

PROTECTION OF PERSONAL INFORMATION ACT(POPIA)

PRIVACY NOTICE

The Protection of Personal Information Act No.4 of 2013 commonly known as “POPIA” came into full force and effect on 1 July 2021. POPIA seeks to protect natural and juristic persons from harm by protecting their personal information. POPIA sets out eight conditions for the lawful processing of personal information. In that way, the Act seeks to balance the right to privacy against other rights, particularly the right of access to information.

In compliance with the Promotion of Access to Information Act (PAIA) and POPIA; the Department of Rural Development and Agrarian Reform has appointed Deputy Information Officers, who will assist the Head of Department who is the Information Officer in terms of the PAIA & POPIA, to oversee the implementation of POPIA as well as attend to all requests made for access to personal information as prescribed in POPIA, as well as PAIA. All requests for access to information should be directed to:

PAIA: Chera-Lee Oliver (Office of the HOD) and forwarded to: PAIA@drdar.gov.za;

POPIA related requests for information should be directed to: Chera-Lee Oliver and forwarded to: POPIA@drdar.gov.za

The Department of Rural Development and Agrarian Reform has published its PAIA Manual, copies of the PAIA and POPIA Legislation together with the prescribed forms for the request for information on its website: www.drdar.gov.za for anyone to seeking information within the Department’s custody, including personal information.

This notice seeks to advise how the Department of Rural Development and Agrarian Reform obtains, uses and processes your personal information, in accordance with the requirements of the Protection of Personal Information Act, No.4 Of 2013 (“POPIA”).

As the department of Rural Development and Agrarian Reform (DRDAR) we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully, transparently, and in terms of the Act.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, DRDAR also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document.

How we use your information

In compliance with the POPIA; the Department undertakes to process personal information or special personal information as defined by the POPIA as follows:

1. Personal information may only be processed in a fair and lawful manner and only with the consent of the data subject or a competent person where the data subject is a minor;
2. Personal information may only be processed for specific, explicitly defined and legitimate reasons.
3. Personal information may not be processed for a secondary purpose unless that processing is compatible with the original purpose.
4. Reasonable steps will be taken to ensure that the personal information collected is complete, accurate, not misleading and updated where necessary.
5. The data subject whose information is collected will be made aware that the Department is collecting such personal information and for what purpose the information will be used.
6. Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party;
7. Personal information will be kept secure against the risk of loss, unlawful access, interference, modification, unauthorized destruction and disclosure.
8. Data subjects may request whether their personal information is held, as well as the correction and/or deletion of any personal information held about them.

In terms of POPIA, a data subject has the following rights:

1. The right to know what information is being kept, how it is being used, and when the Department may disclose it;
2. The right to correct their details. The Department will keep information updated or as captured by the data subject.

Information Security

The Department is legally bound to provide adequate protection for of personal information held and to prevent unauthorized access and use of personal information. The Department will continue to review security controls and related processes to ensure that your personal information remains secure.

In contracting with third parties, the Department imposes appropriate security, privacy and confidentiality obligations on them to ensure that the personal information under our responsibility is kept secure.

Your Rights: Access to information

You have the right to request a copy of your personal information held by the Department. To do this, simply complete the forms as uploaded on the Departmental Website and submit to the email addresses set out above in this notice.

Please note that any such access request may be subject to a payment of a legally allowable fee.

Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information

we may hold about you. We would appreciate it if you would keep your personal information accurate.

How to contact us

If you have any queries about this notice please contact us at the numbers/addresses listed on our website www.drdar.gov.za .

[..\Form 2 POPIA - Correction or deletion of PI.pdf](#)

[..\Protection of Personal Information Act No. 4 of 2013.pdf](#)

[..\POPIA 2018 Regs.pdf](#)

[..\PROMOTION OF ACCESS TO INFORMATION ACT .pdf](#)