



Employee Contract

Services: Wireless Internet Connectivity

Annexure H: Processing of Personal Information

WHAT IS POPI?

POPI is the abbreviation for the Protection of Personal Information Act, this act deals with the protection of personal information of data subjects, data subject simply refers to the persons who are volunteering their personal information for the purposes of conducting ordinary business transactions.

WHAT IS THE PURPOSE OF POPI?

The purpose of the act is to give effect to legislature that was passed regarding processing personal information. The act is also aimed at ensuring that there is a balance between a person's right to privacy as well as the right to access information including the protection of interests and to regulate the way personal information is processed. The act also provides rights and remedies to the data subjects as well as the entities or persons that are processing the data.

HOW DOES THE POPI ACT AFFECT YOU?

As an employee of CTECG/Dannel Web Design you are exposed to client's personal information in the form of, contracts, client profiles and quotations as such the act then becomes applicable to you.

WHAT SHOULD YOU DO?

- Always ensure that you keep client's personal information safe and protected.
- When speaking to clients on the phone always ensure that the person you were speaking to is authorized to do so before sharing any personal information.
- When you have received any contracts or forms from clients, please submit the forms in the office to the relevant person as soon as you arrive at the office.
- Should you misplace or lose any documentation containing personal information of client in a place may be susceptible to criminal activity, please report this as soon as it occurs to enable us to take the necessary steps to prevent any fraudulent activity

WHAT NOT TO DO!

- Do not leave clients contracts or forms lying around in the vehicles or desks, always ensure that you submit these forms to the relevant staff member as soon as possible.
- Do not give out client information to any third parties without consent from the client, this could lead to criminal action which result in criminal charges.
- Do not take any information from children because this is prohibited by the act, unless there has been written consent provided by the parents or legal guardian or consent has been given by the regulator in terms of Section 27(2) or any other section of the act which is applicable.

- Please take note that failure to adhere to the regulations of the act may result in disciplinary action and could also result in criminal liability. Please also note that CTECG will not be held liable for any legal fees related to charges resulting from negligence on your part.

Kindly take your time to familiarize yourself with the act and know what is expected of you regarding the act. Below is a link to the act. Kindly do not hesitate to enquire should you need further assistance in understanding the act. Link: <https://www.justice.gov.za/inforeg/docs/InfoRegSA-POPIA-act2013-004.pdf>

Kind Regards,
CTECG HR

I hereby confirm that I have read and understood the contents of this notice and hereby commit myself to act in accordance too the act involved.

Signed on this _____ day of _____ this _____ year.

EMPLOYEE

EMPLOYEE NAME

DATE

EMPLOYEE SIGNATURE