



Mr M Madikane

**Department of Cooperative Governance and Traditional Affairs
Private Bag X 0035
Tyamzashe Building
Bhisho
5605**

Dear Mr Madikane

**YOUR APPOINTMENT AS CORPORATE GOVERNANCE OFFICER TO ENSURE
EFFECTIVE IMPLEMENTATION OF POPIA IN THE DEPARTMENT**

1. It is pleasure to appoint you as Corporate Governance Officer responsible for implementation of the Protection of Personal Information Act 4 of 2013.
2. Your appointment will become effective on the 1st January 2022.
3. Your main responsibility is to ensure institutionalisation of the POPIA in the department working with the POPIA Project team and assist the Head of Department, in his capacity as Deputy Information Officer to carry out the following responsibilities required by regulation 4 of Regulation related to POPIA
 - (a) *Development, implementation and monitoring of a compliance framework.*
 - (b) *Personal information impact assessment to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information;*
 - (c) *A manual is developed, monitored, maintained and made available as prescribed in sections 14 and 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);*

YOUR APPOINTMENT AS PROJECT TEAM MEMBER ON THE IMPLEMENTATION OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

- (d) *Internal measures are developed together with adequate systems to process requests for information or access thereto; and*
- (e) *Internal awareness sessions are conducted regarding the provisions of the Act, regulations made in terms of the Act, codes of conduct, or information obtained from the Regulator.*
4. Kindly take note that you are not personally required to perform these functions, nor is your directorate expected to perform these functions, you are required to coordinate implementation of compliance measures by responsible persons.
5. Kindly further take note that you will receive training from the Office of the Premier. The training will enable you to train departmental employees on POPIA.
6. Please pay attention to the following resolutions of the Eastern Cape Deputy Information Officer forum, which is the immediate task of the department.

NO	ACTION REQUIRED	DUE DATE
1	Personal information impact assessment to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information.	31 March 2022
2	Development/review of a manual as prescribed in sections 14 and 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)	28 February 2022

I take this opportunity to wish you well in the performance of this critical task.


MR A FANI

**YOUR APPOINTMENT AS PROJECT TEAM MEMBER ON THE
IMPLEMENTATION OF THE PROTECTION OF PERSONAL INFORMATION ACT
4 OF 2013**

HEAD OF THE DEPARTMENT

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE: _____

I, Mpumelelo Madikane hereby accept appointment as the project team
member on the implementation of the Protection of Personal Information Act 4 of 2013

SIGNATURE  _____

Date: 06 January 2022