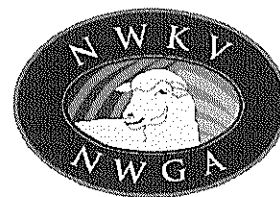


**NASIONALE WOLKWEKERSVERENIGING VAN SUID-AFRIKA  
NATIONAL WOOL GROWERS' ASSOCIATION OF SOUTH AFRICA**

Posbus / PO Box 34291, Newton Park, 6055  
Pickeringstraat 41a Pickering Street, Newton Park, Port Elizabeth, 6045  
Tel: 041 – 3655030; Fax: 041 – 3655035; email: [leon@nwga.co.za](mailto:leon@nwga.co.za)



**Information Officer of National Wool Growers' Association of South Africa**

An information officer is identified as one of the following:

<b>Nature of the body</b>		<b>Identity of Information Officer</b>
Public Body, department or Organ of State (as defined in section 239 of the Constitution)	National Department or Provincial Government Components	Director-General or the person who is acting as such.
	Presidency or a National Government Component	Director-General or the person who is acting as such.
	Provincial department or a Provincial Government Component	Head of Department or the person who is acting as such.
	Office of a Premier or a Provincial Government Component	Director-General or the person who is acting as such.
	Municipality	Municipal Manager or the person who is acting as such.
	Public Institutions	Chief Executive Officer or the person who is acting as such.
Private Body	Natural person	A natural person who carries on any trade, business or profession, but only in such capacity or any person duly authorised by that natural person.
	Partnership	Any partner of the partnership or any person duly authorised by the partnership.
	Juristic person	Chief Executive Officer or the Managing Director or equivalent officer of the juristic person or any person duly authorised by that officer or any person who is acting as such or any person duly authorised by such acting person

Where the role of the information officer was designated to someone other than the CEO, MD or equivalent as above, please ensure this is properly documented in the Manual and the

AUTHORISATION OF INFORMATION OFFICER attached at the end on this document has been completed.

As per above guidance we have identified **Leon de Beer** to be our Information Officer in his/her capacity as General Manager.

I **Leon de Beer**, accept this appointment and understand my duties and responsibilities in terms of the Protection of Personal Information Act and the Promotion of Access to Information Act as the following:

1. The encouragement of compliance by the body with the conditions for the lawful processing of personal information.
  - a. Develop a compliance framework and ensure it is implemented, monitored and maintained – See part 3: Processing Personal Information;
  - b. Perform a personal information impact assessment to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information – See Part 2: Personal Information Impact Assessment;
  - c. Ensure that internal awareness sessions are conducted regarding the provisions of the Act, regulations made in terms of the Act, codes of conduct, or information obtained from the Regulator – See Part 8: Internal training and awareness;
2. Dealing with requests made to the body pursuant to POPIA.
  - a. Develop internal measures and adequate systems to process requests for information and access thereto – See Part 4: Data Subject Participation;
3. Working with the Regulator in relation to investigations conducted when the processing of information is subject to prior authorisation as per Chapter 6 – See Part 2: Personal Information Impact Assessment;
4. Developing, monitoring and maintaining the manual as prescribed in section 14 or 51 of PAIA – See Part 10: Promotion of Access to Information Act;
  - a. Providing a copy of the manual to any person upon request and upon the payment of the fee as determined;
5. Submit a report to the Regulator regarding requests received in terms of POPIA and PAIA and how they were dealt with – See part 9: Information Regulator.
6. Ensuring compliance by the body with the provisions of the Act.

Information officers take accountability for the compliance of the entity with the Protection of Personal Information Act, as well as the Promotion of Access to Information Act. I, **Leon de Beer**, therefore, acknowledge that as Information Officer, I may be held criminally liable for the following offences:

Sections of POPI	Nature of offence by an Information Officer	Penalty
100	Hinders, obstructs or unlawfully influences the Regulator	fine or to imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment
102	Obstruction of execution of warrant	fine or to imprisonment for a period not exceeding 12 months, or to both a fine and such imprisonment
103	Fails to comply with an enforcement notice	fine or to imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment
105	Unlawful acts by responsible party in	fine or to imprisonment for a

	connection with account number	period not exceeding 10 years, or to both a fine and such imprisonment
59	Failure to notify processing subject to prior authorisation	fine or to imprisonment for a period not exceeding 12 months, or to both a fine and such imprisonment
<b>Sections of PAIA</b>	<b>Nature of offence by an Information Officer</b>	<b>Penalty</b>
90(1)	A person who with intent to deny a right of access in terms of this Act- (a) destroys, damages or alters a record; (b) conceals a record; or (c) falsifies a record or makes a false record	A fine or imprisonment for a period not exceeding two years
90(2)	The Information Officer of a public body who willfully or in a grossly negligent manner fails to make available the manual in terms of section 14 of PAIA	A fine, or imprisonment for a period not exceeding two years
90(3)	A head of a private body who willfully or in a grossly negligent manner fails to make available the manual in terms of section 51 of PAIA	A fine, or imprisonment for a period not exceeding two years
77K	Non-compliance with Enforcement Notice	A fine, or imprisonment for a period not exceeding three years or to both such a fine and such imprisonment

