



agriculture, environmental affairs,
rural development and land reform

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NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

Data Defense 101

A Workplace Guide

Your Role in Data Protection

- As an employee, you're a vital part of our security team. By following [POPIA guidelines](#), you can help keep our data safe and contribute to a secure digital environment.



Know Your Data

- Get Familiar with What POPIA Considers Personal Information! This includes things like names, addresses, email addresses, financial info, and health records.
- Only gather and use personal information if it's essential for your task. Remember, safeguarding data isn't just a rule; it's about building trust with our clients and each other!



Secure Your Devices

- **Supercharge Your Passwords:** Create strong, unique passwords for all your work and personal accounts.
- **Stay Safe, Stay Updated:** Keep your devices protected by installing the latest software updates.
- **Watch Out for Phishing:** Always be cautious of suspicious emails or texts that might trick you.
- **Wi-Fi Wisely:** Avoid using public Wi-Fi for important tasks. Stick to secure networks.



Be Cyber Aware

- Keep up-to-date with the latest cybersecurity threats and best practices.
- If you notice any unusual activity, report it to your IT department or security officer immediately.



Comply with POPIA

- **Know Your Rights:** Familiarize yourself with your rights under POPIA, including the right to access, correct, or delete your personal information.
- **Handle with Care:** Treat personal information responsibly and comply with data subject requests.
- **Report Breaches:** If a data breach occurs, report it to the Information Regulator and affected individuals as required by POPIA.

