



**agriculture**

Department:  
Agriculture  
**PROVINCE OF THE EASTERN CAPE**

**PROTECTION OF PERSONAL INFORMATION ACT 4 of 2013  
PERSONAL INFORMATION IMPACT ASSESSMENT  
APRIL 2025**



## **Foreword**

The Promotion of Access to Information Act 2 of 2000 (PAIA) and the Protection of Personal Information Act 4 of 2013 (POPIA) are pieces of legislation used to protect the basic human rights of access to information (PAIA) and privacy (POPIA).

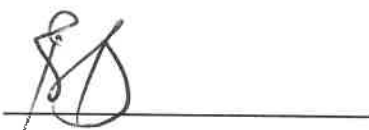
Regulation 4(1) of the 2018 POPIA regulations which came into effect on 1 May 2021, provides for responsibilities of Information Officers. Amongst the responsibilities imposed on Information Officers regulation 4(1)(b) prescribes that Information Officers must ensure that a Personal Information Impact Assessment (PIIA) is done to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information.

Although the legislation requires such a PIIA, little to no guidance is provided in the legislation as to what such an assessment should look like and how it should function.

However, according to training provided by the Information Regulator of South Africa, the identification, assessment and management of privacy risks is a fundamental component of accountability in POPIA. Understanding the risks in which you process personal information is central to an appropriate and proportionate privacy management framework.

A PIIA is therefore an important risk management tool used to enable the identification and recording of personal information and protecting and minimizing the risks.

With this background in mind, the Department of Agriculture has embarked on compiling this table as a tool to identify and record the personal information processed by it and protecting and minimizing the risks of such personal information. The PIIA will be reviewed annually by March of each year as it is working document to ensure alignment and compliance with relevant prescripts.



**MR B. DAYIMANI  
HEAD OF DEPARTMENT  
DEPARTMENT OF AGRICULTURE**

18.06.2025  
**DATE**



| <u>PERSONAL INFORMATION PROCESSING</u>                                                                                                                                                                                                                                                                                                                                                                                         | <u>DATA SUBJECTS</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>WHO IS INVOLVED</u>                                                                                                                                                                                                                                                                                                                                                                                                        | <u>COMPLIANCE WITH 8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>MITIGATION MEASURES</u>                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Name and surname; contact details (contact telephone number(s), fax number, email address); residential and postal address; unique identifying number; location information; race; gender; sex; pregnancy; marital status; national, ethnic or social origin; age; physical or mental health; well-being; disability; language; confidential correspondence; education; medical, financial, criminal or employment history. | <ol style="list-style-type: none"> <li>Unemployed people in the Eastern Cape</li> <li>University students (historic and currently registered) in the Eastern Cape</li> <li>Petitioners to the DRDAR</li> <li>People who are service providers/suppliers</li> <li>People receiving services from the DRDAR</li> <li>People who are recipients of state benefits (e.g. production inputs, veterinary services, training programmes, extension services, youth development programmes, etc.)</li> </ol> | <ol style="list-style-type: none"> <li>Sustainable Resource Management</li> <li>Farmer Support and Development</li> <li>Veterinary Services</li> <li>Research and Technology development</li> <li>Agricultural Economic Services</li> <li>Structured Agricultural Education and Training</li> <li>Rural Development</li> <li>Office of the HOD</li> <li>Human Resource Management</li> <li>Supply chain management</li> </ol> | <p><b>1. Accountability</b><br/>Are there measures in place in order to ensure compliance with the conditions for lawful processing of personal information? (data protection policies, documentation of processing activities, implementation of appropriate security measures).</p> <p><b>2. Processing Limitation</b><br/><u>Lawfulness of processing</u><br/>Is the personal information processed lawfully and in a reasonable manner that does not infringe the privacy of a data subject?</p> <p><u>Minimality</u></p> | <ol style="list-style-type: none"> <li>Contractual documentation</li> <li>Archiving of records</li> <li>Safe records management processes</li> <li>ICT security measures</li> <li>PAIA Manual</li> </ol> |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>MITIGATION<br/>MEASURES</u> |
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|                                                |                      |                        | <p>Is the personal information being processed adequate, relevant and not excessive?</p> <p><u>Consent, justification and objection</u></p> <p>Does the responsible party/applicant obtain consent from a data subject when processing personal information?</p> <p>Are there mechanisms in place for data subjects to provide consent for their information to be collected?</p> <p><u>Collection directly from data subject</u></p> <p>Is personal Information collected directly from the data subject, except otherwise provided for in section 12(2) of POPIA?</p> |                                |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>MITIGATION<br/>MEASURES</u> |
|------------------------------------------------|----------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                                                |                      |                        | <p>3. <u>Purpose</u><br/><u>Specification</u><br/>Collection for the specific purpose<br/>Is the purpose for collection explicitly defined to data subjects?<br/><u>Retention and restriction of records</u><br/>Is there a framework or policy which guides to ensure that data is not kept or retained for any longer than is necessary for achieving the purpose for which the information was collected?<br/>Are there guidelines in terms of how personal information is altered, updated, destroyed or deleted?</p> <p>4. <u>Further Processing</u><br/><u>Limitation</u></p> |                                |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <u>MITIGATION<br/>MEASURES</u> |
|------------------------------------------------|----------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                                                |                      |                        | <p>Do you have systems in place to ensure that further processing of personal information is in accordance with the purpose for which it was collected?</p> <p>5. <u>Information Quality</u><br/>Are measures in place to ensure that personal information collected is complete and accurate?</p> <p>6. <u>Openness</u><br/>Notification of data subject when collecting personal information. Do you inform data subjects that their personal information is being processed (collect, use, storage, distribution, destruction)?</p> <p>Do you inform the data subject of the possible use of their personal information</p> |                                |



