

GUIDANCE NOTE: POPIA

ANNEXURE C

EXAMPLE: DISCLAIMER FOR NON-EDITORIAL EMPLOYEES

The Company complies with the Protection of Personal Information Act (POPIA) and has adopted a policy to this effect ([hyperlink to policy](#)). If you submit your personal information to the sender of this correspondence, you confirm that you have read and understand the company's POPIA policy, and that you are aware of your rights as a data subject. You agree, and make the informed decision, that your personal information may be recorded and processed by the Company in executing its day-to-day activities, being *insert daily activities such as printing, publishing and distribution*.

EXAMPLE: DISCLAIMERS FOR EDITORIAL EMPLOYEES:

This journalist voluntarily subscribes to the Press Council of South Africa's [Press Code](#) of Ethics and Conduct for South African Print and Online Media. The collection and/or processing of personal information is done in accordance with this code.