



POPIA IS LAW

IF YOU SEE SOMETHING, SAY SOMETHING

The VC is our Information Officer and must ensure that we protect people’s right to privacy and that we comply with POPIA. But the VC can’t do it alone. When you handle personal information you have a responsibility to protect it. But you also have a duty to get in touch with the POPIA team if we are not putting privacy first.

01 MEET OUR POPIA TEAM

Information Officer:
The VC Prof MB Tyobeka

Deputy information officer(s):
Prof H Goede
Prof J Mphahlele

Information Governance Coordinator:
Me A de Kock

02 DO YOUR PART

The POPIA team depends on all staff to let them know the University is at risk of breaching POPIA. You are the eyes and ears of the POPIA team.

04 WHO YOU SHOULD CONTACT

You can contact the POPIA team at:
POPIA@nwu.ac.za or
Annamarie.DeKock@nwu.ac.za

03 KNOW WHEN TO SAY SOMETHING

You must let the POPIA team know if you are aware of:

- Loss or theft of personal information (e.g., hackers, loss or theft of devices, loss of hardcopy records)
- Personal information that isn’t backed up anywhere
- Personal information that has been sent or disclosed to the wrong person (you know that email that went where it wasn’t supposed to)
- Sharing, exchanging or linking of large datasets with other organisations, researchers outside the University, or the government
- Personal information that you can’t find when you need it or, when you find it, it is often wrong or out of date.



The POPIA team will assess the activity and help the University to continue with it in POPIA complaint way.

Universities of South Africa (USAF) created guidelines as sector guideline to help Universities to comply with POPIA:
USAF POPIA GUIDELINE

POPIA RIGHTS FOR: EMPLOYEES, JOB APPLICANTS, CLIENTS, PROSPECTIVE STUDENTS, STUDENTS, VENDORS, SUPPLIERS AND WEBSITE USERS

The University processes your personal information for lawful purposes, explicitly defined purposes and purposes related to a function or activity of the university as communicated to the data subjects.