| <u>PERSONAL INFORMATION PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH 8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>MITIGATION MEASURES</u> |
|----------------------------------------|----------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|                                        |                      |                        | <p>by third parties? If so, under what circumstances?</p> <p>7. <u>Security Safeguards</u><br/><u>Security measures on integrity and confidentiality of personal information</u><br/>Are there appropriate measures in place to ensure that the integrity and confidentiality of personal information is secured?<br/>Have regular verifications been conducted to assess if the safeguards are effectively implemented?<br/>Do you continually update safeguard mechanisms in response to new risks or deficiencies?<br/><u>Notification of security compromises</u></p> |                            |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <u>MITIGATION<br/>MEASURES</u> |
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|                                                |                      |                        | <p>Are there procedures in place to inform the information officer of a notifiable breach or personal security compromise?</p> <p>8. <u>Data Subject Participation</u><br/><u>Access to personal information</u></p> <p>Is there a system in place to grant data subjects easy access to their personal information?</p> <p><u>Correction of personal information</u></p> <p>Are there procedures in place to correct or delete personal information about the data subject that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully?</p> |                                |



| <u>PERSONAL INFORMATION PROCESSING</u>                                                                                                                                                                                                  | <u>DATA SUBJECTS</u>                                                                                            | <u>WHO IS INVOLVED</u>                                                                                                                                                                                                                                                                                                                                             | <u>COMPLIANCE WITH 8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>MITIGATION MEASURES</u>                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>B.</b> Names of contact persons; name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information. | 1. Registered trusts, close corporations, and companies that contract with DRDAR<br>2. Petitioners to the DRDAR | 3. Sustainable Resource Management<br>4. Farmer Support and Development<br>5. Veterinary Services<br>6. Research and Technology development<br>7. Agricultural Economic Services<br>8. Structured Agricultural Education and Training<br>9. Rural Development<br>10. Office of the HOD<br>11. Human Resource Management<br>12. Supply chain management Information | <b>1. Accountability</b><br>Are there measures in place to ensure compliance with the conditions for lawful processing of personal information? (data protection policies, documentation of processing activities, implementation of appropriate security measures).<br><br><b>2. Processing Limitation</b><br><u>Lawfulness of processing</u><br>Is the personal information processed lawfully and in a reasonable manner that does not infringe the privacy of a data subject?<br><u>Minimality</u><br>Is the personal information being | 1. Contractual documentation<br>2. Archiving of records<br>3. Safe records management processes<br>4. ICT security measures |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u>                                                                    | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>MITIGATION<br/>MEASURES</u> |
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|                                                |                      | Communications<br>Technology Unit<br>13. Information<br>Communications<br>Technology Unit | processed adequate,<br>relevant and not<br>excessive?<br><u>Consent, justification<br/>and objection</u><br>Does the responsible<br>party/applicant obtain<br>consent from a data<br>subject when<br>processing personal<br>information?<br>Are there<br>mechanisms in place<br>for data subjects to<br>provide consent for<br>their information to be<br>collected?<br><u>Collection directly<br/>from data subject</u><br>Is personal<br>Information collected<br>directly from the data<br>subject, except<br>otherwise provided for<br>in section 12(2) of<br>POPIA?<br><b>3. Purpose<br/>Specification</b> |                                |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>MITIGATION<br/>MEASURES</u> |
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|                                                |                      |                        | <p>Collection for the <u>specific purpose</u></p> <p>Is the purpose for collection explicitly defined to data subjects?</p> <p><u>Retention and restriction of records</u></p> <p>Is there a framework or policy which guides to ensure that data is not kept or retained for any longer than is necessary for achieving the purpose for which the information was collected?</p> <p>Are there guidelines in terms of how personal information is altered, updated, destroyed or deleted?</p> <p>4. <u>Further Processing</u></p> <p><u>Limitation</u></p> <p>Do you have systems in place to ensure that further processing of personal information</p> |                                |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>MITIGATION<br/>MEASURES</u> |
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|                                                |                      |                        | <p>is in accordance with the purpose for which it was collected?</p> <p>5. <u>Information Quality</u><br/>Are measures in place to ensure that personal information collected is complete and accurate?</p> <p>6. <u>Openness</u><br/>Notification of data subject when collecting personal information. Do you inform data subjects that their personal information is being processed (collect, use, storage, distribution, destruction)?</p> <p>Do you inform the data subject of the possible use of their personal information by third parties? If so, under what circumstances?</p> <p>7. <u>Security Safeguards</u></p> |                                |

