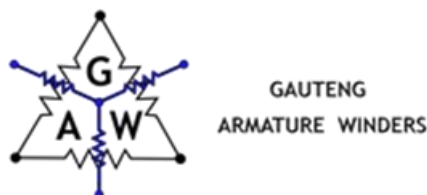


**Prepared in terms of section 51 of the
Promotion of Access to Information Act 2
of 2000 (as amended)**

PAIA MANUAL



Doc No. **PAM001**

COMPANY NAME	GAUTENG ARMATURE WINDERS PTY LTD
COMPANY REGISTRATION NUMBER	2019/284756/07
COMPANY ADDRESS:	46 APEX ROAD WEST, APEX, BENONI
CONTACT NUMBERS:	+27 11 422 1522
	083 626 0887
COMPANY DIRECTOR	SHAUN TREVOR FISH 860407 5085 085

TABLE OF CONTENTS

GAUTENG ARMATURE WINDERS PTY LTD (Hereinafter called **The Company**)

A	INTRODUCTION AND PURPOSE TO PAIA
B	INTRODUCTION TO PAIA MANUAL GENERAL APPLICATION PROVISIONS OF PAIA
C	SCOPE OF PAIA MANUAL
1.	LIST OF ACRONYMS AND ABBREVIATIONS
2.	PURPOSE OF THE PAIA MANUAL
3.	KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE (Company)
4.	APPLICABLE LEGISLATION
5.	CATEGORIES OF RECORDS OF THE (Company) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS
6.	FORM OF REQUEST (Formal PAIA request for documentation)
7.	PRESCRIBED FEES
8.	PROCESSING OF PERSONAL INFORMATION
9.	ACCESS TO INFORMATION PROCESS

A. INTRODUCTION & PURPOSE TO PAIA

The Promotion of Access to Information Act, No. 2 of 2000 (“the Act”) was enacted on 3 February 2000, giving effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or may not be released. The Act sets out the requisite procedural issues attached to such request. The Act is read in conjunction with the Protection of Personal Information Act 4 of 2003.

The purpose of PAIA is to promote the right of access to information, to foster a culture of transparency and accountability in South Africa, and to encourage an open democracy where individuals from all walks of life are empowered to engage with the Government and participate in decisions which affect their lives. [See Clause 2 below]

B. INTRODUCTION TO THE PAIA MANUAL

The Company developed and implemented The Promotion of Access to Information Act (PAIA) manual to support and promote best practices in protection and sharing information with the qualifying legal guidelines and Acts,

The PAIA Manual of the Company meets the requirements of the PAIA No 2 of 2000. It addresses the policy commitments to comply with the applicable legal requirement as per PAIA and other non-legal requirements to which it subscribes, to the promotion of access to information.

This PAIA Manual, includes definitions, and is sectioned in nine chapters, and is based on the requirements of section 51 of the ACT.

This manual is shared on the Company's website and is also used to guide the Information and Deputy Information Officers through the various requirements to be met, as well as accessible on site in hard copy for any interested parties wanting to view our manual and processes. We ensure records are secure, customer satisfaction, continual improvement in reviewing the manual continuously at a minimum annually.

GENERAL APPLICATION PROVISIONS OF PAIA

1 Act applied to record whenever it came into existence.

This act applies to:

- a) record of a public body; and
- b) a record of a private body regardless of when the record comes into existence.

2 Records held by an official or independent contractor of a public or private body.

For the purposes of and subject to section 12 (not applying to certain public bodies or officials thereof). A record in the possession or under the control of:

- a) An official of a public body or private body in his or her capacity as such or
- b) An independent contractor engaged by a public body or private body in the capacity as such a contractor is regarded as being a record of that public body or private body, respectively.

3 Application of other legislation prohibiting or restricting disclosure.

This Act applies to the exclusion of any provisions of other legislation that:

- a) Prohibits or restricts the disclosure of a record or a public or private body and
- b) Is materially inconsistent with an object, or a specific provision of this Act.

4 Act not applying to records requested for criminal or civil proceedings after commencement of proceedings

- (1) This Act does not apply to a record of a public body or a private body if:
 - a) That record is requested for the purpose of criminal or civil proceedings.
 - b) So requested after the commencement of such criminal or civil proceedings, and

- c) The production of or access to that record for the purposes referred to in paragraph (a) is provided for in any other law.
- (2) Any record obtained in a manner that contravenes subsection (1) is not admissible as evidence in the criminal or civil proceedings referred to in that subsection unless the exclusion of such record by the court in question would, in its opinion be detrimental to the interests of justice.

5 Part applicable when performing as a public or private body.

- (1) For the purposes of the Act, a public body referred to in paragraph (b) (ii) of the definition of “public body” in section 1, or a private body:
 - a) May be either a public body or a private body in relation to a record of that body, and,
 - b) May in one instance be a public body and, in another instance, a private body, depending on whether that record relates to the exercise of a power or performance of a function as a public body or as a private body.
- (2) A request for access to a record held for the purpose or about the exercise of a power or the performance function:
 - a) A public body must be made in terms of section 11 or,
 - b) As a private body of which **GAUTENG ARMATURE WINDERS PTY LTD** is, we have ensured the requirements in terms of section 50/51, herewith present our Company PAIA Manual.

C. SCOPE OF THE PAIA MANUAL

The Company’s PAIA Manual outlines the policies, procedures, objectives, processes for the promotion of access to information including what is shared freely and what records require the formal PAIA process as set out by the Act.

The manual is reviewed regularly and approved by the Executive Management of the Company.

Descriptions

Description	Sub Description
GENERAL APPLICATION PROVISIONS OF PAIA	<ul style="list-style-type: none"> • Act applied to record whenever it came into existence. • Records held by an official or independent contractor of a public or private body • Application of other legislation prohibiting or restricting disclosure. • Act not applying to records requested for criminal or civil proceedings after commencement of proceedings. (1) This Act does not apply to a record of a public body or a private body if: (2) Any record obtained in a manner that contravenes subsection (1) • Part applicable when performing as a public or private body
PAIA MANUAL	<p>The Company has developed this PAIA manual as set out by section 51 as the Act and grants:</p> <ul style="list-style-type: none"> • A requester access to records from our Company as set out by the

	Act as a private body.; <ul style="list-style-type: none"> • Requests are in terms of the Act shall be made following the prescribed procedures; • The Company only shares personal information to the requester whose personal information it is that is held on file • Information Officer (name and contact details) • Deputy Information Officer (name and contact details)
APPLICABLE LEGISLATION	The Company adheres to the following Acts
SCHEDULE OF RECORDS	Schedule of Records held at The Company
FORM OF REQUEST	Form 2 – Request for access to records Form 4 – Internal Appeal form Form 5 – Complaint form
PRESCRIBED FEES	Prescribed fees as per the act
LIST OF DOCUMENTED INFORMATION	PAIA Manual, Procedures and Documents / Records

1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|---|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO” | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.6 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.7 | “Regulator” | Information Regulator; and |
| 1.8 | “Republic” | Republic of South Africa |

2. PURPOSE OF PAIA MANUAL

The Company has developed this PAIA manual as set out by section 51 of PAIA as the Act grants:

- 2.1 A requesters access to records from our Company as set out by the ACT as a private body, if the record is required for the exercise or protection of any rights, if a public body lodges a request, the public body must be acting in the public interest.
- 2.2 Requests are in terms of the Act shall be made under the prescribed procedures (access to information procedure) at the rates provided as set out by the Act. These forms, procedures, tariffs (where applicable) are set out in this manual in section 6, 7 and 8 as set out by PAIA.
- 2.3 The Company only shares personal information to the requester if:
 - 2.3.1 Personal information is held on behalf of that person and these records are kept accordance to regulatory requirements and our documented records matrix retention periods.
 - 2.3.2 Third-party requests for any personal information will be subjected to the formal process as set out by the access to information procedure by the Company. All formal requests are to be made to The Information Officer of The Company.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE COMPANY

3.1. Information Officer

Name: Shaun Trevor Fish
Tel: 083 626 0887
Email: shaunfish@live.com, info@gautengarmaturewinders.co.za

3.2. Deputy Information Officer

(NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.

Name:
Tel:
Email:

3.3 Access to information general contacts

Email: info@gautengarmaturewinders.co.za

3.4 National or Head Office

Postal Address: 46 Apex Road West, Apex, Benoni
Physical Address: 46 Apex Road West, Apex, Benoni
Telephone: +27 11 422 1522
Email: info@gautengarmaturewinders.co.za
Website: www.gautengarmaturewinders.co.za

4. APPLICABLE LEGISLATION

The Company adheres to the following legislation:

