



Province of the
EASTERN CAPE
 COOPERATIVE GOVERNANCE
 & TRADITIONAL AFFAIRS

IMPACT ASSESSMENT 2024/2025

<u>PERSONAL INFORMATION PROCESSING</u>	<u>DATA SUBJECTS</u>	<u>WHO IS INVOLVED</u>	<u>COMPLIANCE WITH 8 POPIA PRINCIPLES</u>	<u>MITIGATION MEASURES</u>
A. Name and surname; contact details (contact telephone number(s), fax number, email address); residential and postal address; unique identifying number; location information; race; gender; sex; pregnancy; marital status; biometric, national, ethnic or social origin; age; physical or mental health; well-being; disability; language; confidential correspondence; education; medical, financial, criminal or employment history.	Petitioners to the MEC. People receiving services from EC COGTA.	1. Office of the MEC 2. Office of the Head of Department. 3. Rapid Response	1. Accountability Yes 2. Processing Limitation <u>Lawfulness of processing</u> Yes <u>Minimality</u> Yes <u>Consent, justification and objection</u> Yes Yes <u>Collection directly from data subject</u> Yes 3. Purpose Specification <u>Collection for the specific purpose</u> Yes <u>Retention and restriction of records</u> Yes Yes 4. Further Processing Limitation Yes	1. Departmental records management system. 2. Archiving of records 3. ICT security measures 4. On-going awareness sessions



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			<p>5. <u>Information Quality</u> Yes and No</p> <p>6. <u>Openness</u> Notification of data subject when collecting personal information. Yes Yes, Through salary advice (e.g., SARS, policies)</p> <p>7. <u>Security Safeguards</u> Security measures on integrity and confidentiality of personal information Yes Notification of security compromises Yes</p> <p>8. <u>Data Subject Participation</u> Access to personal information Yes Correction of personal information Yes</p>	
B. Name and surname;	1 Prospective	4. Corporate Services	1. <u>Accountability</u>	1. Departmental Records management



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contact details (contact telephone number(s), fax number, email address); residential and postal address; unique identifying number; location information; race; gender; sex; pregnancy; marital status; biometric, national, ethnic or social origin; age; physical or mental health; well-being; disability; language; confidential correspondence; education; medical, financial, criminal or employment history.	employees (applicants, employed, under-employed and interns) 2. Bursary holders	5. Security Management and Anti-corruption 6. DLG 7. Traditional Affairs 8. Office of the MEC 9. Office of the Head of Department.	Yes 2. <u>Processing Limitation</u> <u>Lawfulness</u> of <u>processing</u> Yes <u>Minimality</u> Yes <u>Consent</u> <u>justification</u> <u>and objection</u> Yes Yes <u>Collection directly from data subject</u> Yes 3. <u>Purpose Specification</u> <u>Collection for the specific purpose</u> Yes <u>Retention and restriction of records</u> Yes Yes 4. <u>Further Processing Limitation</u> Yes	system. 2. Archiving of records. 3. ICT security measures. 4. Approval of departmental POPIA Policy 5. Alignment of SOP with POPIA; develop relevant consent forms. 6. On-going Awareness sessions 7. Align Incident Report(s) forms with POPIA and alignment of relevant guidelines with POPIA



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			<p>5. <u>Information Quality</u> Yes and No</p> <p>6. <u>Openness</u> Notification of data subject when collecting personal information. Yes Yes, Through salary advice (e.g., SARS, policies)</p> <p>7. <u>Security Safeguards</u> Security measures on integrity and confidentiality of personal information Yes Yes Yes Notification of security compromises Yes</p> <p>8. <u>Data Subject Participation</u> Access to personal information Yes Correction of personal information Yes</p>	



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C. Gender, race; age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details (contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members); race; medical; gender; sex; nationality; ethnic or social origin; sexual orientation; age; physical or mental health; well-being; disability	People who are service providers/suppliers	Finance and Supply Chain	<p>1. <u>Accountability</u> Yes</p> <p>2. <u>Processing Limitation</u> <u>Lawfulness</u> of <u>processing</u> Yes</p> <p><u>Minimality</u> Yes</p> <p><u>Consent</u>, <u>justification</u>, and <u>objection</u> Yes</p> <p><u>Collection directly from data subject</u> Yes</p> <p>3. <u>Purpose Specification</u> <u>Collection for the specific purpose</u> Yes</p> <p><u>Retention and restriction of records</u> Yes</p> <p>4. <u>Further Processing Limitation</u> Yes</p>	<p>1. Contractual documentation</p> <p>2. Departmental Records management system.</p> <p>3. Archiving of records.</p> <p>4. ICT security measures.</p> <p>5. Approval of departmental POPIA Policy</p> <p>6. Alignment of SOP with POPIA; develop relevant consent forms.</p> <p>7. On-going Awareness sessions</p> <p>8. Align Incident Report(s) forms with POPIA and alignment of relevant guidelines with POPIA</p>



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			<p>5. Information Quality Yes and No</p> <p>6. Openness Notification of data subject when collecting personal information. Yes Yes, Through salary advice (e.g., SARS, policies)</p> <p>7. Security Safeguards Security measures on integrity and confidentiality of personal information Yes Notification of security compromises Yes</p> <p>8. Data Subject Participation Access to personal information Yes Correction of personal information Yes</p>	
D.	Municipalities (Members of Municipal Councils,	1. DDG: Developmental	<p>1. Accountability Yes</p>	1. Departmental records management system.



