

**MANUAL PREPARED IN TERMS OF SECTION 51 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF
2000
KALDISTA COFFEE COMPANY (PTY) LTD
“KALDISTA”**

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1. INTRODUCTION

- 1.1. Kaldista Coffee Company (Pty) Ltd ("the Company") is a company incorporated in the Republic of South Africa, specialising in the sale and distribution of coffee and related products.
- 1.2. This Manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act No. 2 of 2000 ("the Act"), as read with the Protection of Personal Information Act No. 4 of 2013 ("POPIA"). The Company is a private body as defined in the Act, and this Manual contains the information specified in section 51(1) of the Act, which is applicable to such private bodies. This information is as follows:
 - 1.2.1. The contact details of the head of the Company;
 - 1.2.2. A description of the Guide referred to in section 10 of the Act;
 - 1.2.3. The latest notice published by the Minister under section 52(2) of the Act;
 - 1.2.4. A description of the records of the Company which is available in terms of any legislation other than the Act;
 - 1.2.5. A description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record; and
 - 1.2.6. Other information as prescribed by the regulations.
- 1.3. The Manual will be updated on a regular basis in accordance with the requirements of section 51(2) of the Act.
- 1.4. In this Manual, the following words bear the meaning set out below:
 - 1.4.1. "**BEE**" means black economic empowerment;
 - 1.4.2. "**Client**" means a natural or juristic person who or which receives services from the Company;

- 1.4.3.** “**Company**” means Kaldista Coffee Company (Pty) Ltd with registration number 2021/466174/07, a company incorporated in accordance with the laws of the Republic of South Africa;
- 1.4.4.** “**Employee**” means any person who works for or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration;
- 1.4.5.** “**Guide**” means the guide published by the SAHRC in terms of section 10 of the Act;
- 1.4.6.** “**the/this Manual**” means this Manual which is published in accordance with section 51 of the Act and “this Manual” shall have the same meaning;
- 1.4.7.** “**the Minister**” means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Constitutional Development;
- 1.4.8.** “**Personal Information**” means the information of a data subject as defined in POPIA, section 1, which states as follows:
- 1.4.8.1.** Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable existing juristic person, including, but not limited to:
- 1.4.8.1.1.** 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;
- 1.4.8.1.2.** Information relating to the education or the medical, financial, criminal or employment history of the person;
- 1.4.8.1.3.** Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- 1.4.8.1.4.** The biometric information of the person;
- 1.4.8.1.5.** The personal opinions, views or preferences of the person;

- 1.4.8.1.6. 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;
- 1.4.8.1.7. The views or opinions of another individual about the person; and
- 1.4.8.1.8. 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 person.
- 1.4.8.2. **“POPIA”** means the Protection of Personal Information Act No. 4 of 2013;
- 1.4.8.3. **“Requester”** means any person or entity requesting access to a record that is under the control of the Company;
- 1.4.8.4. **“SAHRC”** means the South African Human Rights Commission;
- 1.4.8.5. **“the Act”** means the Promotion of Access to Information Act No. 2 of 2000 (as amended);
- 1.4.8.6. **“Heads of the Company”** means the CEO the Company, or any person duly authorized by him or her to carry out the duties ascribed to the “head” of a private body by the Act.

2. **CONTACT DETAILS**

The CEO of the Company is as stated below, and is the head of the Company for the purposes of the Act, and is the person to whom requests for access to records should be addressed.

- 2.1. Company:
Kaldista Coffee Company (Pty) Ltd (Registration number 2021/466174/07)
- 2.1.1. Name of Managing Director:
Andreas Stephanou
- 2.1.2. Physical address of the Company:
16 Bekker Road,

**Dalview,
Brakpan**

- 2.1.3. Postal address of the Company:
- 2.1.4. Telephone of the Company:
082 727 4611
- 2.1.5. E-mail address of the head of the Company:
andreas@kaldistacoffee.co.za

3. SECTION 10 GUIDE ON HOW TO USE THE ACT

- 3.1. The SAHRC has, in terms of section 10 of the Act, published a Guide to assist persons wishing to exercise any rights in terms of the Act.
- 3.2. The Guide may be obtained from the SAHRC. Any person wishing to obtain the Guide may either access it through the website of the SAHRC at www.sahrc.org.za or should contact:

PAIA Unit
Research and Documentation Department
South African Human Rights Commission
Private Bag X2700, Houghton, 2041
Telephone: (011) 877 3600
Fax: (011) 403 0625 & Email: PAIA@sahrc.org.za