### **Deputy Information Officer of National Wool Growers' Association of South Africa**

Section 17 of PAIA provides for the designation of a Deputy Information Officer of a public body, and section 56 of POPIA extends the designation of a Deputy Information Officer for a private body.

Only employee(s) of a body can be designated as a Deputy Information Officer. In order to render a body as accessible as reasonably possible the Information Officers of public and private bodies must designate one or more Deputy Information Officers as are necessary, depending on the structure and size of such bodies.

To ensure accessibility, the Information Officer of a multinational entity based outside the Republic must designate any person within the Republic of South Africa as a Deputy Information Officer.

A person designated as a Deputy Information Officer should be afforded sufficient time, adequate resources and the financial means to devote to matters concerning POPIA and PAIA. It is recommended that a Deputy Information Officer should report to the highest management office within a Body. This means that only an employee at a level of management and above should ideally be considered for designation as a Deputy Information Officer of a body. A Deputy Information Officer should be accessible to everyone, particularly to a data subject in respect of POPIA or a requester, in terms of PAIA. A Deputy Information Officer should have a reasonable understanding of POPIA and PAIA in order to execute his or her duties. A Deputy Information Officer should have a reasonable understanding of the business operations and processes of a body. An employee(s) with institutional knowledge is preferred for designation as a Deputy Information Officer(s).

We have appointed the following Deputy Information Officers:

Deputy Information Officer:

Name of Deputy Information Officer: Patricia Ann Myburgh

Position in Entity: Manager: Finance

Responsible for the following division: Finance

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

I formally accept the appointment and acknowledge my responsibilities in terms of POPIA and PAIA. I also confirm that I am suitably qualified with the relevant knowledge and understanding of these Acts to execute my duties.

**DESIGNATION AND DELEGATION OF AUTHORITY TO THE  
DEPUTY INFORMATION OFFICER**

*(In terms of section 56 of the Protection of Personal Information Act, 2013 (POPIA)  
and Section 17(1) of the Promotion of Access to Information Act, 2000(PAIA)*

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I, the undersigned,

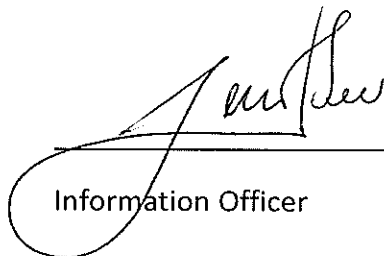
**Leon de Beer**

Information Officer

hereby designate Patricia Ann Myburgh as a Deputy Information Officer of National Wool Growers' Association of South Africa

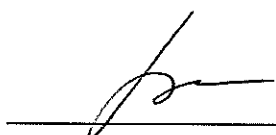
Furthermore, I hereby delegate to you the powers, duties and responsibilities, as conferred or imposed on me by POPIA and PAIA as outlined above.

Please be advised that I reserve the right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.

  
Information Officer

28.5.2021  
Date

*By my signature herein below, I hereby accept the delegation and designation as the Deputy Information Officer*

  
Patricia Ann Myburgh

28.5.2021  
Date

# AUTHORISATION OF INFORMATION OFFICER

*(In terms of the Promotion of Access to Information Act, 2000)*

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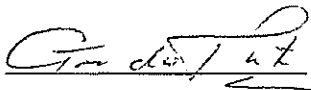
I, the undersigned,

**Guillaume Matthys du Toit**

Chairman

hereby authorise Leon de Beer as an Information Officer of National Wool Growers' Association of South Africa and authorise you to exercise any of the powers, duties and responsibilities conferred or imposed on me by the Protection of Personal Information Act, 2013 and the Promotion of Access to Information Act, 2000(PAIA)

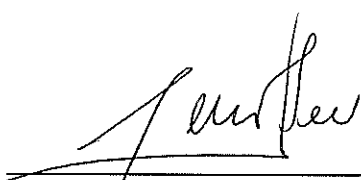
Please be advised that I reserve my right to exercise any of the powers, duties and responsibilities conferred herein, as well as the right to amend and/or withdraw any of those powers, duties and responsibilities.



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Chairman

*By my signature herein below, I hereby accept the authorisation as an Information Officer*



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Leon de Beer  
General Manager

28.5.2021.

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Date