



## EXTRACT FROM THE COUNCIL MINUTES HELD ON 5 DECEMBER 2022

Item A41. 05.12.2022

### POPIA COMPLIANCE FRAMEWORK

V Zeeman: Corporate Services

(Ref.: 5/1/1)

#### PURPOSE

To present the Protection of Personal Information Act (POPIA) Compliance Framework to Council, for adoption.

#### BACKGROUND

The Information Regulator published the "Regulations Relating to the Protection of Personal Information" in the Government Gazette on 14 December 2018, GG 42110, GNR 1383.

In terms of section 112(2) of the Protection of Personal Information Act 2013, (Act 4 of 2013), the Information Regulator made the regulations in the Schedule.

#### PROGRESS

Section 4(1) of the Regulations outlines the responsibilities of Information Officers, which includes ensuring the development of a compliance framework to be implemented, monitored and maintained.

Attached as **Annexure A** is a POPIA Compliance Framework for the Overberg District Municipality.

#### FINANCIAL IMPLICATIONS

None

#### STAFF IMPLICATIONS

None

#### LEGISLATIVE FRAMEWORK

- Protection of Personal Information Act, 2013 (Act 4 of 2013)
- Government Gazette No. 42110, dated 14 December 2018, GNR 1383: Regulations Relating to the Protection of Personal Information

#### ATTACHMENTS

**Annexure A:** POPIA Compliance Framework

**RESOLVED :** (Proposed by Cllr M Nomatiti and seconded by Cllr A Klaas)

- 1) Council adopts the Protection of Personal Information Act (POPIA) Compliance Framework.

**CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 5 DECEMBER 2022.**



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**R BOSMAN**  
**MUNICIPAL MANAGER**



## EXTRACT FROM THE COUNCIL MINUTES HELD ON 5 DECEMBER 2022

Item A42. 05.12.2022

### RECORDS MANAGEMENT POLICY

A Thompson: Committee Services, Records Management and Council Support (Ref: 5/3/B)

#### PURPOSE

For Council to approve the amended Records Management Policy.

#### BACKGROUND

The Records Management Policy was approved by Council on 28 June 2021.

#### CURRENT SITUATION

The approved Records Management Policy has subsequently been amended to align with the provisions of the Protection of Personal Information Act, 2013 (refer page 16 of the policy).

#### ATTACHMENT

The amended Records Management Policy

#### LEGISLATIVE FRAMEWORK

Protection of Personal Information Act, 2013 (Act 4 of 2013)

#### FINANCIAL IMPLICATIONS

None

**RESOLVED** : (Proposed by Cllr M Nomatiti and seconded by Cllr Y van Tonder)

- 1) That the previous Council Resolution No. A161. 28.06.2021, be repealed.
- 2) Council adopts the amended Records Management Policy.

**CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 5 DECEMBER 2022.**

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**R BOSMAN**  
**MUNICIPAL MANAGER**