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

- 4.1. Certain records held by the Company are available in terms of legislation other than the Act.
- 4.2. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:
 - 4.2.1. Basic Condition of Employment Act No. 75 of 1997;

- 4.2.2. Companies Act No. 71 of 2008;
- 4.2.3. Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;
- 4.2.4. Competition Act No. 89 of 1998;
- 4.2.5. Consumer Protection Act, No. 68 of 2008;
- 4.2.6. Employment Equity Act No. 55 of 1998;
- 4.2.7. Income Tax Act No. 58 of 1962;
- 4.2.8. Labour Relations Act No. 66 of 1995;
- 4.2.9. Legal Metrology Act No. 9 of 2014;
- 4.2.10. Measurement Units and Measurement Standards Act No. 18 of 2006;
- 4.2.11. Medical Schemes Act No. 131 of 1998;
- 4.2.12. National Consumer Act No. 34 of 2005;
- 4.2.13. National Regulator for Compulsory Specifications Act No. 5 of 2008;
- 4.2.14. Occupational Health and Safety Act No. 85 of 1993;
- 4.2.15. Pension Funds Act No. 24 of 1956;
- 4.2.16. Protection of Personal Information Act No. 4 of 2013;
- 4.2.17. Skills Development Act No. 97 of 1998;
- 4.2.18. Skills Development Levies Act No. 9 of 1999;
- 4.2.19. Unemployment Insurance Act No 63 of 2001;
- 4.2.20. Unemployment Insurance Contributions Act No. 4 of 2002;
- 4.2.21. Value Added Tax Act No. 89 of 1991.

5. **CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT REQUEST**

5.1. No notices relating to the Company have been published by the Minister in terms of section 52(2) of the Act.

5.2. Certain records are available without needing to be requested in terms of the request procedures set out in the Act and detailed in Section 7 of this manual. This information may be inspected, collected, purchased or copied (at the prescribed fee for reproduction) at the offices of the Company.

6. **DESCRIPTION OF THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

The following is a list of the subjects on which the Company holds records and the categories into which such records fall. The procedure in terms of which such records may be requested from the Company is set out in Section 7 of this Manual. The records listed below will not in all instances be provided to a Requester who requests them in terms of the Act. The Requester should show that he or she has the right in terms of the Act to be given access to the records in question.

6.1. Categories of Records and Description of Records held:

6.1.1. Administration, Secretarial and Legal:

6.1.1.1. Shareholder records;

6.1.1.2. Share register;

6.1.1.3. Minutes of meetings of directors;

6.1.1.4. Records relating to the incorporation of the Company;

6.1.1.5. Minutes of meetings of committees and sub-committees;

6.1.1.6. Power of attorney;

- 6.1.1.7. Record of major litigation/arbitration proceedings;
- 6.1.1.8. Insurance policies;
- 6.1.1.9. Title deeds;
- 6.1.1.10. Mortgage bonds;
- 6.1.1.11. Trade mark, copyright, patent, service mark certificates and registrations.
- 6.1.2. Management:
 - 6.1.2.1. Minutes of meetings of Executive Committee;
 - 6.1.2.2. Internal correspondence;
 - 6.1.2.3. Resolutions of the directors of the Companies.
- 6.1.3. Finance:
 - 6.1.3.1. Accounting records;
 - 6.1.3.2. Tax records;
 - 6.1.3.3. Debtors' records;
 - 6.1.3.4. Creditors' records;
 - 6.1.3.5. Insurance records;
 - 6.1.3.6. Auditors' reports;
 - 6.1.3.7. Interim and annual financial statements;
 - 6.1.3.8. Bank statements and other banking records for business and trust accounts;
 - 6.1.3.9. Invoices issued in respect of debtors and billing information;

- 6.1.3.10. Records regarding the Company's financial commitments;
- 6.1.4. Human Resources:
 - 6.1.4.1. List of employees;
 - 6.1.4.2. Statistics regarding employees;
 - 6.1.4.3. Employment contracts;
 - 6.1.4.4. Conditions of employment;
 - 6.1.4.5. Information relating to prospective employees;
 - 6.1.4.6. Personnel records including personal details, disciplinary records, performance and internal evaluation records;
 - 6.1.4.7. CCMA records;
 - 6.1.4.8. Registrations with Department of Labour: UIF, COIDA and Skills Development Levies Act;
 - 6.1.4.9. Employee tax information;
 - 6.1.4.10. Records of Unemployment Insurance Fund contributions;
 - 6.1.4.11. Records regarding group life assurance and disability income protection;
 - 6.1.4.12. Provident fund records;
 - 6.1.4.13. Payroll records;
 - 6.1.4.14. Health and safety records;
 - 6.1.4.15. Workplace skills plans;
 - 6.1.4.16. Codes of conduct;

