POPIA BASICS: WHAT YOU NEED TO KNOW

WHAT IS POPIA?

POPIA STANDS FOR THE PROTECTION OF PERSONAL INFORMATION ACT. IT'S A SOUTH AFRICAN LAW THAT ENSURES PERSONAL INFORMATION IS COLLECTED, STORED, AND USED RESPONSIBLY AND SECURELY.

WHAT IS PERSONAL INFORMATION?

- Full name • ID or passport number • Email address or phone number • Employment history • Biometric data (e.g. fingerprints) • Opinions, beliefs, or location data

☐ Why It Matters to You?

POPIA helps protect individuals from identity theft, fraud, and misuse of their data.

RESPONSIBILITIES UNDER POPIA:

- Collect only what's needed
- Protect it with secure tools
- Don't share without permission
- Keep it accurate and updated
- Report breaches immediately

Everyday Examples

✓ ☐ Lock your screen when stepping away from your desk.

✓ ☐ Don't email personal info unless it's encrypted or approved.

✓ ☐ Shred printed documents with personal data.

✓ ☐ Use company-approved tools for storing and sharing files.

Need Help?

IF YOU'RE UNSURE WHETHER SOMETHING IS POPIA-COMPLIANT: - ASK YOUR MANAGER OR THE IT/SECURITY TEAM