is not new anymore and it's time that we shift from implementation mode into monitoring mode. This masterclass is about how to effectively measure an organisation's POPIA maturity and how to make sure that the findings are taken seriously and result in improvement!

This is what we will cover:

- a. A quick guide to information governance maturity and what it means for monitoring compliance.
- b. Monitoring principles-based legislation: The basics and why a junior with a clipboard is a bad idea.
- c. Creating a monitoring plan for POPIA from year 1 to year 10.
- d. Reporting your findings: How to make friends and influence people.

You will get a guideline on monitoring for POPIA compliance to take home with you.

YOU'RE IN THE CAPABLE HANDS OF: Elizabeth de Stadler



Elizabeth is the founding director of **Novation Consulting**. They're a unique interdisciplinary gang of rehabilitated lawyers, change managers, information designers, risk managers, and troublemakers. They combine their powers to design legal, compliance and risk management solutions that make sense. They turn compliance on its head, shake the nonsense out of its pockets and present it in a fresh and exciting way.

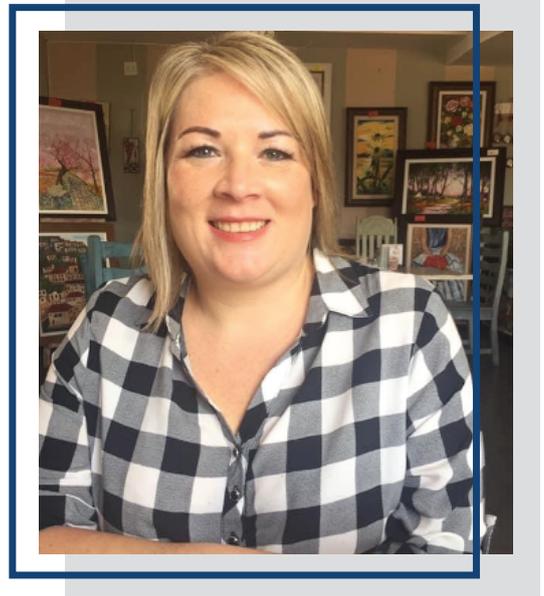
Elizabeth is also a founding director at **Hey Plain Jane**, an information design agency. HPJ turns complexity into clarity and helps organisations connect with their users.

Elizabeth specialises in information governance, consumer law, plain language drafting, and designing and delivering training. She has a Masters (cum laude) in Consumer Law.

Yes, Elizabeth is a bit of a nerd. She co-wrote *A Guide to the Protection of Personal Information Act*, is the author of *Consumer Law Unlocked*, a co-author of the hefty **Commentary to the Consumer Protection Act** and wrote chapters on the Consumer Protection Act in **The Law of Contract in South Africa** and **The Law of Commerce in South Africa**. She is also the co-author of **Over-thinking the Protection of Personal Information Act**, which was shamelessly plugged at the beginning of this brochure.

Elizabeth loves Lego, sneakers, zombies and white wine. She hates comic sans font, sweet potato and most other attorneys. She is allergic to suits and 'office shoes' because of the years she worked at Webber Wentzel. She is very scared of moths. It is a thing – **read about it**.

Celesté Schlebusch



Celesté Schlebusch is the Managing Director of Jirrah Governance Consulting (Pty) Ltd. Her vision when establishing Jirrah, was to bring a practical approach to compliance risk management to all organisations, big and small.

Celesté holds B.Proc LLB degrees from the University of Johannesburg, a Certificate in Internal Audit from the University of Pretoria, and a Certificate in ISO 14001:2004 Lead Auditor in terms of 19011 from the University of Potchefstroom.

Before starting Jirrah Governance Consulting, Celesté was employed as a legal advisor, providing legal assistance to mostly low-income groups. She then moved to Internal Audit within FirstRand Bank where she later established a Governance, Risk and Compliance Internal Audit team responsible for auditing compliance, legal and risk functions as well as Basel compliance throughout the FirstRand Group.

Celesté spent some time in the insurance industry as the Group Compliance Officer for a listed insurer, during which time she also took on candidates through a learnership programme. All these candidates were offered permanent positions after their learnership terms ended.

She has been a member of the Compliance Institute for many years and is a member of the Compliance Institute's Education, Training and Professionalism Committee which is indicative of her passion for training and sharing knowledge with others. Celesté acted as a mentor in some of the first round of Worklabs offered by the Compliance Institute and holds a C.Prac (SA) & International Certified Compliance Professional (ICCP) designation.

THE COMPLIANCE INSTITUTE SA



COMPLIANCE
INSTITUTE
SOUTHERN AFRICA

The Compliance Institute SA ('the Institute') is recognised by the South African Qualifications Authority (SAQA) as the professional body for compliance officers.

The Institute sets, maintains and promotes leading practice standards in our Generally Accepted Compliance Practice Framework (GACP). Our professional development path provides for career progression and the awarding of professional designations to qualifying members.

