

PERSONAL INFORMATION PROTECTION WORKPLACE POLICY IN RESPECT OF
[REDACTED]
(POPI ACT WORKPLACE POLICY)

Clause 1 INTRODUCTION

1.1 Purpose

1.1.1 The Protection of Personal Information Act 4 of 2013 ("POPI") contains legal requirements relating to the collection, storing, handling and processing of the Personal Information of certain persons.

[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

1.1.3.1 ensure that the Organisation complies with all the applicable legal requirements and best practice for collecting, storing, handling and processing Personal Information of individuals;

1.1.3.2 protect employees' Personal Information; and

1.1.3.3 protect the Personal Information from unauthorised or unlawful disclosure or breach.

1.2 Scope

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]
[REDACTED]

Clause 2 DEFINITIONS

In this Policy:

2.1 **"the Organisation"** means Legal legends;

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]
[REDACTED]

Clause 6 INFORMATION OFFICER

The Organisation has appointed an Information Officer, as required by POPI, who will be responsible for your compliance under this Policy.

Clause 7 DATA SUBJECT REQUESTS

[REDACTED]

Clause 8 CONSEQUENCE OF BREACHING THIS POLICY

Should any employee breach this Policy, the Organisation shall take the necessary disciplinary action against that employee, and where should the employee be found in breach, he / she may be dismissed. This is without prejudice to any other rights and remedies the Organisation shall have in terms of applicable law.

It is the employee's responsibility to contact management should he/she have any queries.

I, _____, ([insert passport number / ID number]) hereby agree that I have read and understood the contents of this Policy and agree to comply with the provisions of this policy.

_____|_____|_____|_____|_____|_____|_____|_____|
Date: _____