No	Ref	Act
1	No 81 of 1973	Companies Act
2	No 69 of 1984	Close Corporations Act
3	No 75 of 1997	Basic Conditions of Employment Act
4	No 55 of 1998	Employment Equity Act
5	No 66 of 1995	Labour Relations Act
6	No 97 of 1998	Skills Development Act
7	No 30 of 1996	Unemployment Insurance Act
8	No 131 of 1993	Compensation for Occupational Injuries and Diseases Act
9	No 85 of 1993	Occupational Health and Safety Act
10	No 2 of 2000	Promotion of Access to Information Act
11	No 45 of 2013	Protection of Personal Information Act
12	No 68 of 2008	Consumer Protection Act
13	No 98 of 1978	Copy Right Act
14	No 25 of 2002	Electronic Communications and Transactions Act

5. CATEGORIES OF RECORDS OF THE COMPANY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The following records are held at **GAUTENG ARMATURE WINDERS's** site, both in hard copy and also electronic. These records are kept locked up with only Information Officer access to these records with key and backed up records electronically are password protected as set out by our POPIA Manual and Procedures.

A documented master document/record index is documented including the retention period of these documents. Doc No. PAF006

Schedule of records held at **GAUTENG ARMATURE WINDERS** at 46 Apex Road West, Apex, Benoni

Category	Subject	Available on request	Available on Website
Personal Information	All Personal Information of our clients	freely available to the data subject whose personal information is held. refer POPIA Manual	
Personal Information	All Personal Information of our employees	Not Available Access to information procedure (formal PAIA)	
Any Personal Information	Any 3rd Party Request for information on our clients	Who is our client? Refer to the POPIA Manual.	
Human Resources	Human Resource Records	Not Available Access to information procedure (formal PAIA)	
Marketing	Marketing information	Freely available on the website	
Marketing	Performance Records	Not Available Access to information procedure (formal PAIA)	
	Customer Database		
Marketing	Product information and price list	Freely Available on request or visit our website	
Documentation	PAIA Manual	Freely Available on request or visit our website and on-site	Yes
Documentation	POPIA Manual	Freely Available on request and on-site	
Documentation	PAIA and POPIA Procedures	Not available	
Records	PAIA & POPIA	Not Available Access to information procedure (formal PAIA)	
Retention of records	Master Record index	Freely Available on request	

Description of the records of GAUTENG ARMATURE WINDERS which are available in accordance with any other legislation

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000

Description of the subjects on which the body holds records and categories of records held on each subject.

NB: Describe the subjects (i.e., Finance, SCM or HR), in respect of which the body holds records and the categories of records held on each subject. Below is an example of the table that can be used. .

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures - Advertised posts - Employees records

6. FORM OF REQUEST (Formal PAIA request for documentation)

To facilitate the processing of requirements of information, record or document, kindly:

- 6.1 Use the prescribed Form 2, it is also available on the website of the Information Regulator <https://www.justice.gov.za/infoereg/docs2-f.html> (named Form 2)
- 6.2 Address your request to:

Company Name: Gauteng Armature Winders Pty Ltd
 Information Officer: Shaun Fish
 Address: 46 Apex Road West, Apex, Benoni
 E-Mail: info@gautengarmaturewinders.co.za
- 6.3 Provide sufficient details to enable the Company to identify:
 - a) The record(s) requested.
 - b) The requester (and if an agent is lodging the request, proof of capacity, etc.).
 - c) The form of access required.
 - d) (i) The post address or fax number of the requester in the Republic;
 (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

- e) The right in which the requester is seeking to exercise or protect with an explanation of the reason, the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests).

- 7.1 A requestor is required to pay the prescribed fees as described in Annexure B before a request will be processed.
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be payable (of not more than one-third of the access fee which would be payable if the request were granted).
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 7.4 Records may be withheld until the fees have been paid.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

NB: Describe the purpose or reasons for processing personal information in your organisation.

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

***NB:** Specify the categories of data subjects in respect of whom the body processes personal information and the nature or categories of the personal information being processed.*

Below is the template that can be used to set out the categories of data subjects and the description of the nature or categories of the personal information to be processed. Note that the nature or categories of the personal information is dependent on the purpose of the body in performing its functions or services. .

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

8.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

- 8.4 Planned transborder flows of personal information
- 8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

9. ACCESS TO INFORMATION PROCESS

Once the **Form 2** requested information is received, it is documented in the requested information register and a Management meeting will be held which will include an agenda, date, time and place of meeting, minutes of the meeting is documented on the outcomes of the decision and based on the decision, the requester is notified in writing of the decision (based on what grounds of refusal or grant the requested information), following the access to information procedure Doc No. PAP001.