**POPI Employee compliance commitment**

I understand the importance of protecting personal information. I understand that Personal Information refers to information of many types and in many formats about both people and organisations. Where and when applicable, I undertake to do the following:

* My PC
  + Keep my password secure and not share it
  + Use a strong password (8 mixed and special characters minimum)
  + Lock my PC when it is unattended
  + Keep it secure if using it out of the office
  + Check it is being backed-up in line with the company policy
* My Cell phone
  + Use anti-virus software
  + Protect it with a password
  + Back it up regularly
  + Take care it is not lost or stolen
  + Be careful what I disclose to unknown callers
* My email
  + Be careful when opening attachments
  + Only use office email address for work purposes
  + Take care not to delete emails required for record keeping purposes
  + Take care when clicking on links I do not trust
* When browsing the web
  + Take care which sites I visit
  + Be aware of suspicious links
  + Use a firewall on all my devices
  + Take special care when entering personal information on web sites
  + Take care when clicking on banners and pop-ups
* My tablet (if I have one)
  + Secure it with a password
  + Run anti-virus software
  + Back it up regularly
  + Take care when using public WiFi hot-spots
* My memory stick (if I use one)
  + Only use an encrypted stick for personal information
  + Be careful about viruses when sharing my memory stick
  + Erase my memory stick when I have finished using it
* My rubbish bin
  + Think before throwing any documents into the bin
  + Check what I am allowed to throw into the bin
  + Make sure my bin is emptied regularly
* My filing system
  + Keep my filing system secure (locked when unattended)
  + Use a storage method which makes information easy to store and to find when I need it
  + Try to make sure I have a back-up copy of documents available in a secure place
* When using a shared printer/copier fax machine
  + Be careful when printing in case others can see Personal Information not intended for them
  + Be sure to remove all printed and copied material when there has been a machine jam
  + Take extra care when sending PI by fax documents that the receipt process is secure
* When I am travelling
  + Take care not to lose any information I may be carrying
  + Take care not to have any information stolen I may be carrying
  + Use secure storage such as lockable cases when carrying information
  + Take care when using public Wi-Fi hotspots, they may not be secure
  + Take care not to be overlooked by snoopers
  + Take care to not be overheard by snoopers
* When working from home
  + Keep access to information secure
  + Do not allow unauthorized people (family, friends, neighbours or household staff) access to work-related information
* When using social media
  + Think before I add any personal information
  + Think about who might use my personal information in ways I did not intend
  + Think about actions I might later regret: what I say or the way I say it
  + Check what are the security settings for my account
  + Don’t give away more personal information than necessary e.g. date of birth
  + Keep my work life and personal life separate

In dealing with personal information I will always

* Ensure I have consent or ask for permission first
* Be clear about the purpose
* Take good care to keep the information secure
* Keep the information accurate and up-to-date
* Only keep the information as long as I need to for the purpose
* Make the information available when people who are entitled to have access need to see the information
* Recognise it comes in many types, not just on my PC and in paper
* Keep myself informed with company policies
* Encourage my co-workers to comply with POPI
* Think about the sensitivity of information I am dealing with
* Make appropriate use of the confidential document disposal (shredding or other means)
* Report any lost information to my manager without delay
* Think carefully and check with my boss before I share personal information with colleagues or anyone outside our organisation
* Keep my desk clean and tidy during the day to avoid losing information
* Ensure my desk is clear at the end of each day to assist in security of information
* Report anything suspicious to my manager

I will always take care when

* Using printers and photocopiers and fax machines
* Giving out personal information over the phone
* Dealing with requests for information from people I do not know
* Discussing sensitive information on the phone: who can overhear me?
* Using keys, access card, or other security devices, they can be stolen or compromised
* Allowing people I do not know into work areas
* Accessing information outside the workplace: be aware who else can see the information

Signed by:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_