



POPIA IMPLEMENTATION

Applicable section of Act	Action required for compliance	Unit/Officials	Completion date	Progress to date
Accountability Training on duties and responsibilities of all staff in terms of the Act	Drafting of guidelines (considering the type of information handled in each division)	All Senior Managers	By 30 th June 2022	Concluded
	Training of staff on duties and responsibilities in terms of the Act	All Senior Managers	By 30 th September 2022	In progress
Consent Public and staff understanding of what information will be used for what purpose by the ELRC	Visible CCTV Notice	Research & Media	By 31 st October 2021	Concluded Installed on 25 th October 2021
Consent Monitoring of staff email and other media usage	Documented communication to staff on access to emails, telephone and other media used through the Council's network (acknowledgement from staff)	ICT	By 31 st October 2021	Concluded
Security safeguards Personal information limited only to authorised personnel	Revise Records Management Policy	Research & Media	By end of September 2021	Concluded <i>Revised policy approved on 5th August 2021</i>
Destruction and retention of records in line with Council Policy	Revise Records Management Policy (exemptions included)	Research & Media	By end of September 2021	Concluded <i>Revised policy approved on 5th August 2021</i>
	Divisional managers determine old hard copy information in offices, to be disposed of in line with Records Management Policy	All Managers & Senior Managers	By 31 st March 2022	Concluded <i>Old hard copy information was identified for the following divisions: HR</i>

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				Research & Media SCM This information will be disposed of and archived on the e-Records system.
Employee contracts Explanation on why specific personal information is required	Update Employee Contracts (consent for inclusion of banking details, proof of residence, etc.)	HR	From 1 st April 2022 (new contracts)	Concluded <i>The amended Employee Information Form was sent to staff on 11th February 2022. A disclaimer was added for the use of personal information in line with POPIA.</i>
PAIA Manual <i>Sec 51 (1) of PAIA</i> All previously developed PAIA Manuals for both public and private bodies must be updated to include provisions relating to the processing of personal information in terms of POPIA	Update PAIA Manual and make available on ELRC website Translate Manual (Afrikaans & English) Print copies of manual (3) and keep in office	Research & Media		Concluded The ELRC PAIA Manual has been updated in line with the Information Regulator's template. Manual has been translated into Afrikaans and Zulu, as required, and the manuals are available on the ELRC website. Hard copies of the Manual are available for public inspection or upon request by the Regulator.