



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

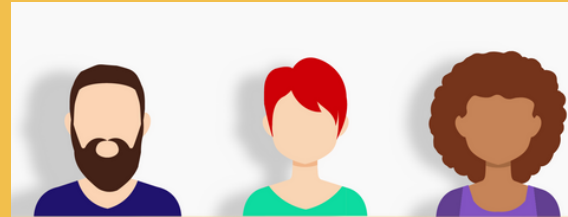
*Ensuring protection of your personal information
and effective access to information*

HAVE YOU REGISTERED YOUR INFORMATION OFFICER?

In terms of POPIA section 55 (2)

WHO IS THE INFORMATION OFFICER

The accounting officer of a public body and a head of a private body by virtue of their positions are by default the Information Officer (IO). In terms of POPIA the IO encourages compliance with the 8 conditions for lawful processing of personal information, and in terms of PAIA the IO ensures voluntary disclosure of information and accessibility to information held by the public or private body.



REGISTER NOW

Public and private bodies are urged to ensure that they register their Information Officers with the Information Regulator, using the manual registration process.

HOW TO REGISTER

1. Download the registration form obtainable on www.inforegulator.org.za
2. Complete form and email to Registration.IO@inforegulator.org.za
3. Within 7 days you should receive acknowledgment for registration.
4. Receive the registration certificate with a reference number.



WE ARE HERE TO ASSIST



Should you not have received your registration certificate within 7 working days from the day of registration OR have a general enquiry on the registration of your Information Officer you may, contact the Information Regulator on

Tel: 010 023 5241/42

Email: Registration.IO@inforegulator.org.za

THE INFORMATION REGULATOR IS EMPOWERED TO MONITOR AND ENFORCE COMPLIANCE WITH POPIA AND PAIA

The Guidance note on registration of Information Officers and Deputy Information Officers is available on www.inforegulator.org.za.