- 6.1.4.17. Disciplinary code and procedure;
- 6.1.4.18. Grievance procedure;
- 6.1.4.19. Appeal procedure;
- 6.1.4.20. Remuneration policy;
- 6.1.4.21. Training schedules and material;
- 6.1.4.22. Internal policies and procedures regarding dismissals, performance appraisal, recruitment, selection, advertising of positions, appointments, retirement promotions, leave, extended sick leave, study leave, salaries, overtime, bonuses, medical aid, health and safety, adoption leave and benefits, BEE procurement, loans, working parents, black economic empowerment, smoking, use of company resources including telephones, motor vehicles and computers, sexual harassment, HIV-Aids and Pro Bono policy;
- 6.1.4.23. Correspondence relating to personnel.
- 6.1.5. Supplier:
 - 6.1.5.1. Supplier lists and details of suppliers;
 - 6.1.5.2. Agreements with suppliers.
- 6.1.6. Information Technology Department:
 - 6.1.6.1. Computer software;
 - 6.1.6.2. Support and maintenance agreements;
 - 6.1.6.3. Records regarding computer systems and programmes; user Manuals and licenses.
- 6.1.7. Property:
 - 6.1.7.1. Asset registers;

- 6.1.7.2. Lease agreements in respect of immovable property;
- 6.1.7.3. Records regarding insurance in respect of movable property;
- 6.1.7.4. Records regarding insurance in respect of immovable property.
- 6.1.8. Procurement
 - 6.1.8.1. Records of tenders and vendor applications;
 - 6.1.8.2. Policy and procedure of tenders.
- 6.1.9. Supply Services
 - 6.1.9.1. Supply services lists with freight providers and details of freight haulers;
 - 6.1.9.2. Agreements with freight haulers;
 - 6.1.9.3. Claim process records;
 - 6.1.9.4. Records of delivery and dispatch of company products;
- 6.1.10. Marketing Department
 - 6.1.10.1. Marketing, advertising and promotional material of products.
- 6.1.11. Research and Development
 - 6.1.11.1. Records of various environmental tests, reports, research and development material.
- 6.1.12. Sales Department
 - 6.1.12.1. Records of agreements, invoices, rebate structures and pricing with customers and distributors;
 - 6.1.12.2. Credit/Vendor Applications;
 - 6.1.12.3. Customer and Distributor details.

- 6.1.13. Safety, Health and Environment
 - 6.1.13.1. Complete Safety, Health and Environment Risk Assessment;
 - 6.1.13.2. Environmental Managements Plans;
 - 6.1.13.3. Inquiries, inspections, examinations by environmental authorities.
- 6.1.14. Corporate Affairs:
 - 6.1.14.1. Records of all donations to education society.
- 6.1.15. Miscellaneous
 - 6.1.15.1. Internal correspondence;
 - 6.1.15.2. Firm publications.

7. **REQUEST PROCEDURE IN TERMS OF THE ACT**

- 7.1. A request for access to records held by the Company in terms of section 50 of the Act must be made on the form contained in the Regulations Regarding the Promotion of Access to Information (Form C). A copy of the form is attached as Annexure A to this manual. The request must be made to the Company at the address, or email address, specified in Section 2 above.
- 7.2. A Requester must provide sufficient detail on the prescribed form to allow the Company to identify the record or records which have been requested and the identity of the Requester. If a request is made on behalf of another person or entity, the Requester must submit details and proof of the capacity in which the Requester is making the request, which must be reasonably satisfactory to the Company. The Requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.
- 7.3. The Requester must identify the right that he, she or it is seeking to exercise by accessing records held by the Company and must explain why the particular

record or records requested is or are required for the exercise or protection of that right.

