

Home Owners Association POPIA and PAIA pack

PREPARED IN ACCORDANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND THE PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000, AS AMENDED (PAIA)

MAIN INDEX

PAGE

1. Pack instructions	2
2. Directors Resolution	3
3. POPIA Compliance Framework	4-20
4. POPIA Personal Information Impact Assessment	21-29
5. PAIA Instruction Sheet and Manual	30-44
6. Addendum to Management Agreement	45-46

Disclaimer

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Home Owners Association POPIA Compliance Framework

POPIA COMPLIANCE FRAMEWORK PREPARED IN ACCORDANCE WITH REGULATION 4 (1)(a) OF THE POPIA

Home Owners Association name: _____

REG. NO.: _____

Home Owners Association domicilium address: _____

POPIA Information Officer: _____

Commencement date: **30 JUNE 2021**

SUB-INDEX

PAGE

- | | |
|---|-----|
| 1. Index | 4 |
| 2. POPIA Compliance Framework | 5-8 |
| 3. Signature page of POPIA Compliance Framework | 8 |

ANNEXURES

- | | |
|--|-------|
| A1 - S5 and S18 Notification to data subjects | 9-10 |
| B1 - Home Owners Association's POPIA obligations | 11 |
| B2 - Home Owners Association's POPIA security safeguard obligations | 12 |
| B3 - Requirement of POPIA addendum to management agreement | 13 |
| C1 - Form for Home Owners Association to record access to data subject's information | 14 |
| D1 - Form for correction/destroying/deletion of personal information | 15-17 |
| E1 - S24 Notification by Home Owners Association to data subject | 18 |
| F1 - Biometrics consent form | 19 |
| F2 - Scheme Biometrics Register | 20 |

ANNEXURE "A1"

(The Home Owners Association must provide all data subjects with a copy of this annexure as soon as possible but by no later than 30 June 2021. The Home Owners Association is obliged to ensure that it complies with the POPIA.)

ANNEXURE "B1"

(The Home Owners Association to process personal information must comply with these 8 conditions.)



ANNEXURE “B2”

(The Home Owners Association must ensure its compliance with the below as soon as possible but by no later than 30 June 2021.)

Home Owners Association POPIA security safeguard obligations

ANNEXURE “B3”

(The Home Owners Association and the Managing Agent will enter into an Addendum to their Management Agreement, per the attachment hereto, but by no later than 30 June 2021.)

Requirement of the POPIA Addendum to Management Agreement

ANNEXURE “C1”

(A data subject may request the Home Owners Association to furnish details of each party who has had access to their personal information.)

Form for Home Owners Association to record access to data subject’s information (S23 of the POPIA)

“ANNEXURE D1”

(The data subject can request the Home Owners Association to correct/delete certain personal information, which is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully OR destroy/delete personal information which the Home Owners Association is no longer authorized to retain.)

ANNEXURE “E1”

(The purpose of this form is for the Managing Agent to notify the data subject that the request for correction, deletion and destroying has been completed.)

Notification to data subject that personal information has been corrected, deleted or destroyed as per request (S24(2)(c) of the POPIA

ANNEXURE “F1”

(The purpose of this Biometric Consent Form is to give the Home Owners Association/Managing Agent/Service Provider authorisation to process the biometric information of the data subject.)

Biometrics Consent Form (S26 and S27 of the POPIA)

ANNEXURE “F2”

(The purpose of this register is to track the consent of all parties in the Scheme who have provided their biometric information.)

Scheme Biometrics Register (S26 and S27 of the POPIA)

Home Owners Association POPIA Personal Information Impact Assessment (PIIA)

POPIA PERSONAL INFORMATION IMPACT ASSESSMENT PREPARED IN ACCORDANCE WITH REGULATION 4 (1)(b) OF THE POPIA

<u>SUB-INDEX</u>	<u>PAGE</u>
1. Index	21
2. POPIA Personal Information Impact Assessment (PIIA)	22

ANNEXURES

G1 - Checklist - when to conduct a PIIA	23
G2 - Checklist - what a PIIA must contain	24
G3 - Template when conducting PIIA's	25-27
H1 - Internal measures/systems to process requests for information	28
I1 - Conducting of internal awareness sessions	29

ANNEXURE "G1"

(The purpose of this checklist is to assist the Information Officer/Directors to determine when to conduct a PIIA)

(The checklist is a guide only and is not exhaustive of all items which may need to be considered by the Information Officer)

ANNEXURE "G2"

(The purpose of this checklist is to assist the Information Officer/Directors to determine what a PIIA must contain)

(The checklist is a guide only and is not exhaustive of all items which a PIIA may need to contain)

ANNEXURE “G3”

(The purpose of this template is to provide the Information Officer with a working document when conducting a PIIA)

(The template is a guide only and is not exhaustive of all items which may need to be included in the PIIA by the Information Officer. The template has been populated, see underlined items. Extra space is provided on each line to insert additional information)

ANNEXURE "H1"

(The template is a guide only and is not exhaustive of all items which may need to be included. The template has been populated, see underlined items. Extra information may be added)

**INTERNAL MEASURES/SYSTEMS TO PROCESS REQUESTS FOR INFORMATION -
REGULATION 4 (1)(d) OF THE POPIA**

ANNEXURE "11"

(The template is a guide only and is not exhaustive of all items which may need to be included.)

CONDUCTING OF INTERNAL AWARENESS SESSIONS - REGULATION 4 (1)(e) OF THE POPIA

Home Owners Association - Promotion of Access to Information Act (PAIA)

PAIA INSTRUCTION SHEET AND MANUAL – PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PAIA AND REGULATION 4 (1)(c) OF THE POPIA

<u>SUB-INDEX</u>	<u>PAGE</u>
1. Index	30
2. PAIA Instruction Sheet	31-34
3. PAIA Manual	35-38

ANNEXURES TO PAIA MANUAL

K1 - Fee document	39-40
J1 - Form C (request for a record)	41-44

Addendum to Management Agreement

**ADDENDUM TO MANAGEMENT AGREEMENT PREPARED IN ACCORDANCE WITH S21
(1) OF THE POPIA**

