



doc-IT & POPI

Key Points

The POPI Act sets forth 8 conditions for the lawful processing of personal information. These conditions address how organisations demonstrate accountability of ensuring they respect the privacy of individuals in South Africa.

8 POPI CONDITIONS:

1 ACCOUNTABILITY

Organisation/person responsible for data compliancy.

2 PROCESSING LIMITATION

Collecting and using minimal information, with consent from data subject.

3 PURPOSE SPECIFICATION

Data collected for a specific purpose and data subject advised of purpose.

4 FURTHER PROCESSING LIMITATION

Regulates further processing of personal information collected in point 3.

5 INFORMATION QUALITY

Responsible party to ensure that collected data is complete, accurate, not misleading and up to date.

6 OPENNESS

Be open about the collection of data and purpose for data usage.

7 SECURITY SAFEGUARDS

Technical and organisational measures to ensure integrity of data.

8 DATA SUBJECT PARTICIPATION

Data subject can request confirmation of their data being stored and a description.

Below is where doc-IT fits in from a compliance perspective in the document/content storage space:



Documents are stored in a secure and encrypted data base.



User and role based security are setup in the software.



Audit trail of all employee interaction (When, Who & Purpose).



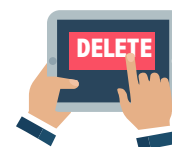
Process flows to initiate processes and authorisations.



Digital signing capability.



Retention policies.



Permanent delete function.