- 7.4. The Company may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of the Act which include that access would result in the unreasonable disclosure of personal information about a third party, that it is necessary to protect the commercial information of a third party or the Company itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a records constitutes privileged information for the purpose of legal proceedings, and that it is necessary to protect the research information of a third party or the Company itself. Access to documents may also be refused on the basis of professional privilege.
- 7.5. The Company is required to inform a Requester in writing of its decision in relation to a request. If the Requester wishes to be informed of the Company's decision in another manner as well, this must be set out in the request and the relevant details included, to allow the Company to inform the Requester in the preferred manner.
- 7.6. The Company will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in the Act. The Company will notify the Requester if the 30-day period for processing a request is to be extended.
- 7.7. Where a request is refused, a Requester may apply to the High Court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the Requester or for another appropriate order. The Court will determine whether the records should be made available or not. Notwithstanding the above, a Requester may lodge a complaint to the Information Regulator (the complaint must be made in writing), against the access fee to be paid or the form of access granted, as referred to in terms of section 63(3) and 74(2) – the format of the complaint is available on the Information Regulator's website and can also be requested from the Company directly. The Information Regulator is required to give reasonable assistance as is necessary in the circumstances to enable a person, who wishes to make a complaint to the Information Regulator, to put the complaint in writing.

8. FEES PAYABLE

8.1. A Requester has to pay a request fee of R5000, other than where the Requester is seeking access to a record containing personal information about him, her, their or itself. The Requester may lodge a complaint to the Information Regulator as described above, against the access fee to be paid or the form of access granted. If the Requester is seeking reproduction of a record containing personal information, then a fee may be charged. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on the Company's behalf may notify the Requester that he, she, them or it needs to pay the request fee before processing the request any further. A Requester may apply to Court to be exempted from the requirement to pay the request fee.

8.2. Where a request for access to a record or records held by the Company is granted, the requester also has to pay an access fee for the reproduction of the record or records, and for the search for the preparation of the records for disclosure. The Company is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

8.2.1. Action taken Fee

8.2.2. Photocopy of an A4-sized page or part thereof - R1.10

8.2.3. Printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form - R0.75

8.2.4. For a copy in a computer-readable form on:

8.2.4.1. Compact disc - R70.00

8.2.5. Transcription of visual images, for an A4-size page or part thereof - R40.00

8.2.6. Copy of visual images - R60.00

8.2.7. Transcription of an audio record, for an A4-size page or part thereof - R20.00

8.2.8. Copy of an audio record - R30.00

8.3. In addition, if the search for and preparation of the record or records requested takes more than six hours, the Company may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records.

8.4. If the Company is of the opinion that the search for and the preparation of the records requested will require more than six hours, the Company is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the Requester. The Requester may make an application to Court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the Requester.

9. **OTHER INFORMATION AS PRESCRIBED**

The Minister has not prescribed that any further information must be contained in this manual.

10. **PROCESSING OF PERSONAL INFORMATION**

The Company will process Personal Information in accordance with the lawful processing conditions as provided for in the Act and POPIA.

10.1. Purpose of the Processing of Personal Information

10.1.1. HR:

10.1.1.1. To enable the Company to maintain appropriate human resources records in relation to members of staff, including recruitment and selection, administration of payroll, expenses, accounts, tax, travel and benefits, work management, professional development and performance reviews, discipline and superannuation.

10.1.2. IT Administration:

10.1.2.1. To enable IT administration to manage users of the Company's network, allowing staff secure access to their IT systems, backing up information on the Company's network, document management, email system (Microsoft Exchange) and intranet service.

10.1.3. Accounts and Records Procurement:

10.1.3.1. To enable procurement of goods and services by the Company.

10.1.4. Crime Prevention and Prosecution of Offenders:

10.1.4.1. To enable the prevention and detection of a crime or alleged crime through the use of CCTV on the Company's sites.

10.2. Categories of Data Subjects and Personal Information/special Personal Information relating thereto. As per section 1 of POPIA, a Data Subject may either be a natural or a juristic person.

10.2.1. HR:

The Personal Information will include:

1.1.1.1. Name and Surname;

1.1.1.2. ID;

1.1.1.3. Tax reference;

1.1.1.4. Physical Address;

1.1.1.5. Contact number;

1.1.1.6. Next of Kin;

1.1.1.7. Banking details;

1.1.1.8. Pension details;

1.1.1.9. Life insurance details; and

10.2.1.1. Disability insurance details.

10.2.2. IT Administration:

The Personal Information will include:

10.2.2.1. Names and contact details of the Data Subject; and

10.2.2.2. Employment details;

10.2.3. Accounts and Records Procurement:

The Personal Information will include:

10.2.3.1. Names and contact details of the Data Subject;

10.2.3.2. Employment details;

10.2.3.3. Goods or services provided.

10.2.4. Crime Prevention and Prosecution of Offenders:

10.2.4.1. The Personal Information will include images of the Data Subject.

10.3. Recipients or categories of recipients of Personal Information to whom Personal Information may be supplied.

10.3.1. The Company may provide a Data Subject's Personal Information to recipients to which disclosure is required for regulatory compliance or otherwise as provided for within the provisions of the Act or POPIA, with reference to "processing":

"Section 1: "processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including

–

(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;"

- 10.3.2. The Company will not without grounds for lawful processing, disclose Personal Information of the data subject in contravention of the data subject's right to privacy.

