

## INTERNAL MEMO

<b>TO:</b>	All Employees of SAIL, FLOOID & SAIL Commercial (“ <b>The Company</b> ”)
<b>FROM:</b>	Executive, Human Resources & Corporate Services
<b>DATE:</b>	30 June 2021
<b>SUBJECT:</b>	Implementation of POPIA Policy & Amendments to the PAIA Policy Manual
<b>REFERENCE:</b>	POPI   PAIA2020

### Introduction

The Protection of Personal Information Act (**POPIA**) has come into effect as of 1 July 2021. In line with the Act, all companies are required to comply with all sections of POPIA when processing any personal information of its employees, suppliers and clients. Due to the link between POPIA and the Access to Information Act (“**PAIA**”) the Company is required to update the PAIA Policy and include POPIA information in the PAIA Manual.

The purpose of this memo is to notify all staff of the creation and implementation of the POPIA Policy (“**the Policy**”) as well as the amendments to the PAIA Manual, and to ensure that all staff are aware of and take note of the content of the Policy.

### Important Note to Staff:

We cannot stress enough, the importance of all staff to familiarise themselves with the details of the Policy and ensure it is aware of all the obligations which it places on you to ensure compliance at all times. These have been summarized in the email to which this memo is attached.

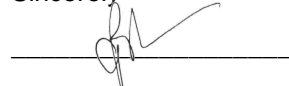
Please note that all staff will be required to sign an addendum to their employment contract which sets out a confidentiality agreement as well as a commitment to comply with all aspects of the Policy. As training has been provided to all staff disciplinary action will be taken against all staff who fail to comply and uphold their obligations in line with the Policy.

Should you have any questions or would like to request more information on the Policy’s content and your obligations please contact HR or Corporate Services:

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Chantelle Fellingner | [chantelleF@sail.co.za](mailto:chantelleF@sail.co.za)

Sincerely



**Jaco Beukes**