Membership

Why become a member of the Compliance Institute SA? Membership entitles you to many benefits, such as your own copy of the GACP, access to the latest thinking in compliance, networking with peers, free information sessions and various discounts on our training and other offerings. The Institute offers the following membership options:

- Affiliate (SA and non-SA)
- Student

For more information and to join, click [here](#).

If you want to discuss anything in more detail please email us at enquiries@compliancesa.com.

Professional path

As the recognised professional body for compliance officers, the Institute currently awards two designations, namely:

- Compliance Practitioner SA (CPrac SA) and
- Compliance Professional SA (CProf SA)

For more information, click [here](#).

Watch this space for further developments ... (it involves anti-financial crime/anti-money laundering).

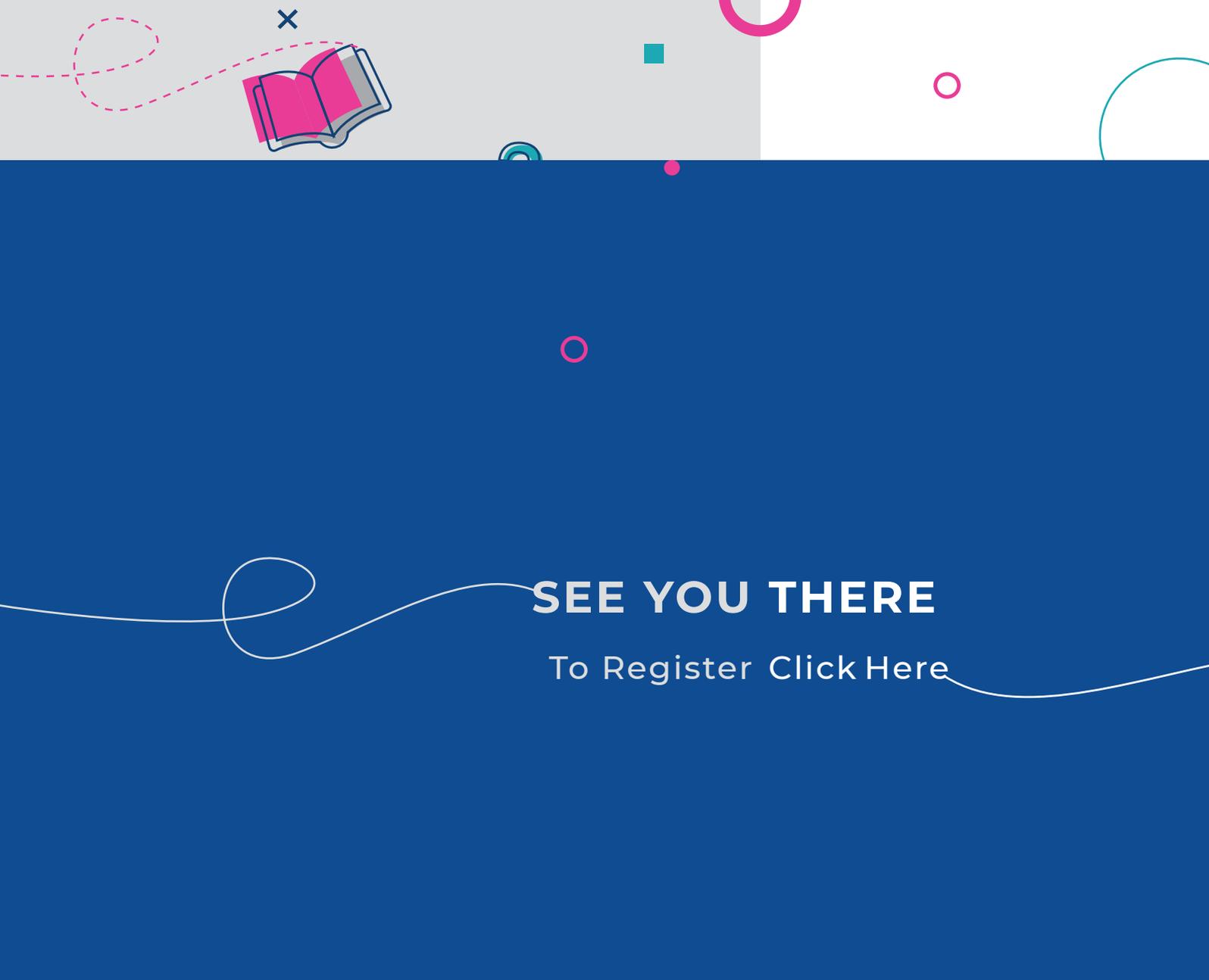
Training and events

To ensure that you get the latest thinking and understand the practical implications of the topic(s), we use field experts to present our courses and speak at our events, whether virtually or in-person. We also offer on-demand and in-house training options.

Our courses and events cover:

- Risk-based compliance methodology, including GACP, compiling a compliance universe, compliance risk management plans (CRMPs), monitoring, reporting, compliance framework and policy
- Anti-financial crime, anti-money laundering
- Legislation (e.g., POPIA, cyber security)
- Ethics
- Any other topical and compliance-relevant matters

For more information, click [here](#).



SEE YOU THERE

To Register Click Here

