

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 705

6 August 2021



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

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

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19 July 2021

**NOTICE IN TERMS OF SECTION 61(2) OF THE PROTECTION OF PERSONAL  
INFORMATION ACT NO 4 OF 2013 (POPIA) CODE OF CONDUCT: MAKTABA  
STATIONERY T/A PNA**

1. In terms of the provisions of section 61 (2) of POPIA, the Information Regulator gives notice that the Regulator is in receipt of a code of conduct from Maktaba Stationery t/a PNA, a company which was established in 1998 and is functioning in the Retail industry.
2. The purpose of the code of conduct is to:
  - 2.1. promote appropriate practices by the company governing the processing of personal information in terms of POPIA;
  - 2.2. encourage the establishment of appropriate agreements between members of the company and third parties, regulating the processing of personal information as required by POPIA and dictated by good business practice; and
  - 2.3. to establish procedures for the company to be guided in its interpretation of principally POPIA, but also other law or practices governing the processing of personal information, allowing for complaints against the company to be considered and remedial action, where appropriate, to be taken.

Adv. FDP Tlakula (Chairperson), Adv. LC Stroom Nzama (Full-time Member), Adv. JC Weapond (Full-time Member), Prof SL Snail ka Mtuze (Part-time Member) Ms AR Tilley (Part-time Member)

3. The code of conduct governs:
  - 3.1. the processing of personal information by the company in compliance with POPIA;
  - 3.2. where appropriate, agreements that may need to be concluded between the company and third parties promoting, and to the extent possible ensuring that personal information is processed in compliance with POPIA; and
  - 3.3. the enforcement by the company of the provisions of the code of conduct,
  
4. Affected persons are invited to submit written comments to the Regulator ([email address: lr@justice.gov.za](mailto:lr@justice.gov.za)) within fourteen (14) days after publication of the notice in the Government Gazette. A copy of the code of conduct will be made available on the Regulator's website, alternatively, a request for a copy of the code may be made by addressing correspondence to email address: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).