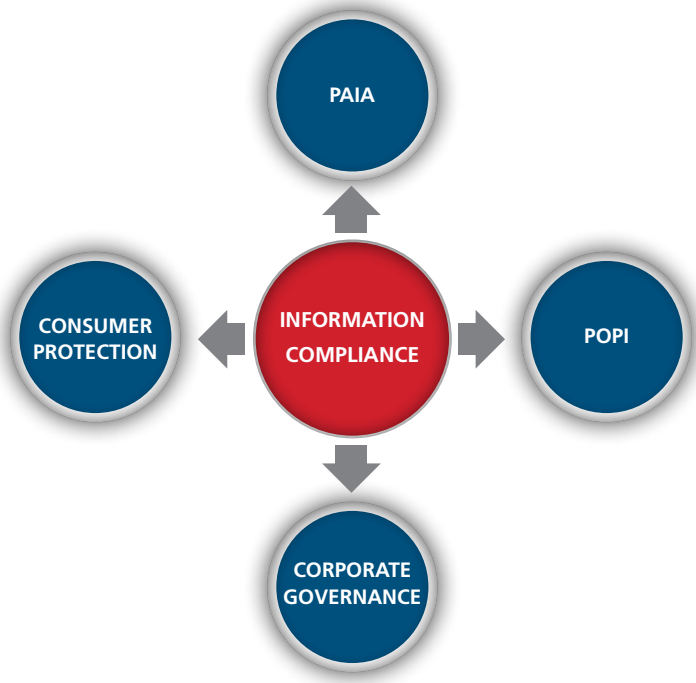




SERR INFORMATION COMPLIANCE – It is not a choice, it is law

PAIA AND POPI

Access to information and the protection of certain types of information in South Africa are mainly regulated by the *Promotion of Access to Information Act* (PAIA) and the *Protection of Personal Information Act* (POPI).



Every business and organisation, irrespective of their nature, have in their possession certain information that must be protected in their own interest, which includes but is not limited to:

- Business trade secrets
- Personal information of other entities or individuals, such as employees, clients, customers, etc.

Failure to comply with this legislation could have far-reaching criminal and civil implications for the organisation's head and directors. Businesses are compelled by law to compile, submit and streamline certain documents on a regular basis.

For businesses and organisations to be fully **information compliant**, they will have to assess all of the following:

- Commercial activities
- Agreements
- Employment contracts and policies
- Corporate governance documents and structures.

Alignment across the total spectrum of organisational activity is therefore essential for businesses and organisations to survive in an ever-growing and regulated technologically advanced and challenging environment.

Policies developed in terms of the **PAIA and POPI** are very important legal documents and require specialised attention to withstand future legal scrutiny and fully protect the business or organisation.

These documents form the foundation of information compliance and the synergy and alignment of all documents the cornerstone of protection.

SERR SYNERGY assists businesses and organisations to compile and update information manuals as required by **PAIA**, and also assists entities to fully comply with procedures as required by **POPI** by setting up an *Information Security Management System (ISMS)*.



OUR VALUE-ADDING SERVICE:
Promotion of Access to Information Act (PAIA)

- Compiling an information manual as required by the Act
- Submission of the manual to the Human Rights Commission and regulatory body
- Providing the manual in electronic format for publication on entities' websites
- Publication of the manual in the Government Gazette (optional)
- Updating the manual on a regular basis
- Submission and publication of updates
- Assistance with enquiries and requests in terms of the Act
- Assistance with disputes and enforcement by the regulator and authorities.

OUR VALUE- ADDING SERVICE:
Protection of Personal Information Act (POPI)

Assisting the entity to comply fully with the following procedures as required by the Act:

- Compiling a policy document regulating the above
- Regular updates
- Assistance with any disputes regarding the implementation of the Act
- Assistance with any disputes or aspects relating to enforcement by the regulator and authorities.

