

POPI ACT Explained

Protection of Personal Information (POPI)

This Act is enforced by the Information Regulator of South Africa and keeps personal information safe:

- Name and ID number
- Phone number and address
- Photos and school records

Schools cannot share learner's information without permission

Example: sharing photo's or phone numbers on social media without permission, is not allowed.

- Even if parents or guardians give consent, the school must still obtain personal consent from the learner.
- If learners do not want their information shared, the school is not allowed to share it.
- This includes the sharing or publishing of results and achievements.

prepared for download to the public via

www.sadonte.co.za/Resources



EDUCATOR CHECK LIST

Understand personal information

contact info, ID numbers, photos, exam results, health records and e-mails ✓

Obtain consent

Ensure written permission from parent/guardian is obtained before sharing information externally and respect learner preferences if they object ✓

Secure storage and access control

Keep all records safe (locked cabinets, secure servers, password-protected systems) Limit access only to staff who need it ✓

Publishing and communication

Avoid sharing names, photo's, or results publicly without consent Use anonymised data when posting achievements, results or newsletters ✓

Breach reporting and accountability

Report suspected or confirmed breaches to the Principal or Data Protection Officer immediately. Serious breaches should be reported to the Information Regulator ✓

REPORT SUSPECTED POPI ACT BREACH TO THE INFORMATION REGULATOR OF SA: