



# ATLANTIC BEACH

## ANNEXURE I

### **AGREEMENT IN RESPECT OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

We confirm that \_\_\_\_\_(insert service provider's name) , the Operator, processes personal information on behalf of \_\_\_\_\_(insert HOA name), the Responsible Party.

1. "Personal information" shall have the meaning ascribed to it as in the Protection of Personal Information Act (POPIA).
2. The Operator hereby undertakes as follows:
  - 2.1 The Operator will secure the integrity and confidentiality of the personal information provided by the Responsible Party. This will be done by taking appropriate, reasonable technical and organisational measures to prevent the:
    - 2.1.1 loss of, damage to or unauthorised destruction of personal information; and
    - 2.1.2 unlawful access to or processing of the personal information.
  - 2.2 In furtherance of the obligation set out in clause 2.1 above, the Operator will undertake reasonable measures to:
    - 2.2.1 identify all reasonably foreseeable internal and external risks to the personal information in its possession or under its control;
    - 2.2.2 establish and maintain appropriate safeguards against the risks identified in terms of clause 2.2.1 and any security measures established by the Responsible Party;
    - 2.2.3 regularly verify that the safeguards established in terms of clause 2.2.2 are effectively implemented;



## ATLANTIC BEACH

- 2.2.4 ensure that the safeguards established in terms of clause 2.2.2 are continually updated in response to new risks or deficiencies in previously implemented safeguards;
- 2.2.5 have due regard to generally accepted information security practices and procedures applicable or required in terms of specific industry or professional rules and regulations;
- 2.2.6 process personal information only with the knowledge or authorisation of the Responsible Party;
- 2.2.7 notify the Responsible Party immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.

3. The Responsible Party confirms that it authorises the Operator to process personal information, provided by the Responsible Party, on the Responsible Party's behalf.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Who warrants their authority for:

\_\_\_\_\_

(insert service provider's name)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Information Officer of HOA

Signature: \_\_\_\_\_