

# IF YOU SEE SOMETHING, SAY SOMETHING

The VC is our Information Officer and must ensure that we protect people's right to privacy and that we comply with POPIA. But the VC can't do it alone. When you handle personal information you have a responsibility to protect it. But you also have a duty to get in touch with the POPIA team if you think we are not putting privacy first.

## 01

### MEET OUR POPIA TEAM

Information Officer: The VC  
Deputy information officer(s):

## 02

### DO YOUR PART

The POPIA team depends on all staff to let them know when the University is at risk of breaching POPIA. You are the eyes and ears of the POPIA team.

## 03

### KNOW WHEN TO SAY SOMETHING

You must let the POPIA team know if you are aware of:

- Loss or theft of personal information (e.g., hackers, loss or theft of devices, loss of hardcopy records)
- Personal information that isn't backed up anywhere
- Personal information that has been sent or disclosed to the wrong person (you know, that email that went where it wasn't supposed to)
- Something we are doing with personal information that is surprising and intrusive
- Sharing, exchanging or linking of large datasets with other organisations, researchers outside the University, or the government
- Personal information that you can't find when you need it or, when you find it, it is often wrong or out of date



The POPIA team will assess the activity and help the University to continue with it in a POPIA compliant way.

## 04

### WHO YOU SHOULD CONTACT

You can contact the POPIA team at: