

# YOUR POPIA CHEAT SHEET

An introduction to the Protection of Personal Information Act.

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## Stop to think

Without access to personal information, Universities wouldn't be able to register, teach, or assess students, or conduct research. We wouldn't be able to employ staff or communicate with alumni. But before you do anything with personal information, you should stop to think whether you are using the personal information responsibly. Treat personal information as if it were for your eyes only.

## Personal information

Personal information is very widely defined. It includes:

- Demographic information, like race, marital status, language, and religion
- Biometric information, like fingerprints, voice recognition or retinal scans
- Usernames and passwords
- Contact information, like Twitter handles and location information
- A person's opinions and preferences
- Private correspondence
- Background information, like educational, financial, or employment records
- Criminal record

## Special personal information

Some categories of personal information require extra care. They include:

- The information of minors
- Religious or philosophical beliefs
- Trade union membership
- Criminal behaviour
- Race or ethnic origin
- Sex life
- DNA
- Political opinions

## Data subjects

The data subject is the person or entity to which the personal information relates. At a University, common data subjects include:

- Students
- Staff
- Alumni
- Applicants
- Research subjects
- Service providers
- Members of the public

## Which activities are affected

The POPIA has an impact on everything we do with personal information throughout the information life cycle:



We need to understand and apply the POPIA rules that are relevant to each of these stages.

## Ask for help

If you want to know more about our University's POPIA compliance efforts, contact