



# Statucor has prepared comprehensive standardised PAIA Manual

Dear Valued Client

Information security and data privacy regulations are ever increasing and top of mind in the business world. Recent years regulatory changes have imposed several requirements on businesses in this regard which you may be aware of, including:

- ▶ From 1 January 2022 all businesses must have a PAIA manual in place in accordance with the Promotion of Access to Information Act 2 of 2000 (PAIA);
- ▶ From 1 July 2022 all businesses must comply with the provisions of Protection of Personal Information Act No 4 of 2013 ("POPIA");
- ▶ Older PAIA manuals generally no longer conform to standard given various provisions of POPIA that must be addressed in the PAIA manual. This includes aspects of personal information processed by the business and the purposes thereto;
- ▶ All businesses must appoint and register their Information Officers with the Information Regulator of South Africa as part of their Compliance requirements.

## *Information Officers with the Information Regulator of South Africa*

To provide our clients with the means to comply, Statucor has prepared comprehensive standardised PAIA Manual and an Information Officer Appointment Letter to form a basis for our clients that effectively combine and considers the relevant provisions of PAIA and POPIA as would apply most commonly to actively trading organisations.

Our clients may easily adapt these documents to their organisation by adding and integrating specialised areas that may apply to their organisation on an exception-based approach to tailor the PAIA Manual and Information Officer Appointment Letter to the organisation's needs. Together with this, Statucor can assist the organisation with registering or updating their Information Officer and Deputy Information Officer particulars with the Information Regulator.

Please consider your POPIA and PAIA requirements and reach out to your dedicated consultant or Statucor contact should you require assistance with a new PAIA Manual or Information Officer Appointment/Registration per the above.

