

# **POPIA Consent & Privacy Notice**

This template is provided by Nkadameng Danny Legal & Compliance Support as a starting point. Review every clause against your facts before signing. For tailored drafting or representation, book a consultation.

## **1. Responsible Party**

[YOUR ORGANISATION], with its information officer at [EMAIL], is the responsible party for the processing described below.

## **2. Personal information collected**

- Identification (name, ID, contact details).
- Employment / financial information where applicable.
- Records of communications and service history.

## **3. Purpose**

We process your personal information to [DESCRIBE PURPOSES — e.g. provide the agreed services, comply with legal obligations, respond to enquiries].

## **4. Sharing**

We do not sell your personal information. We may share it with operators (e.g. cloud storage, payment processors) under written agreements, and with regulators where required by law.

## **5. Retention**

We retain your information only as long as necessary for the stated purpose or as required by law (typically 5 years for financial records).

## **6. Your rights**

You may access, correct or delete your personal information, withdraw consent, object to processing and lodge a complaint with the Information Regulator ([infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)).

## **7. Consent**

I confirm that I have read this notice and consent to the processing of my personal information for the purposes described above.

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## **Authorities cited (OSCOLA)**

References use the Oxford Standard for the Citation of Legal Authorities (OSCOLA). Verify against the latest consolidated text before signing.

- Protection of Personal Information Act 4 of 2013 (RSA).
- Promotion of Access to Information Act 2 of 2000 (RSA).



- Constitution of the Republic of South Africa, 1996, s 14.

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Data subject signature

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Date: