

POPIA: EIGHT PRINCIPLES

A QUICK GUIDE TO COMPLIANCE



1

ACCOUNTABILITY

An Information Officer must be appointed by each organisation who will be responsible for ensuring compliance with POPI and that the necessary controls and procedures are in place.

2

PROCESSING LIMITATION

Information processing (how you use the information) must be limited. Information should be collected lawfully, as minimally as possible, with the subject's direct consent and with adequate justification.

3

PURPOSE SPECIFICATION

Personal information must be collected for a specific purpose and the person from whom the personal information is collected must be made aware of the purpose for which the personal information was collected.

4

FURTHER PROCESSING LIMITATION

If a responsible party (the information collector) further processes personal information, such processing must be compatible with the purpose for which the information was collected in principle 3, or further consent must be provided.

5

INFORMATION QUALITY

The responsible party must take reasonable steps to ensure that the personal information that has been collected is complete, accurate, not misleading and up to date.

6

OPENNESS

The responsible party must be open about the collection of personal information by notifying the Information Regulator if it is going to process personal information and they must take steps to ensure that the data subject has been made aware that their personal information is going to be collected. This will include informing the data subject of the responsible party's name, contact information and of course the purpose of collection.

7

SECURITY SAFEGUARDS

The responsible party must ensure that the integrity of the personal information in its control is secured through technical and organisational measures. The information should be as safe as reasonably possible.

8

DATA SUBJECT PARTICIPATION

Data subjects have the right to request that a responsible party confirm (free of charge) whether it holds personal information about the data subject, and the subject may also request a description of such information.