

UYANDISWA

Manual Prepared in terms of section 51

of

The Promotion of Access to Information Act 2 of 2000 (hereinafter referred to as the “Act”)

Table of Contents

1. Introduction	3
2. Purpose of PAIA Manual	3
3. Key contact details for information requests.....	4
3.1. Group Chief Executive Officer	4
3.2. Chief Information Officer	4
3.3. Deputy Information Officer	4
4. Access to information general contacts	4
5. Head Office.....	5
6. Guide On How To Use Paia And How To Obtain Access To The Guide	5
9. Description of the subjects on which the body holds records and categories of records held on each subject by the.....	7
9.1. Marketing and Communications.....	7
9.2. Recruitment	7
9.3. Human Resources	8
9.4. Finance	8
9.5. Operations.....	8
10. Processing Of Personal Information.....	9
10.1. Purpose of Processing Personal Information	9
10.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto	9
10.3. The recipients or categories of recipients to whom the personal information may be supplied.....	9
10.4. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information	10
11. Availability Of The Manual	10
12. Updating Of The Manual.....	10
13. Annexure A - Forms.....	11

1. Introduction

Uyandiswa ~~Project Management Services~~ Group of Companies offer consulting services in Project Management, Business Analytics and Organisational Effectiveness.

The Promotion of Access to Information Manual (PAIA) provides an outline of the type of records, personal information we hold and outlines the process and documents to request access to these records.

2. Purpose of PAIA Manual

- 2.1. This Manual has been compiled in compliance with PAIA and its purpose is to provide information and details that the requestor may require to exercise any rights you might have in terms of PAIA for the purposes of:
- 2.2. Checking the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.3. 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;
- 2.4. Know the description of the records of the body which are available in accordance with any other legislation;
- 2.5. 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;
- 2.6. Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7. 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;
- 2.8. Know the description of the categories of data subjects and of the information or categories of information relating thereto;

- 2.9. Know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.10. 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
- 2.11. Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
- 2.12. The South African Human Rights Commission has provided a generic manual, upon which this manual has been compiled.

3. Key contact details for information Requests

3.1. Group Chief Executive Officer

Name: Amanda Siyaneliswa Dambuza
Tel: 010 900 3235
Email: amanda.dambuza@uyandiswa.com
Website: <https://uyandiswa.com/>

3.2. Chief Information Officer

Name: Yolanda Sokanyile
Tel: 010 900 3235
Email: yolanda.sokanyile@uyandiswa.com
Website: <https://uyandiswa.com/>

3.3. Deputy Information Officer

Name: Bradley Balaji
Tel: 010 900 3235
Email: bradley.balaji@uyandiswa.com
Website: <https://uyandiswa.com/>

4. Access to information general contacts

Email: hcm@uyandiswa.com

5. Head Office

Postal Address: 2 Bruton Road, Nicol on Main office park, Bryanston, Johannesburg, South Africa

Physical Address: 2 Bruton Road, Nicol on Main office park, Bryanston, Johannesburg, South Africa

Telephone: 010 900 3235

Email: info@uyandiswa.com

Website: <https://uyandiswa.com/>

6. Guide on how to use Paia and how to obtain access to the guide

- 6.1. 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.
- 6.2. The Guide is available in each of the official languages and in braille.
- 6.3. The aforesaid Guide contains the description of-
 - 6.3.1. The objects of PAIA and POPIA;
 - 6.3.2. The postal and street address, phone and fax number and, if available, electronic mail address of-
 - 6.3.2.1. the Information Officer of every public body, and
 - 6.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 6.3.3. the manner and form of a request for-
 - 6.3.3.1. access to a record of a public body contemplated in section 11; and
 - 6.3.3.2. access to a record of a private body contemplated in section 50;
 - 6.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 6.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 6.3.6. 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-

- 6.3.6.1. an internal appeal;
- 6.3.6.2. a complaint to the Regulator; and
- 6.3.6.3. 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;

6.3.7. 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;

6.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

6.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

6.3.10. the regulations made in terms of section 92.

6.4. 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.

6.5. The Guide can also be obtained-

6.5.1. upon request to the Information Officer;

6.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

6.6. A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

6.6.1. English

6.6.2. isiZulu

7. Categories of records of the which are available without a person having to request access

Uyandiswa Project Management Services have not published any notice regarding the categories of records that are available without a requester having to request access in terms of PAIA.

