

A & G SUPPLIER WORX (Pty)Ltd

IN TERMS OF SECTION 51 OF THE PROMOTION

OF ACCESS TO INFORMATION ACT No. 2 OF 2000

(“PAIA” and/or “the Act”)

And

**THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF
2013**

(POPIA)



A & G Supplier Worx (Pty) Ltd T/A BEE Registry

1. DEFINITIONS

Data Subject:	the person to whom personal information relates.
Person:	natural person or juristic person
Responsible Party:	a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information
Consent	“voluntary, specific and informed expression of will in terms of which permissions is given for the processing of public information.”
Information Officer	“of, or in relation to, a <ul style="list-style-type: none"> a) Public body means an information or deputy information officer as contemplated in terms of section 1 or 17; or b) Private body means the head of a private body as contemplated in section 1, of the Promotion of Access to Information Act.”
Processing	any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:- <ul style="list-style-type: none"> a) The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; b) Dissemination by means of transmission, distribution or making available in any other form; or c) Merging, linking as well as restriction, degradation, erasure or destruction of information.”

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Personal Information	<p>information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:</p> <ul style="list-style-type: none">a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;b) information relating to the education or the medical, financial, criminal or employment history of the person;c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the persond) the biometric information of the person;e) the personal opinions, views or preferences of the person;f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;g) the views or opinions of another individual about the person; andh) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the

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	person.”
Electronic Communication	means any text, voice, sound or image message sent over an electronic communications network which is stored in the network or in the recipient’s terminal equipment until it is collected by the recipient;
Regulator	means the Information Regulator established in terms of section 39
Special Personal information”	‘means personal information as referred to in section 26;

2. COMPANY DETAILS

Name	A & G Supplier Worx (Pty) Ltd t/a BEE Registry
Reg No:	2014/192083/07
Industry/Sector	Consulting
Directors:	Arno Wagener Gregory Robert Wood
Managing Director:	Gregory Robert Wood
Information Officer:	Gregory Robert Wood
Postal address:	10 Augrabies Street 40 Bushwillow Mooikloof Ridge Pretoria

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Street address:	Same as Postal
Tel. No.:	(012) 004 1387
Fax No.:	N/a
E-Mail address:	Greg@beeregistry.co.za
No of Employees:	2
B-BBEE Status Level:	4

3. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by A & G Supplier Worx (Pty) Ltd. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available for inspection, inter alia, at the office or the offices of A & G Supplier Worx (Pty) Ltd at the physical address above.

4. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage, no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

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- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Consumer Protection Act 68 of 2008
- Occupational Health and Safety Act 85 of 1993
- Customs Control Act, 31 of 2014
- Customs Duty Act 30 of 2014
- Excise Duty Act, 1964 (the Customs and Excise Act, 1964, as amended by the Customs and Excise Amendment Act, 32 of 2014)
- Protection of Personal Information Act 4 of 2013
- Promotion of Access to Information Act 2 of 2000
- Occupational Diseases Act 130 of 1993
- Tobacco Products Control Act 83 of 1993
- Medicines and Related Substances Control Act 101 of 1965
- National Building Regulations and Building Standards Act 103 of 1977
- National Environmental Management Act 107 of 1998
- Disaster Management Act 57 of 2002

6. SUBJECTS AND CATEGORIES OF RECORDS HELD : SECTION 51(1)(e)

COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association

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- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
- Share Register and other statutory registers

FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices
- Company Budget
- Insurance Policies

INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:

VAT

- Regional Services Levies
- Skills Development Levies
- Workmen's Compensation
- UIF

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PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals
- Performance appraisals
- Interview records
- Appointment records
- CCMA and Litigation records

SECURITY

- CCTV footage

INTERNAL RECORDS

- Operational records
- Internal correspondence
- Internal policies and procedures

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C – Request for access to records of a private body, which is available on the company website.
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The form must:

- provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
- indicate which form of access is required,
- specify a postal address or fax number of the requester in the Republic,
- identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
- if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

REPRODUCTION FEES

Section 54 of the Act entitles a Private Body to levy a prescribed request fee to a Requester before further processing the request. The fees that may be charged have been published by the Minister of Justice and Constitutional

