

Protection Of Personal Information Act, (“POPIA”), Act 4 of 2013 Implemented by PayPoint :

The Act promotes protection of personal information processed by public and private bodies Introduces certain conditions to establish minimum requirements for processing of personal information Provides for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of this Act and the Promotion of Access to Information Act, 2000 Provides for the issuing of codes of conduct

Provides for the rights of persons regarding unsolicited electronic communications and automated decision making

Regulates the flow of personal information across the borders of South Africa

Provides for matters connected therewith

POPIA recognises : Section 14 of the Constitution of the Republic of South Africa, 1996, provides everyone the right to privacy

The eight information protection principles contained in the Bill are implemented by PayPoint :

- Principle 1: Accountability
 - Principle 2: Processing Limitation
 - Principle 3: Purpose Specification
 - Principle 4: Further Processing Limitation
 - Principle 5: Information Quality
 - Principle 6: Openness
 - Principle 7: Security Safeguards
 - Principle 8: Data Subject Participation
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- Principle 1: Accountability
 - This principle contemplates the assigning of responsibility by organisations for overseeing compliance with the Bill.
 - Principle 2: Processing Limitation
 - This principle requires that personal information may only be processed in a fair and lawful manner.
 - Principle 3: Purpose Specification
 - The principle of Purpose Specification helps to determine the scope within which personal information may be processed by an organisation.
 - Principle 4: Further Processing Limitation
 - Once an organisation has identified and obtained consent for specific, legitimate and explicitly defined purposes, the processing of such personal information may only occur insofar as it is necessary for the fulfilment of those purposes.
 - Principle 5: Information Quality
 - Clause 16 of the Bill sets out, in general terms, the responsibility of organisations to ensure and maintain the quality of the personal information that they process.
 - Principle 6: Openness
 - The sixth principle of “Openness” is linked directly to an organisation’s duty to process information in a fair and transparent manner.
 - Principle 7: Security Safeguards
 - The underlying theme of Principle 7 is that all personal information should be kept secure against the risk of loss, unauthorised access, interference, modification, destruction or disclosure
 - Principle 8: Data Subject Participation
 - empowers individuals to access and/or request the correction or deletion of any personal information held about them that may be inaccurate, misleading or outdated.

THE INFORMATION PROCESSING PRINCIPLES: Acknowledged by PayPoint

There are eight information processing principles which form the core of POPI. These are –

accountability: the responsible party must ensure that the eight information processing principles are complied with;

processing limitation: processing must be lawful and personal information may only be processed if it is adequate, relevant and not excessive given the purpose for which it is processed;

purpose specification: Personal information must be collected for a specific, explicitly defined and lawful purpose related to a function or activity of the responsible party. The responsible party must take steps to ensure that the data subject is aware of the purpose for which his/her personal information is being collected;

further processing limitation: this is where personal information is received from a third party and passed on to the responsible party for further processing. In these circumstances, the further processing must be compatible with the purpose for which it was initially collected;

information quality: the responsible party must take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading and updated where necessary, taking into account the purposes for which it was collected;

openness: Personal information may only be processed by a responsible party that has notified the Information Protection Regulator. Further certain prescribed information must be provided to the data subject by the responsible party including what information is being collected, the name and address of the responsible party, the purpose for which the information is collected and whether or not the supply of the information by that data subject is voluntary or mandatory;

security safeguards: the responsible party must secure the integrity of personal information in its possession or under its control by taking prescribed measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information;

data subject participation: A data subject has the right to request a responsible party to confirm, free of charge, whether or not the responsible party holds personal information about the data subject and request from a responsible party the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information;

A data subject may request a responsible party to –

correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, misleading or obtained unlawfully; or

destroy or delete a record of personal information about the data subject that the responsible party is no longer authorised to retain.

A responsible party must destroy or delete a record of personal information or de-identify it as soon as reasonably practicable after the responsible party is no longer authorised to retain the record.

THE INFORMATION REGULATOR: Appointed by PayPoint

The PayPoint appointed Information Regulator is a juristic body appointed in terms of POPI and has wide ranging powers and duties including –

to educate the public about POPI;

to monitor and enforce compliance with POPI;

to handle complaints about alleged violations of the protection of personal information of data subjects;

to attempt to resolve complaints by means of dispute resolution mechanisms such as mediation and conciliation; and

to issue, from time to time, codes of conduct and make guidelines to assist bodies and PayPoint HR to develop codes of conduct or to apply codes of conduct;

How to apply for personal data held about you by PayPoint :

Under the Protection of Personal Information Act (POPIA) you, as a data subject, may ask us to confirm if we hold personal data about you; for copies of records of personal data that we hold, share or process about you; the period for which your personal data will be stored; the identity of any recipients of your personal data; the logic of automatic data processing and consequences of any profiling; and any other information relating to your personal data.

This is known under the POPIA as a data subject access request:

Contact us in writing or email, to exercise your right to request information, to: PayPoint (Pty) Limited 35 Ferguson Road, Illovo, Sandton, South Africa 2196.

Local data privacy email address: info@paypoint.co.za.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;

- **How to contact us**
- If you have any queries about this Summary notice, or require a copy of the full document, need further information about our privacy practices, wish to withdraw consent, exercise preferences or access, or correct your personal information, please contact us at the numbers/ addresses listed on our website: www.paypoint.co.za or,
- **Email:** info@paypoint.co.za or, call +27878084539 or +27878084044 or +27878084045