

PAIA Manual

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- 1.1 **"IO"** Information Officer;
- 1.2 **"Minister"** Minister of Justice and Correctional Services;
- 1.3 **"PAIA"** Promotion of Access to Information Act No. 2 of 2000 (as Amended);
- 1.4 **"POPIA"** Protection of Personal Information Act No. 4 of 2013;
- 1.5 **"Regulator"** Information Regulator; and
- 1.6 **"Republic"** Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process Personal Information, the purpose of processing of Personal Information and the description of the categories of data subjects and of the information or categories of information relating thereto;

- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the Personal Information may be supplied;
- 2.9 know if the body has planned to transfer or process Personal Information outside the Republic and the recipients or categories of recipients to whom the Personal Information may be supplied;
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the Personal Information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF KH RESEARCH EQUITY PARTNERS

3.1. Director

Name: Ndumiso Kubheka
Email: n.kubheka@khpartners.co.za

3.2. Head Office

Postal Address: 29 West Street, Houghton Estate, Johannesburg, 2198

Physical Address: 29 West Street, Houghton Estate, Johannesburg, 2198

Telephone: +27 11 443 8770
Email: contact@khpartners.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-

- 4.3.1. the objects of PAIA and POPIA;
- 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and
 - 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92.

- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.5. The Guide can also be obtained-
 - 4.5.1. upon request to the Information Officer;
 - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

5. RECORDS HELD BY KH RESEARCH EQUITY PARTNERS

- 5.1. The records on the KH Research Equity Partners (Pty) Ltd website are automatically available and accessible to anybody requesting the information. Such records do not need to be applied for to gain access to them.
- 5.2. We hold records for the purposes of PAIA in accordance with the below legislation:
 - 5.2.1. Unemployment Insurance Act 63 of 2001;
 - 5.2.2. Value Added Tax Act 89 of 1991;
 - 5.2.3. Labour Relations Act 66 of 1995;
 - 5.2.4. Income Tax Act 58 of 1962;
 - 5.2.5. Employment Equity Act 55 of 1998;
 - 5.2.6. Financial Intelligence Centre Act 38 of 2001;
 - 5.2.7. Employment Equity Act 55 of 1998;
 - 5.2.8. Companies Act 71 of 2008;
 - 5.2.9. Basic Conditions of Employment Act 75 of 1997;
 - 5.2.10. Broad-Based Black Economic Empowerment Act 53 of 2003

6. PROCESSING OF PERSONAL INFORMATION

6.1. Purpose of Processing Personal Information

KH Research Equity Partners (Pty) Ltd will process your information in the usual course of business of providing the services of Corporate Governance, Philanthropy, Citizenry and Integration.

6.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

We process the following personal information and special personal information relating to the following categories of data subject, including but not limited to:

Categories of Personal Information that may be processed. Data Subjects.	
Customers / Clients – natural and juristic.	name, address, registration numbers or identity numbers, employment status and bank details, contact details.
Service providers.	names, registration number, VAT numbers, address, trade secrets and bank details, B-BBEE certificates, contractual agreements, invoices.
Employees; potential employees.	address, qualifications, gender and race, criminal background checks, disability.

6.3. 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 Service.
Qualifications, for qualification verifications.	South African Qualifications Authority.
Credit and payment history, for credit information.	Credit Bureaus.

6.4. Planned transborder flows of Personal Information

Apple iCloud Storage

6.5. Data protection

KH Research Equity Partners (Pty) Ltd takes reasonable and appropriate measures to safeguard your personal information against unlawful/ unauthorised processing, destruction, damage, alteration, and unauthorised access.

Although we have adequate measures in place to safeguard your information, where there are reasonable grounds to believe that such information has been wrongfully accessed, we will notify the Information Regulator and you, unless the Information Regulator or a public body responsible for detection, prevention, or investigation of offences, informs us that notifying you will impede a criminal investigation.

7. AVAILABILITY OF THE MANUAL

7.1. A copy of the Manual is available:

7.1.1. On www.khpartners.co.za

7.1.2. At our head office of the for public inspection during normal business hours;

7.1.3. To any person upon request and upon the payment of a reasonable prescribed fee; and

7.1.4. To the Information Regulator upon request.

7.2. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

8. UPDATING OF THE MANUAL

The PAIA Manual will on a regularly review and update this manual.