Development and are displayed below.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
For every photocopy of an A4-size page or part thereof	1,10
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form for a copy in a computer-readable form on:	
-3,5" magnetic disc	7,50
-Optical compact disc	70,00

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A transcription of visual images, for an A4-size page or part thereof	40,00
For a copy of visual images	60,00
A transcription of an audio record, for an A4-size page or part thereof	20,00
For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the institution will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

R1 For every photocopy of an A4-size page or part thereof 1,10 for every printed copy of an A4-size page or part thereof held on

a computer or in electronic or machine readable form 0,75 For a copy in a computer-readable form on 3,5" magnetic disc 7,50

Optical compact disc 70,00

A transcription of visual images, for an A4-size page or part thereof 40,00 or a copy of visual images 60,00

A transcription of an audio record, for an A4-size page or part thereof 20,00

For a copy of an audio record 30,00

To search for a record that must be disclosed 30,00 (- per hour or part of an hour reasonably required for such search.)

Where a copy of a record needs to be posted, the actual postal fee is payable.

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Deposits:

Where the institution receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

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A & G Supplier Worx (Pty) Ltd T/A BEE Registry, is dedicated to lawfully processing personal information in accordance with POPIA and as such have implemented various policies, and procedures to ensure that the integrity of the information being processed is protected, and any risk to data breaches have been minimised.

6. PROTECTION OF PERSONAL INFORMATION BY BEE REGISTRY

- Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA;
- We collect and process Personal Information in order to efficiently operate our business and comply with legal obligations, as set out in our Data Processing Policy;
- All the information processed is accurate and processed for a lawful purpose and with the consent of the Data Subject in accordance with s 18 of The POPI Act 4 Of 2013; To this end we have generated a Declaration of Accuracy and Informed Consent Document.
- All information collected / processed via our website is regulated by our Website Privacy Policy.
- We will ensure that all Personal Information:
 - is processed lawfully, fairly and transparently.
 - is processed only for the purposes for which it was collected;
 - will not be processed for a secondary purpose unless that processing is compatible with the original purpose and the Data Subject has been informed and has consented thereto;
 - is adequate, relevant and not excessive for the purposes for which it was collected;
 - is accurate and kept up to date;
 - will not be kept for longer than necessary;
 - is processed in accordance with integrity and confidentiality principles; this includes physical and organizational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by us,

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in order to protect against access and acquisition by unauthorized persons and accidental loss, destruction or damage;

- is processed in accordance with the rights of Data Subjects, where applicable.

7.DATA SUBJECTS HAVE THE RIGHT TO:

- a) be notified that their Personal Information is being collected by BEE Registry. The Data Subject also has the right to be notified in the event of a data breach;
- b) know whether we hold Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
- c) object to use of their Personal Information and request the deletion of such Personal information in accordance with our Data Destruction policy using Annexure "A" below;
- d) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information using Annexure "B" below;
- e) object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications;
- f) Follow the Internal Complaints Policy and lodge a complaint with our Information Officer, Gregory Robert Wood at info@beeregistry.co.za or Greg@beeregistry.co.za
- g) Lodge a complaint with the Information Regulator, with any allegation of a breach of any provisions of the POPIA and / or an infringement of the Data Subjects rights under POPIA: complaints.IR@justice.gov.za

Annexure A

Objection to the Processing of Personal Information in terms of Section 11(3) of the Protection of Personal Information Act, 2013

Regulations Relating to The Protection of Personal Information, 2018

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for

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	the objection)

Signed at on this day of20

Signature of data subject/designated person

Annexure B

**Request for Correction or Deletion of Personal Information or
Destroying or Deletion of Record of Personal Information in terms
of Section 24(1) of the Protection of Personal Information Act, 2013**

Regulations Relating to the Protection of Personal Information, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x". Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorized to retain the record of information

A	Details of Data Subject
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	

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B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
C	Reasons for Objection in Terms of Section 11(1)(D) to (F) (Please Provide Detailed Reasons for The Objection)
D	Reasons for *Correction or Deletion of the Personal Information about the Data Subject in Terms of Section 24(1)(a) which is in Possession or Under the Control of the Responsible Party; and or Reasons for *Destruction or Deletion of a Record of Personal Information about the Data Subject in Terms of Section 24(1)(b) which the Responsible Party is no longer Authorised to Retain. (Please Provide Detailed Reasons for the Request)