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	Senior management appointments records, employees, etc.)	Local Government. 2. Municipal Governance and Support Services.	<p>2. <u>Processing Limitation</u></p> <p>Lawfulness _____ of processing Yes</p> <p>Minimality Yes</p> <p>Consent, _____ justification and objection Yes</p> <p>Yes</p> <p>Collection directly from data subject Yes</p> <p>3. <u>Purpose Specification</u></p> <p>Collection _____ for the specific purpose Yes</p> <p>Retention and restriction of records Yes</p> <p>Yes</p> <p>4. <u>Further Processing Limitation</u></p> <p>Yes</p> <p>5. <u>Information Quality</u></p>	<p>2. Archiving of records.</p> <p>3. ICT security measures.</p> <p>4. On-going awareness sessions</p>



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			<p>Yes and No</p> <p>6. Openness <u>Notification of data subject when collecting personal information.</u> <u>Yes</u> Yes, Through salary advice (e.g., SARS, policies)</p> <p>7. Security Safeguards <u>Security measures on integrity and confidentiality of personal information</u> <u>Yes</u></p> <p><u>Notification of security compromises</u> <u>Yes</u></p> <p>8. Data Subject Participation <u>Access to personal information</u> <u>Yes</u> <u>Correction of personal information</u> <u>Yes</u></p>	
E. Gender, pregnancy; marital status; race; age,	CDWP and EPWP participants	1. Community Work Programme, Urban	1. Accountability <u>Yes</u>	1. Contractual documentation 2. Departmental records management



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language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details (contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members); race; medical; gender; sex; nationality; ethnic or social origin; sexual orientation; age; physical or mental health; well-being; disability; religion; conscience; belief; culture; language; biometric information of the person as is required in public service prescripts and policies.		and Small-Town Development Programme	<p>2. <u>Processing Limitation</u></p> <p><u>Lawfulness</u> of <u>processing</u></p> <p>Yes</p> <p><u>Minimality</u></p> <p>Yes</p> <p><u>Consent</u>, <u>justification</u> and <u>objection</u></p> <p><u>Yes</u></p> <p><u>Collection directly from data subject</u></p> <p>Yes</p> <p>3. <u>Purpose Specification</u></p> <p><u>Collection</u> for the <u>specific purpose</u></p> <p>Yes</p> <p><u>Retention and restriction of records</u></p> <p>Yes</p>	<p>system.</p> <p>3. Archiving of records</p> <p>4. ICT security measures</p>



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			<p>4. <u>Further Processing Limitation</u></p> <p>Yes</p> <p>5. <u>Information Quality</u></p> <p>Yes</p> <p>6. <u>Openness</u></p> <p>Yes</p> <p>7. <u>Security Safeguards</u></p> <p>Security measures on integrity and confidentiality of personal information.</p> <p>Yes</p> <p>8. <u>Data Subject Participation</u></p> <p>Access to personal information Correction of personal information</p> <p>Yes</p>	



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F.	People who are recipients of state benefits (e.g., indigent register, dependents of deceased, etc.)	1. Office of the MEC. 2. Office of the Head of Department. 3. Municipal Free Basic Services	1. <u>Accountability</u> Yes 2. <u>Processing Limitation</u> <u>Lawfulness</u> of processing Yes <u>Minimality</u> Yes <u>Consent, justification and objection</u> Yes Yes <u>Collection directly from data subject</u> Yes 3. <u>Purpose Specification</u> <u>Collection for the specific purpose</u> Yes <u>Retention and restriction of records</u> Yes Yes	1. Departmental records management system. 2. Archiving of records. 3. ICT security measures. 4. On-going awareness sessions.



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			<p>4. <u>Further Processing Limitation</u> Yes</p> <p>5. <u>Information Quality</u> Yes and No</p> <p>6. <u>Openness</u> Notification of data subject when collecting personal information. Yes Yes, Through salary advice (e.g., SARS, policies)</p> <p>7. <u>Security Safeguards</u> Security measures on integrity and confidentiality of personal information Yes</p> <p>Notification of security compromises Yes</p> <p>8. <u>Data Subject Participation</u> Access to personal information</p>	



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			Yes <u>Correction of personal information</u> Yes	
G.	Traditional leaders (royal families, etc.) Traditional Councils	1. Traditional Affairs. 2. Provincial House of Traditional and Khoisan Leaders.	1. <u>Accountability</u> Yes 2. <u>Processing Limitation</u> <u>Lawfulness of processing</u> Yes <u>Minimality</u> Yes <u>Consent, justification, and objection</u> Yes Yes <u>Collection directly from data subject</u> Yes 3. <u>Purpose Specification</u> <u>Collection for the specific purpose</u> Yes <u>Retention and restriction of records</u> Yes	1. Departmental records management system. 2. Archiving of records. 3. ICT security measures.



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			<p>Yes</p> <p>4. <u>Further Processing Limitation</u> Yes</p> <p>5. <u>Information Quality</u> Yes and No</p> <p>6. <u>Openness</u> Notification of data subject when collecting personal information. Yes Yes, Through salary advice (e.g., SARS, policies)</p> <p>7. <u>Security Safeguards</u> Security measures on integrity and confidentiality of personal information Yes Notification of security compromises Yes</p> <p>8. <u>Data Subject Participation</u> Access to personal information Yes Correction of personal</p>	



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			information Yes	

RECOMMENDED FOR APPROVAL BY:



MP MADIKANE

CORPORATE GOVERNANCE OFFICER

DATE: 04 MARCH 2025

APPROVED BY:



V MLOKOTHI

ACTING HEAD OF DEPARTMENT

DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

DATE: 04. 03. 2025