



INFORMATION REGULATOR (SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

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MEDIA STATEMENT

INFORMATION REGULATOR PUBLISHES THE GUIDANCE NOTE FOR REGISTRATION OF INFORMATION OFFICERS

The Information Regulator (IR) of South Africa has published the Guidance Note for the registration of Information Officers (IOs) and Deputy Information Officers (DIOs), in order to ensure proper understanding of the legislative requirements. The Guidance Note is available on the IR's website.

The Protection of Personal Information Act 4 of 2013 (POPIA) prescribes compulsory requirements for the registration of Information Officers (IOs) with the IR. The existing IOs under the Promotion of Access to Information Act 2 of 2000 (PAIA) will have to register once the IR as started the registration process.

It is the duty of the responsible parties and their IOs to ensure strict compliance with the relevant provisions of the POPIA and PAIA and respective regulations under the above-mentioned legislation.

The IR is developing an online portal for the registration of IOs which is at an advanced stage and it is expected to be live by the end of **April 2021**. Accordingly, the registration of IOs and/or DIOs is expected to commence on **1 May 2021**. In order to speed up the registration process, responsible parties are encouraged to submit their applications for registration through the online registration portal.

Responsible parties may also submit their applications as of **1 May 2021** for the registration of IOs and/or DIOs, if any, by manually completing the application form attached to the Guidance Note. The application form for the registration of IOs and/or their DIOs can also be downloaded from the IR's website <https://www.justice.gov.za/inforeg/docs.html>. Responsible parties who have submitted their applications using the old forms are encouraged to reapply using the online platform to register IOs. We urge responsible parties to carefully read the Guidance Note before completing and submitting an application form to the IR.



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