



PROTECTION OF PERSONAL INFORMATION ACT (POPIA) POST-IMPLEMENTATION



Course Information

Course Name	Post Implementation POPI Act Training
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Legal and Compliance
Course Duration	Two Days
Cost of Course	R2 800,00 per delegate (excluding 15% VAT)

Course Overview

Have you been appointed as an Information Officer or Deputy Information Officer of your organisation? Don't know what the next steps are? Our POPIA Post-Implementation Course will guide you through the process required to fully comply with the law including providing you with tools to identify and manage risks associated with processing personal information, how and when to engage the Information Regulator, what procedures to put in place to ensure compliance and how to deal with incidents.

POPI Act

Who Should Attend?	- Information Officers, - Deputy Information Officers, - Anyone who processes personal information.
Course Objectives	After completing the course, you will have the knowledge and tools to deal with any eventuality regarding the processing, storage, dissemination and destruction of personal information and ensure compliance with the Protection of Personal Information Act 4 of 2013, the Promotion of Access to Information Act 2 of 2000 and the Electronic Communications and Transactions Act 25 of 2002.
Benefits	The POPIA Post-Implementation Course will provide anyone responsible for processing personal information with the knowledge and tools to successfully navigate the processing, storage, dissemination, and destruction of personal information within the legal framework.

Course Content

Course Modules	Module 1: Risk Management - What can go wrong? – Case studies - Common privacy law violations – Case studies - Risk Management Tool - Security measures in the context of POPIA Module 2: Regulator Engagement - When to engage the Information Regulator - How to engage the Information Regulator - What Forms must be used? Module 3: Standard Operating Procedures - Personal Information Classification - Personal Information Handling - Storage of Electronic Based Personal Information - Storage of Hard Copy Personal Based Information - Transmission of Information - Personal Information Lifecycle Module 4: Incident Management - Responsibilities of the Information Officer(s) - Incident Management Record Keeping - Incident Reporting Methods
-----------------------	--

Certification	• All delegates who successfully pass the assessment over 60% will be issued with a Certificate of Competence • If you receive lower than 60% a Certificate of Attendance will be issued.
Assessments	• There will be an assessment at the end of the course • Delegates have to complete the assessment with a minimum score of 60% to receive a Certificate of Competence • Delegates who score between 40% and 59% will get a second attempt at the assessment. • Delegates who score lower than 40% or fail the second attempt, will need to repurchase the course • Delegates will receive an attendance certificate regardless of a pass or fail.

About WWiSE

Who are we?	World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems and legal compliance implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental and Quality (SHERQ) management solutions in preparation for ISO and legal compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business and Project Management.
What do we do?	Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes: • ISO, SHERQ Systems & Legal Compliance implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, ISO 45001 standards and POPI Act. • Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards. • Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and

Project Management to meet the job responsibilities and expertise requirements of International Standards.

- ISO & Legal Compliance auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing.