

**EXTRACTED FROM THE APPOINTMENT LETTER FOR
INFORMATION OFFICER ROLE
[COMPANY NAME]**

The responsibilities defined for these roles in [COMPANY NAME], a private body in terms of the POPI and PAI Acts, are:

POPI Act Information Officer Role Responsibilities:

- Developing, publishing and maintaining a POPI Policy which addresses all relevant provisions of the POPI Act, including but not limited to the following:
- Reviewing the POPI Act and periodic updates as published
- Ensuring that POPI Act induction training takes place for all staff
- Ensuring that periodic communication awareness on POPI Act responsibilities takes place
- Ensuring that Privacy Notices for internal and external purposes are developed and published
- Handling data subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with operators as defined in the POPI Act
- Ensuring that appropriate policies and controls are in place for ensuring the acceptable quality of personal information in line with the POPI Act are in place
- Ensuring that appropriate security safeguards in line with the POPI Act for personal information are in place
- Handling all aspects of relationship with the Information Regulator as foreseen in the POPI Act
- Provide direction to any Deputy Information Officer if and when appointed

PAI Act Information Officer Role Responsibilities:

- Developing, publishing and maintaining a PAIA Manual which addresses all relevant provisions of the PAIA Act, including but not limited to the following:
- Meets the requirements for contents of the Manual
- Establishing processes for information requests
- Handling requests for information
- Provide direction to any Deputy Information Officer if and when appointed