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|                                                |                      |                        | <p><u>Security measures on integrity and confidentiality of personal information</u></p> <p>Are there appropriate measures in place to ensure that the integrity and confidentiality of personal information is secured?</p> <p>Have regular verifications been conducted to assess if the safeguards are effectively implemented?</p> <p>Do you continually update safeguard mechanisms in response to new risks or deficiencies?</p> <p><u>Notification of security compromises</u></p> <p>Are there procedures in place to inform the information officer of a notifiable breach or</p> |                                |



| <u>PERSONAL INFORMATION PROCESSING</u>                                             | <u>DATA SUBJECTS</u>                | <u>WHO IS INVOLVED</u>                                                          | <u>COMPLIANCE WITH 8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>MITIGATION MEASURES</u>                                         |
|------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                                                                                    |                                     |                                                                                 | <p>personal security compromise?</p> <p><b>8. <u>Data Subject Participation</u></b></p> <p>Access to <u>personal information</u></p> <p>Is there a system in place to grant data subjects easy access to their personal information?</p> <p><u>Correction of personal information</u></p> <p>Are there procedures in place to correct or delete personal information about the data subject that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully?</p> |                                                                    |
| C. Gender, pregnancy; marital status; race; age, language, educational information | Employees and prospective employees | <p>1. Human Resource Management</p> <p>2. Integrity and Security Management</p> | <p><b>1. <u>Accountability</u></b></p> <p>Are there measures in place to ensure compliance with the conditions for lawful</p>                                                                                                                                                                                                                                                                                                                                                                          | <p>1. Contractual documentation</p> <p>2. Archiving of records</p> |



| <u>PERSONAL INFORMATION PROCESSING</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u>                                                                                              | <u>COMPLIANCE WITH 8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <u>MITIGATION MEASURES</u>                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| (qualifications);<br>financial information;<br>employment history;<br>ID number; physical<br>and postal address;<br>contact details<br>(contact number(s),<br>fax number, email<br>address); criminal<br>behaviour; well-being<br>and their relatives<br>(family members);<br>race; medical; gender;<br>sex; nationality; ethnic<br>or social origin; sexual<br>orientation; age;<br>physical or mental<br>health; well-being;<br>disability; religion;<br>conscience; belief;<br>culture; language;<br>biometric information<br>of the person as is<br>required in public<br>service prescripts and<br>policies. |                      | 3. Service providers<br>(e.g. Employee<br>Wellness services)<br>4. Information<br>Communications<br>Technology Unit | processing of<br>personal information?<br>(data protection<br>policies,<br>documentation of<br>processing activities,<br>implementation of<br>appropriate security<br>measures).<br><b>2. Processing Limitation</b><br><u>Lawfulness of processing</u><br>Is the personal<br>information processed<br>lawfully and in a<br>reasonable manner<br>that does not infringe<br>the privacy of a data<br>subject?<br><u>Minimality</u><br>Is the personal<br>information being<br>processed adequate,<br>relevant and not<br>excessive?<br><u>Consent, justification and objection</u> | 3. Safe records<br>management<br>processes<br>4. ICT security<br>measures |



| <u>PERSONAL<br/>INFORMATION<br/>PROCESSING</u> | <u>DATA SUBJECTS</u> | <u>WHO IS INVOLVED</u> | <u>COMPLIANCE WITH<br/>8 POPIA PRINCIPLES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>MITIGATION<br/>MEASURES</u> |
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|                                                |                      |                        | <p><u>Retention and restriction of records</u><br/>Is there a framework or policy which guides to ensure that data is not kept or retained for any longer than is necessary for achieving the purpose for which the information was collected?<br/>Are there guidelines in terms of how personal information is altered, updated, destroyed or deleted?</p> <p>4. <u>Further Processing Limitation</u><br/>Do you have systems in place to ensure that further processing of personal information is in accordance with the purpose for which it was collected?</p> <p>5. <u>Information Quality</u><br/>Are measures in place to ensure that</p> |                                |



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|------------------------------------------------|----------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                                                |                      |                        | <p>personal information collected is complete and accurate?</p> <p>6. <u>Openness</u><br/>Notification of data subject when collecting personal information. Do you inform data subjects that their personal information is being processed (collect, use, storage, distribution, destruction)?</p> <p>Do you inform the data subject of the possible use of their personal information by third parties? If so, under what circumstances?</p> <p>7. <u>Security Safeguards</u><br/>Security measures on integrity and confidentiality of personal information<br/>Are there appropriate measures in place to</p> |                                |



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|                                                |                      |                        | <p>ensure that the integrity and confidentiality of personal information is secured?<br/>Have regular verifications been conducted to assess if the safeguards are effectively implemented?<br/>Do you continually update safeguard mechanisms in response to new risks or deficiencies?<br/><u>Notification of security compromises</u><br/>Are there procedures in place to inform the information officer of a notifiable breach or personal security compromise?<br/>8. <u>Data Subject Participation</u><br/><u>Access to personal information</u></p> |                                |



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