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# Information Technology Services

## Information and Cybersecurity Awareness

Email [ithelp@up.ac.za](mailto:ithelp@up.ac.za) | [www.up.ac.za/itsecurity](http://www.up.ac.za/itsecurity)



## POPIA and information sharing

*'Think before you click, like or share'*

The long-awaited Protection of Personal Information Act (POPIA) finally came into effect on 1 July 2021. There seems to be an unfounded belief that POPIA prohibits the sharing of information. On the contrary, it provides a framework for sharing personal information lawfully in the business environment while protecting the people whose information is being shared.

### Introduction

POPIA emphasises the need to be responsible and transparent about the use of personal information. Although POPIA does not prevent you from sharing personal information, you need to make sure that it is done lawfully and transparently.

#### SEE MORE

 [WATCH: Debunking the POPIA myths](#)

#### READ MORE

 [How to protect personal information](#)

[Lawful basis for processing](#)

[Conditions for lawful processing](#)

#### DO MORE

 [Do a personal information impact assessment](#)

UP staff, contact [igapp@up.ac.za](mailto:igapp@up.ac.za) if you need more information or guidance.

### Think before you share

Here are the things to consider before you share personal information:

- **Justification:** Do you really need to share the information? Consider whether the information could be de-identified. You need to be able to demonstrate that the sharing of the information is justified.
- **Openness:** Do people know their information is being shared? Have you told them? How did you tell them? There shouldn't be any surprises!
- **Legal basis:** Clearly identify a legal basis for sharing the information and meet the relevant conditions for this basis.
- **Minimality:** Are you sharing only information required to fulfil the intended, lawful purpose?
- **Security:** Do you have appropriate technical and organisational measures to protect the information? This includes the secure transfer of and/or access to the information. You also need to have procedures in place to deal with a potential data breach.
- **Retention and destruction:** Do you have an arrangement in place with the body with which you are sharing the information to ensure it will not be kept longer than required?
- **International transfers:** Is the personal data being shared with an organisation based outside South Africa? Then it is important to consider the POPIA requirements for international transfers.
- **Data protection agreements:** Do you need a data protection agreement to cover the information that you are sharing? This could be a separate agreement or a clause within an existing agreement.
- **Privacy impact assessment:** Are you implementing a new process or service where personal information will be shared, or are you uncertain about a current process or service? Then you should conduct a privacy impact assessment to ensure that the sharing will comply with all the above requirements.