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**INSTITUTE FOR THE  
ADVANCEMENT OF  
JOURNALISM**



**POPIA  
ACT**

**Course Outline**

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[www.iaj.org.za](http://www.iaj.org.za)

Contact us  
[info@iaj.org.za](mailto:info@iaj.org.za)  
011 482 4990

# INTRODUCTION

A POPI Act course provides an understanding of the Protection of Personal Information Act (POPIA) and its implications for businesses and organizations in South Africa. The POPI Act aims to promote the protection of personal information processed by public and private bodies, establishing conditions for the lawful processing of personal information while balancing the right to privacy with the need for organizations to collect, use, and share personal data. The course seeks to provide a thorough examination of the elements that are frequently overlooked.

## How you will learn

The course focuses on the individual learners. There are group learning sessions, but most learning happens on your own, as you apply your skills in the real world. The course is designed for both distance and contact learning, following the virtual classroom model. Learning is constantly assessed, and special attention is available for learners who experience difficulties.

## Course Duration

Four to Five days full time. Face-to Face or Online

## Certification

All successful delegates will receive a certificate of completion.

info@iaj.org.za

## COURSE OUTCOMES

- Understand the key principles and requirements of the Protection of Personal Information Act (POPIA)
- Learn how to identify personal information and sensitive data within an organization
- Develop strategies for ensuring compliance with POPIA regulations
- Gain proficiency in implementing data protection policies and procedures
- Learn how to conduct risk assessments and data audits to assess compliance gaps
- Understand the rights of data subjects and obligations of data controllers and processors under POPIA
- Learn how to handle data breaches and incidents in accordance with POPIA requirements
- Explore practical examples and case studies to deepen understanding of POPIA compliance
- Enhance knowledge of international data protection standards and best practices
- Develop strategies for ongoing monitoring and maintenance of POPIA compliance within an organization.

## Who should participate

- Data protection officers
- Compliance officers
- Legal professionals
- Human resources managers
- IT professionals
- Business owners and executives
- Risk management professionals
- Privacy advocates
- Government officials
- Anyone handling personal information within an organization

Group Training: Courses may be designed to clients brief and set objectives

*\*Kindly note the course briefs are IAJ's intellectual property.*