8. Description of Records available in accordance with any other legislation

- 8.1. Basic Conditions of Employment Act 75 of 1997
- 8.2. Companies Act 71 of 2008
- 8.3. Competition Act 89 of 1998
- 8.4. Constitution of the Republic of South Africa 2008
- 8.5. Consumer Protection Act 68 of 2008
- 8.6. Copyright Act 98 of 1978
- 8.7. Electronic Communications and Transaction Act 25 of 2002
- 8.8. Financial Intelligence Centre Act 38 of 1997
- 8.9. Insider Trading Act 135 of 1998
- 8.10. Income Tax Act 58 of 1962
- 8.11. Insolvency Act 24 of 1936
- 8.12. Intellectual Property Laws Act 38 of 1997
- 8.13. National Credit Act 34 of 2005
- 8.14. National Environmental Management Act 107 of 1998
- 8.15. Promotion of Access to Information Act 2 of 2000
- 8.16. Protected Disclosures Act 26 of 2000
- 8.17. Protection of Personal Information Act 4 of 2013
- 8.18. Prescription Act 68 of 1969
- 8.19. Prevention of Organised Crime Act 121 of 1998
- 8.20. Prevention and Combating of Corrupt Activities Act 12 of 2004
- 8.21. Short Term Insurance Act 53 of 1998
- 8.22. Trademark Act 194 of 1993
- 8.23. Value Added Tax Act 89 of 1991

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

9.1. Marketing and Communications

- 9.1.1. Company Portfolio
- 9.1.2. Employee Newsletters
- 9.1.3. Communication plans
- 9.1.4. Client details
- 9.1.5. Client contracts
- 9.1.6. Proposal and Tender documents
- 9.1.7. Quotations
- 9.1.8. Commercial Contracts
- 9.1.9. Business Development Plans

9.2. Recruitment

- 9.2.1. Applicant CV
- 9.2.2. Applicant Contact Details
- 9.2.3. Applicant Identification copy

9.2.4.Applicant previous employment references

9.2.5.Prospective Candidate records

9.3. Human Resources

9.3.1.Timesheet Records

9.3.2.Payroll Records

9.3.3.Salary Records, inclusive of banking details

9.3.4.BBBEE Records

9.3.5.Employment Equity Records

9.3.6.Contract Records

9.3.7.Letters of Employment

9.3.8.Leave Records

9.3.9.PAYE Records and IRP5 returns

9.3.10. KPI Setting Records

9.3.11. Performance Management Records

9.3.12. Policies and Procedures

9.3.13. UIF Returns

9.3.14. SDL Records

9.3.15. Employee Risk Benefit Records

9.4. Finance

9.4.1.Financial Statements

9.4.2.Management Reports

9.4.3.Invoices and Statements

9.4.4.Accounting Records

9.4.5.Creditors and Debtors Records

9.4.6.Tax Records and Returns

9.4.7.Operational Expenditure Records

9.4.8.Supplier Banking Details

9.4.9.Asset Register Records

9.4.10. Salary Records

9.4.11. Shareholder and Director Personal Records

9.5. Operations

9.5.1.Statutory Records

9.5.2.Compliance Records

9.5.3.Insurance Records

9.5.4.Commercial Contracts

9.5.5.Supplier Service Level Agreements

9.5.6.Share Registers

9.5.7.Relevant Authority Statutory Returns

9.5.8.Share Certificates

9.5.9.Shareholder Agreements

10. Processing Of Personal Information

10.1. Purpose of Processing Personal Information

Our Clients rely on us for sourcing, qualifying and vetting consultants who support their business needs. This requires us to request and store personal information.

10.2. 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, employment status and bank details
Service Providers	names, registration number, vat numbers, address, bank details, PSP Affidavit and Directorship.
Employees	address, qualifications, gender and race, references of previous employment, next of kin, dependents and credit and criminal checks
Applicants	address, qualifications, gender and race, references of previous employment
Consultants	address, qualifications, gender and race, references of previous employment, next of kin and credit and criminal checks.

10.3. 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
Biometrics, Identity number and names, for criminal checks	South African Police Services, Legal requirement to disclosure such information

Qualifications, for verifications	qualification	South African Qualifications Authority
Credit and payment history, for credit information		Credit Bureaus
Curriculum Vitae		Clients
Marital Status		Clients

10.4. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

Security safeguards are implemented to ensure the confidentiality and integrity of the personal information under the care of the body. This includes Data Encryption; Antivirus and Anti-malware Solutions.

11. Availability Of The Manual

A copy of the Manual will be made available.

- 11.1. On the company website <https://uyandiswa.com/>
- 11.2. head office of Uyandiswa Project Management Services for public inspection during normal business hours;
- 11.3. to any person upon request and upon the payment of a reasonable prescribed fee; and
- 11.4. to the Information Regulator upon request.

12. Updating Of The Manual

Uyandiswa Project Management Services will on a regular basis update this manual.

13. Annexure A - Forms

The following forms are available on the company website.

- Form 02: Request for Access to Record [Regulation 7]- Public & Private Bodies.
- Form 03: Outcome of request and of fees payable [Regulation 8]- Public & Private Bodies.
- Form 04: Internal Appeal Form [Regulation 9]- Public Bodies only.