

## **Request for Comments: Draft Guidelines on the Registration of Information Officers**

The South African Information Regulator is calling for comment on the draft Guidelines on the Registration of Information Officers (draft Guidelines), published in terms of the Protection of Personal Information Act 4 of 2013 (POPIA).

The draft Guidelines are informed by section 55(2) which requires that a responsible party registers its Information Officer with the Regulator before taking up his or her respective duties in terms of the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000.

Section 55(2) of POPIA requires information officers to be registered with the Information Regulator. The duties of an information officer include encouraging compliance with the conditions for the lawful processing of personal information; dealing with requests made in terms of POPIA, working with the Information Regulator in relation to investigations conducted and otherwise ensuring compliance with the provisions of POPIA.

The draft Guidelines include provisions regarding the following:

- Who should be registered as an Information Officer;
- Duties of the Information Officer;
- Designation of an Information Officer;
- Training of Information Officer and Deputy Information Officer;
- Delegation of authority by an Information Officer to a Deputy Information Officer;
- Procedure for the registration of the Information Officer;
- Updating the details of an Information Officer and Deputy Information Officer(s) with the Regulator;
- Publication of the contact details of Information Officer and Deputy Information Officer.

The guidelines set out the requirements for the delegation of authority by and Information Officer to a Deputy Information Officer, which must be in writing. All Information Officers are required to register with the Information Regulator using the prescribed registration form on or before **31 March 2021**. The contact details of the Information Officers and Deputy Information Officers will then be published on the Information Regulator's website.

The Regulator hereby invites written comments on the draft Guidelines from 17 July 2020 until 16 August 2020 (close of business at 16h00). Comments must either be delivered to the Information Regulator at: Physical Address: Braampark, Forum 3, 33 Hoofd Street, Braamfontein, 2017 or transmitted via Email to: [NNemasisi@justice.gov.za](mailto:NNemasisi@justice.gov.za)

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