Best Events

BEST EVENTS DÉCOR SPECIALISTS CC

Manual in terms of PAIA
(Promotion of Access to Information Act)
&
POPIA
(Protection of Personal Information Act)

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1. COMPANY INTRODUCTION & CONTACT DETAILS

1.1 The Company is Best Events Décor Specialists CC, with Registration number: 2004/070178/23 and registered address situated 16 Field Street, Worcester.

1.2. The purpose of this manual is to comply with the provision of the relevant sections of PAIA (The Promotion of Access to Information Act, Act 2 of 2000) and POPIA)The Protection of Personal Information Act, Act 4 of 2013).

1.3 Company Contact Details:

Company Name:	Best Events Décor Specialists CC
Head of Company:	Elizabeth Lizanne Verwoerd
Postal Address:	16 Field Street
	Worcester, 6850
Street Address:	16 Field Street
	Worcester
Telephone Number:	023 – 004 0475
Email:	admin@bestevents.co.za
Website:	www.bestevents.co.za

1.4 Company Information Officer Details:

Name of Information Officer:	Elizabeth Lizanne Verwoerd
Postal Address:	16 Field Street
	Worcester, 6850
Street Address:	16 Field Street
	Worcester
Telephone Number:	023 – 004 0475
Email:	admin@bestevents.co.za

2. INFORMATION AS REQUIRED IN TERMS OF SECTION 51(3) OF PAIA

In accordance with Section 51(3) of PAIA, a copy of this will be available at the following places:

2.1 our website, if applicable;

2.2 our office, as detailed in paragraph 1.3 above, during normal business hours; and

2.3 the offices of the Commission, as described in paragraph 3 below.

3. INFORMATION REGARDING GUIDE AS PER SECTION 51(1)(b)(i) OF PAIA

3.1 The South African Human Rights Commission (the "Commission") has compiled a guide in terms of section 10 of the South African Human Rights Commission Act 40 of 2013 (the "Act"). This guide contains information which will assist any person who wishes to exercise any of their rights in terms of the Act and PAIA.

3.2 The contact details of the Commission are as follows:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	(+27)11 877 3600
Fax Number:	(+27)11 403 0625
Website:	www.sahrc.org.za

4. RELEVANT LEGISLATION AS PER SECTION 51(1)(b)(ii) OF PAIA

In compliance with section 51(1)(b)(iii) of PAIA, a list of legislation applicable to us is includes the following:

- Constitution of the Republic of South Africa, 1996
- Basic Conditions of Employment Act 75 of 1997
- Broad Based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998

- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access of Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Unemployment Insurance Act 32 of 2003
- Value Added Tax Act 89 of 1991

* Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

5. SCHEDULE OF RECORDS AS PER SECTION 51(1)(b)(iii) OF PAIA

5.1 In compliance with section 51(1)(b)(iii) of PAIA, a list of categories of records kept by us includes the following:

- Statutory company information.
- Financial and tax records.
- Banking details.
- Human resources / Employment records.
- Intellectual property.
- Permits and licences.
- Insurance records.
- Immovable and movable property.
- Information technology.

- Specific agreements relating to our business activities.
- Policy documents.
- Miscellaneous agreements.
- Internal and external correspondence.
- Interests and investments.
- Records pertaining to our clients/customers.

5.2 Take note that the inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under PAIA. In particular, certain grounds of refusal as set out in PAIA may be applicable to a request for such records. The list as per paragraph 5.1 only indicates the availability of such records. These may either be available freely to the public or will be made available to the Requester, subject to a successful request in terms of the relevant PAIA or POPIA sections.

6. FORM OF REQUEST AS PER SECTION 51(1)(b)(iv) OF PAIA

6.1 A request for access to a record must be made in the prescribed form to the company concerned at its address, fax number or electronic mail address.

