



ALLIANCE ACCREDITATION (PTY)LTD

PAIA MANUAL

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

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1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 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

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 and Deputy 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 of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 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 ALLIANCE ACCREDITATION (PTY)LTD

3.1. Chief Information Officer

Name:	Stephen Michael Wall
Tel:	+27828739000
Email:	stephen@c-pass.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: Brian Jackson
Tel: +27794764939
Email: brian@alliancesafety.co.za

- 3.3 Access to information general contacts

Email: stephen@c-pass.co.za

3.4 National or Head Office

Postal Address: Postnet 401, Private Bag X10030, Randburg, 2125
Physical Address: 12 Timberwood Estate, Dale Lace Ave, Randpark Ridge, 2156
Telephone: +27828739000
Email: stephen@c-pass.co.za
Website: <https://passcentral.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 PAIA¹ and section 56 of POPIA²;
- 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 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 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-

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 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 14⁵ and 51⁶ 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 15⁷ and 52⁸ 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 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

- 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/infoereg/>).
- 4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-
- 4.6.1 [English](#)
 - 4.6.2 [Zulu](#)

5. CATEGORIES OF RECORDS OF ALLIANCE ACCREDITATION (PTY)LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Information about Alliance Accreditation (Pty)Ltd which is freely available and does not need to be requested can be accessed via our website at <https://c-pass.co.za>

6. DESCRIPTION OF THE RECORDS OF ALLIANCE ACCREDITATION (PTY)LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION.

Category of Records	Applicable Legislation
Employee's name and occupation	Basic Conditions of Employment Act 71 of 2008
Memorandum of Incorporation	Companies Act 71 of 2008
Notice of Incorporation	Act 75 of 1997
Share Register	Companies Act 71 of 2008
Time worked by each temporary employee	Basic Conditions of Employment Act 71 of 2008
Records of directors	Companies Act 71 of 2008
Minutes of meetings of the board of directors, audit committee and directors committees	Act 75 of 1997
Remuneration paid to each temporary employee	Basic Conditions of Employment Act 71 of 2008
Register of Company Secretary and Auditors	Act 75 of 1997
Employee records - names, identification numbers and monthly remuneration and address at which employee is employed	Companies Act 71 of 2008
Accounting Records	Unemployment Insurance Act 63 of 2002
Records of workplace incidents including incidents which resulted in employees having to receive medical treatment	Companies Act 71 of 2008
Employee remuneration, and tax records	Occupational Health and Safety Act, 84 of 1993 and Compensation for Occupational and Diseases Act, 130 of 1993
Alliance Accreditation tax records	Tax Administration Act 28 of 2011, Income Tax Act 58 of 1962
	Tax Administration Act 28 of 2011, Income Tax Act 58 of 1962 and Value Added Tax Act 89 of 1991, Skills Development Levies Act 9 of 2002

1999

Electronic communications and transactions records Electronic Communications & Transactions Act 25 of 2002

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE ALLIANCE ACCREDITATION (PTY)LTD

<i>Subjects on which we holds records</i>	<i>Categories of records</i>
Corporate	<ul style="list-style-type: none"> - Director and shareholder records - Records of incorporation - Statutory records - Minutes and resolutions
Human Resources	<ul style="list-style-type: none"> - Policies and procedures - Employee records - Training records
Finance	<ul style="list-style-type: none"> - Tax records (Alliance Accreditation and employees) - Annual financial statements - Bank statements - Invoices - Asset Register - Insurance information
Operational	<ul style="list-style-type: none"> - Event Organiser Records - Attendance Records - Guidelines, policies and procedure - Temporary Employee Contracts - Accreditation provided (12 Month Retention) - Internal and external correspondence - Records provided third parties - Event Crew Report during build up and breakdown - Event Contactor 37.2 Agreements - On-Site Safety Inductions - Legislative Compliance Documents eg PSIRA

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The purpose of processing personal information is:

1. To provide Occupational Health and Safety compliance services to Event Organisers

2. To provide accreditation services as required by the Safety at Sports and Recreations Act

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers and bank details
Service Providers	names, registration documents, vat numbers, address and bank details
Service Provider Crew or Temporary Employees	Names, address, qualifications, gender, telephone numbers, email addresses, Vaccination status, Allergies, Bank Details, Next of Kin Details

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

We store all of the personal information that we collect about you in the Republic of South Africa, it is however possible that your personal information will be transmitted and hosted outside your region. We ensure that countries to which your information is being shared either have adequate laws in place.

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

We apply physical, technical and administrative measures to protect the personal information that is under our control from unauthorised access, collection, use, disclosure, copying, modification or disposal. All information you provide to us is stored on hosted secure servers. We do not transfer your personal information outside of the Republic of South Africa unless we are satisfied that there are sufficient safeguards in place to protect your personal information.

We rely solely on our host to employ up to date technology to ensure the confidentiality, integrity and availability of the personal information under our care. Measures include, but are not limited to:

- *Continuously updated virus protection software*
- *User access by username and password*
- *User role allocation based on the needs of the user*
- *Outsourced service providers who process personal information on behalf of us are contracted to implement security controls.*
- *Policies and procedures are implemented to ensure the security of your information.*

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on <https://passcentral.co.za> if any;

9.1.2 head office of Alliance Accreditation for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 to the Information Regulator upon request.

9.2 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.

10. UPDATING OF THE MANUAL

This manual will be updated by our Information Officer as and when required.

Issued by

A handwritten signature in black ink, appearing to read "Stephen Wall", written in a cursive style. The signature is positioned above a horizontal line.

Stephen Wall
Information Officer