

EXTRACTED FROM THE APPOINTMENT LETTER FOR

INFORMATION OFFICER ROLE

THETA PROJECTS

The responsibilities defined for these roles in **Theta Projects**, a private body in terms of the POPI and PAI Acts, are:

1. POPI Act Information Officer Role Responsibilities:

- 1.1. Developing, publishing and maintaining a POPI Policy which addresses all relevant provisions of the POPI Act, including but not limited to the following:
- 1.2. Reviewing the POPI Act and periodic updates as published Ensuring that POPI Act induction training takes place for all staff
- 1.3. Ensuring that periodic communication awareness on POPI Act responsibilities takes place Ensuring that Privacy Notices for internal and external purposes are developed and published Handling data subject access requests
- 1.4. Approving unusual or controversial disclosures of personal data Approving contracts with operators as defined in the POPI Act
- 1.5. Ensuring that appropriate policies and controls are in place for ensuring the acceptable quality of personal information in line with the POPI Act are in place
- 1.6. Ensuring that appropriate security safeguards in line with the POPI Act for personal information are in place
- 1.7. Handling all aspects of relationship with the Information Regulator as foreseen in the POPI Act Provide direction to any Deputy Information Officer if and when appointed

2. PAI Act Information Officer Role Responsibilities:

- 2.1. Developing, publishing and maintaining a PAIA Manual which addresses all relevant provisions of the PAIA Act, including but not limited to the following:
- 2.2. Meets the requirements for contents of the Manual Establishing processes for information requests Handling requests for information
- 2.3. Provide direction to any Deputy Information Officer if and when appointed

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