6.2 The form for a request for access prescribed for the purposes of paragraph 6.1 above must at least require the requester concerned:

6.2.1 to provide sufficient particulars to enable the head of the private body concerned to identify the record or records requested and the requester;

6.2.2 to indicate which form of access is required;

6.2.3 to specify a postal address or fax number of the requester in the Republic;

6.2.4 to identify the right 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;

6.2.5 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 so informed; and

6.2.6 if the request is made on behalf of a person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head.

6.3 Complete and submit the prescribed Request for Access form which can be found on the website of the South African Human Rights Commission at www.sahrc.org.za. This form should be accompanied by payment of a request fee (if applicable) and a deposit (if applicable). Submission must be made to the Information Officer as set out in paragraph 1.4 above.

6.4 Our Information Officer will deliberate and decide on the request of the Requester within 30 (THIRTY) days of receipt of the request for access.

6.5 In cases where the request for access is for a large number of records or the request requires a search at more than one of our offices the period may be extended for a further period of up to 30 (THIRTY) days.

6.6 The decision of the Information Officer will be communicated to the requestor in terms of Section 56(1) of PAIA.

6.7 The decision of the Information Officer or Deputy Information Officer is final in terms of our internal procedures for access to information.

6.8 The requester has the right to execute the relief as provided for in terms of Section 56(2) of PAIA.

7. GENERAL INFORMATION

7.1 Part 3, Chapter 4 of PAIA sets out a number of grounds that warrant the refusal to release certain records of prevent access thereto. Such reasons will include the following and may be found in the corresponding Section of PAIA:

7.1.1	Section 63	-	Mandatory protection of privacy of third party who is natural person
7.1.2	Section 64	-	Mandatory protection of commercial information of third party
7.1.3	Section 65	-	Mandatory protection of certain confidential information of third party
7.1.4	Section 66	-	Mandatory protection of safety of individuals, and protection of property
7.1.5	Section 67	-	Mandatory protection of records privileged from production in legal proceedings

7.1.6 Section 68 - Commercial information of private body

7.1.7 Section 69 - Mandatory protection of research information of third party, and protection of research information of private body

7.2 Requests for records which are clearly frivolous, vexatious or involve an unreasonable diversion of resources may also be refused.

7.3 The Request Fee is a standard fee which can be found on the website of the Commission at: www.sahrc.org.za, which is payable before the request of the Requester will be processed.

7.4 Records successfully requested will only be released to the Requester once all fees have been paid in full.

8. REFERENCE TO POPIA

8.1 As a Responsible Party, we undertake to comply with the relevant provisions of POPIA in relation to the Processing of Personal Information. We undertake and are committed to comply with the 8 (EIGHT) conditions for the lawful Processing of Personal Information which forms the eight pillars of POPIA. These eight pillars are:

- Accountability.
- Processing limitation.
- Purpose specification.
- Further processing limitation.
- Information quality.
- Openness.
- Security safeguards.
- Data subject participation.

8.2 The categories of personal information which we process and the reason for such processing includes the following:

8.2.1 Clients - Various categories of general and special Personal Information, as the context and relevant circumstances may require.

8.2.2 Operators - Various categories of general and special Personal Information, as the context and relevant circumstances may require.

8.2.3 Employees - Various categories of general and special Personal Information, as the context and relevant circumstances may require.

8.3 Personal Information will be Processed by us, our representatives, our affiliates and their representatives and will only be processed for the purpose as per our agreement or mandate with the relevant party.

8.4 Should the cross-border flow of Personal Information be necessary in the course of business and the purpose for which the Personal Information is Processed, it will only take place if all the conditions as set out in section 72 of POPIA are complied with.

8.5 We undertake to put in place, monitor and maintain reasonable technical (electronic) and organisational (physical) security measures in order to safeguard all Personal Information Processed by us and to ensure the integrity and confidentiality of such information.

8.6 We have a comprehensive data management framework in place in order to comply with POPIA and ensure that the best efforts are employed to ensure the protection of Personal Information Processed by us. We employ up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under our care.