

# **DIY Services Portal**

## POPI POPI App

### **Purpose**

In terms of the Protection of Personal Information Act (POPI) students have the choice to indicate whether they would like to have their personal information (e.g. contact details, examination results, etc) dealt with as private by the NWU.

Should they indicate that they want the information to be considered as private personal information, the NWU may not share this information with external persons (e.g. parents, guardians, bursary holders, etc) and/or organisations.

The purpose of the **POPI** App is to indicate if a person's information is private or not.

#### **Steps**

- 1. Sign into the POPI App.
- 2. Provide the person's university number and see if their information is private (Yes) or not (No).
- 3. Click on the "Clear" button for another search.

### **Need help?**

The **POPI App** is available from the DIY Services Portal. Open your browser and navigate to <a href="https://www.nwu.ac.za">www.nwu.ac.za</a>. Click on the "DIY Services" link in the page footer.

Sign in with your NWU number and network password. Click on the "Undergraduate Students", "Postgraduate Students", or "Staff" link at the top of the page, just below the page header. Click on the **POPI App** icon.

To sign out, click on the "Logout" button in the page header.

For more information on how the NWU complies with PAIA and POPI, visit <a href="http://www.nwu.ac.za/access-to-information-act">http://www.nwu.ac.za/access-to-information-act</a>

For help regarding the **POPI App** contact Amanda van der Merwe at 018 299 4942 or send an email to <a href="mailto:10935746@nwu.ac.za">10935746@nwu.ac.za</a>