

MODULE 3 · WEEK 3 · LESSON 5

Privacy & Data Protection: POPIA, Eswatini DPA and Everyday Hygiene

What you may never paste into a chatbot

WHAT YOU WILL BE ABLE TO DO

- Summarise core duties of POPIA and Eswatini's Data Protection Act
- Classify data into share-never / share-carefully / share-freely
- Apply minimisation and anonymisation before any AI use

LESSON CONTENT

The law in one breath

South Africa's POPIA and Eswatini's Data Protection Act (2022) both require: lawful, specific purpose for processing; minimisation; security safeguards; and accountability, with rights for people to access and correct their data. GDPR in Europe set the template. If you process personal data for others, you have duties, full stop.

The three-bucket rule

Share-never: IDs, passwords, banking, medical records, children's data, client files. Share-carefully: anonymised or aggregated data, your own drafts. Share-freely: public information, your own non-sensitive ideas. Sort before you paste; sorting is the skill.

Anonymise like a pro

Replace names with codes, drop exact dates and addresses, aggregate small groups, and strip metadata from files. If a stranger could re-identify someone from your paste, it is not anonymised.

KEY TERMS

Personal data	Any information identifying a natural person.
Minimisation	Processing only what the purpose needs.
Anonymisation	Removing identifiers so re-identification fails.
Accountability	Being able to demonstrate compliance.

HANDS-ON TASK

Bucket-sort 10 items · Tools: Notes

1. List 10 data items from your life/work.
2. Assign each to share-never / carefully / freely.
3. Anonymise one 'carefully' item properly and show before/after.

KEY TAKEAWAYS

- ✓ Before you go, three takeaways from this lesson.
- ✓ One: Summarise core duties of POPIA and Eswatini's Data Protection Act.
- ✓ Two: Classify data into share-never / share-carefully / share-freely.

- ✓ Three: Apply minimisation and anonymisation before any AI use.
- ✓ And your hands-on task: bucket-sort 10 items.
- ✓ List 10 data items from your life/work.
- ✓ When it is done, mark the lesson complete on your dashboard, keep the artifact for your portfolio, and step into the next lesson.
- ✓ I will see you there.

Watch the lesson video on your dashboard, complete the task, then mark the lesson complete. Your artifact belongs in your Portfolio of Evidence.