



**POPIA Circular No. 1 of 2021**

**TO: CHIEF DIRECTORS  
DIRECTORS  
SUPERVISORS  
ALL STAFF**

**IMPLEMENTATION OF PROTECTION OF PERSONAL INFORMATION ACT COMPLIANCE  
POLICY FRAMEWORK**

Kindly be advised that the Protection of Personal Information Act Compliance Policy Framework (Annexure A hereto) has been approved and all employees are, with effect from the date of communication of this circular, required to comply with the general and specific duties and responsibilities contained therein.

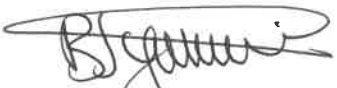
Without derogating from the obligation of all employees to comply with the Policy as a whole, please be informed that the following specific tasks are to be completed by 31 July 2021:

1. The POPIA Compliance Policy Framework, the Email, Website and Social Media Privacy Notice (Annexure B to the Policy), POPIA Complaint Form (Annexure I to the Policy) and POPIA Request Form (Annexure J to the Policy) to be made available on the departmental website and social media;
2. The Email, Website and Social Media Privacy Notice (Annexure B to the Policy) to be made available on the departmental e-mails;
3. Building Access Security Notices (Annexure C to the Policy) displayed at all building entrances;
4. Notices to police service delivery complainants (Annexure E to the Policy) circulated by all district offices;
5. Notices to safety structures (Annexure H to the Policy) circulated by all district offices and the Directorate: Provincial Police Oversight and Community Police Relations;
6. Personal Information Inventories (Annexure K to the Policy) compiled by all district offices and directorates.

The Supply Chain Management Unit must immediately operationalise the POPIA SCM Notice (Annexure D to the Policy) and the Human Resource Management Unit must immediately do so in respect of the Notices to Applicants for Employment (Annexure F to the Policy) and Notices to Appointees (Annexure G to the Policy).

During the course of May and June 2021, all district offices and some directorates received training on the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Directorates that have not yet invited Legal Services to their directorate meetings for this purpose are required to do so by 31 July 2021.

Lastly, please take note that An Impact Assessment will be undertaken in due course. This will entail monitoring compliance with the Policy and all employees are therefore requested to internalise the provisions of the Policy to ensure adequate compliance levels.



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**MR BS GUMBI**  
**HEAD OF DEPARTMENT**  
**DATE: 23.06.2021**