

Certified Personal Information Officer Exam Registration

Exam Dates: 5 November 2021

Location: Online (proctored)

Registration: <https://www.cpio.co.za/registration>

Overview

The Protection of Personal Information Act requires every public and private body to appoint an Information Officer and, if necessary, deputy information officers who are responsible for encouraging compliance with the conditions for the lawful processing of personal information, dealing with requests made regarding personal information, working with the Information Regulator and otherwise ensure compliance (as specified in the Regulations).

Information officers are required to have a reasonable understanding of POPIA and PAIA in order to execute their duties. Information officers are also expected to understand business operations and information processing.

The Guidelines on the Registration of Information Officers recommended that Information Officers and Deputy Information Officers receive appropriate training and keep abreast of the latest developments in POPIA and PAIA

The Certified Personal Information Officer (CPIO) examination enables candidates to demonstrate their skill and competency in interpreting and applying the Protection of Personal Information Act and other related legislation, their knowledge of business operations, information processing, the role and duties of Information Officers, Responsible Parties and the Information Regulator, and their understanding of the rights of data subjects, as protected by the Constitution.

Certification Process

The Certified Personal Information Officer certification program is developed specifically for those persons who are responsible for compliance or for encouraging compliance with the conditions for the lawful processing of personal information, dealing with requests made regarding personal information and working with the Information Regulator.

The CPIO certification is for all individuals who design, manage and oversee an organisation's use of personal information, who manage the risks related to the processing of personal information, implement the technical and organisational measures to protect personal information, verify compliance or conduct assessments, audits and reviews of the implementation of and adherence to the conditions for the lawful processing of personal information.

While its central focus is the protection of personal information, the CPIO examination will be of value to anyone with responsibility for the processing of personal information.

This certification promotes best practices and provides executive management with assurance that those with the designation CPIO are knowledgeable about the requirements for lawfully processing personal information and are able to ensure that the conditions for the lawful process of personal information are being adhered to.

About the CPIO Exam

The CPIO exam is offered throughout the year and consists of 100 multiple-choice questions that cover the six personal information officer job practice domains created from the job practice analysis.

The percentages below indicate the emphasis of questions that will appear on the exam for each domain:

- POPIA, PAIA, related Regulations, Guidelines and other legislation for the protection of personal information (10%)
- Privacy rights of data subjects (10%)
- Conditions for the lawful processing of personal information (30%)
- Managing data protection risks (10%)
- Generally accepted data protection measures, practices and procedures (25%)
- Enabling and enforcing data subject rights (15%).

CPIO exam registration fee: R 3 000.00
(payable on registration)

REGISTRATION IS ONLINE at <https://www.cpio.co.za>

Standard Terms and Conditions

1. Cancellation within 2 weeks – refundable
2. Substitution is not possible
3. Payment is required prior to the examination.