



The ultimate POPI cheat sheet

All your important questions answered in easy to understand terms.

What is POPI?

The Protection of Personal Information (POPI) Act protects our constitutional right to privacy by dictating how personal information is processed. The Act, which has been in effect since 1 July 2020, exists to prevent cases where exposed personal information can lead to harm.

What counts as personal information?

Personal information is a broad term that defines any information that can be used to identify a person such as:



Race & Ethnicity



Gender



Contact Information



ID & Passport Numbers



Financial Records



Medical Information



Physical Address



Employment History & Salary



Criminal Records



Biometric Data



Private Correspondence



Membership to
Organisations or Unions



Religious or Philosophical Beliefs



Education Information



Marital Status & Family Relations

What does data processing mean?

Data processing covers all the ways in which an organisation interacts with an individual's data throughout its life cycle such as:



Collecting
Information



Editing Data



Saving Data in the Cloud
or on Storage Devices



Sending Data
Between Devices

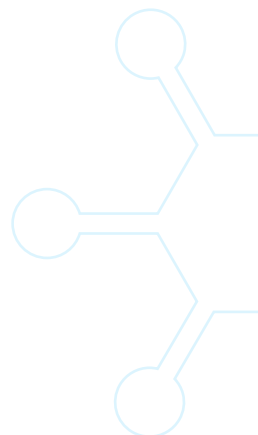


Destroying Data

Who does the Act affect?

The POPI Act deals with three parties.

- The data subject is the person the information is about.
- The responsible party is the organisation that determines the purpose and manner of processing personal information.
- The operator is a third-party service provider that processes personal information on behalf of the responsible party.



What are the eight conditions for lawful processing?



ACCOUNTABILITY

Responsible parties are accountable for complying with POPI.



PROCESSING LIMITATION

Responsible parties can only process personal information for a justifiable reason.



PURPOSE SPECIFICATION

Data subjects must know the purpose of processing their personal information.



FURTHER PROCESSING LIMITATION

If the information is processed again, the responsible party must ensure that it is still for the original purpose.



INFORMATION QUALITY

Responsible parties must ensure that all personal information is accurate, up to date and not misleading.



OPENNESS

Data subjects are entitled to the details of how their personal information is processed.



SECURITY SAFEGUARDS

Responsible parties should secure personal information from any reasonable and foreseeable risks.



DATA SUBJECT PARTICIPATION

Data subjects are entitled to updating and correcting their personal information or requesting its deletion in some cases.



How can SYNAQ help?

As business mail experts, we understand how precious information can be. This is why we've worked diligently to protect our clients' data and ensure that all our solutions are 100% POPI-compliant. This has two significant benefits. Firstly, all our clients' personal information is always accurate, lawfully processed and protected. Secondly, we ensure that our clients attain their own POPI compliance by choosing our fully compliant solutions.

Email is the crux of business correspondence and **SYNAQ** specialises in keeping yours efficient, secure and compliant.

Let's talk compliance

Get in touch with us to find out how our solutions can keep your business on the right side of the law.

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