- 10.3.3. Information Security Policies and Standard:
 - 10.3.3.1. The Company will implement security requirements within the organisation and for staff and all Sub processors, service providers, or agents who have access to Personal Information to maintain the integrity, confidentiality, resilience and availability of Personal Information, to include (but not limited to) the following:
 - 10.3.3.1.1. Prevent unauthorized persons from gaining access to Personal Information processing systems (physical access control);
 - 10.3.3.1.2. Prevent Personal Information processing systems being used without authorisation (logical access control);
 - 10.3.3.1.3. Ensure that persons entitled to use a Personal Information processing system gain access only to such Personal Information as they are entitled to access in accordance with their access rights and that, in the course of Processing or use and after storage, Personal Information cannot be read, copied, modified or deleted without authorisation (data access control);
 - 10.3.3.1.4. Ensure that Personal Information cannot be read, copied, modified or deleted without authorisation during electronic transmission, transport or storage, and that the target entities for any transfer of Personal Information by means of data transmission facilities can be established and verified, with appropriate pseudonymisation and encryption measures adopted to protect the confidentiality of data during transfer and storage (data transfer and storage control);
 - 10.3.3.1.5. Ensure that Personal Information cannot be read, copied, modified or deleted without authorisation during electronic transmission, transport or storage, and that the target entities for any transfer of Personal Data by means of data transmission facilities can be established and verified, with appropriate pseudonymization and encryption measures adopted to protect the confidentiality of data during transfer and storage (data transfer and storage control);

- 10.3.3.1.6. Ensure the establishment of an audit trail to document whether and by whom personal Information has been entered into, modified in, or removed from Personal Information Processing (entry control);
- 10.3.3.1.7. Ensure that Personal Information is protected against accidental destruction or loss, and appropriate measures adopted to support access to data and/or restoration of data in the event of a physical or technical incident impacting availability (availability control); and
- 10.3.3.1.8. Ensure that Personal Information collected for different purposes can be processed separately (separation control).
- 10.3.3.2. These rules shall be kept up to date and revised whenever relevant changes are made to any information system that uses or houses Personal Information, or to how that system is organised.
- 10.3.3.3. These rules shall be routinely reviewed to evaluate efficacy and areas for improvement and where relevant adopt and apply changes as part of a continuous improvement programme.
- 10.3.4. Physical Security:
 - 10.3.4.1. The Company will maintain commercially reasonable security systems at all of its sites at which an information system that uses or houses Personal Information is located. The Company will reasonably and appropriately restrict access to such Personal Information.
 - 10.3.4.2. Physical access control shall be implemented for all data centres. Unauthorised access is prohibited though 24x7 onsite staff and security camera monitoring.
- 10.3.5. Organisational Security:
 - 10.3.5.1. The Company shall ensure that it has implemented security policies and procedures to classify sensitive information assets, clarify security responsibilities and promote awareness for employees.
 - 10.3.5.2. All Personal Information security incidents shall be managed in accordance with appropriate incident response procedures.

10.3.6. Network Security:

10.3.6.1. The Company shall maintain network security using commercially available equipment and industry standard techniques, including firewalls, intrusion detection systems, access control lists and routing protocols.

10.3.7. Access Control:

10.3.7.1. Only authorised staff shall be permitted to grant, modify or revoke access to an information system that uses or houses Personal Information.

10.3.7.2. User administration procedures shall be adopted which define user roles and their privileges, how access is granted, changed and terminated; addresses appropriate segregation of duties; and defines the logging / monitoring requirements and mechanisms.

10.3.7.3. All employees of the Company shall be assigned unique User-IDs.

10.3.7.4. Access rights shall be implemented adhering to the “least privilege” approach.

10.3.7.5. The Company shall implement commercially reasonable physical and electronic security to create and protect passwords.

10.3.7.6. Virus and Malware Controls.

10.3.7.6.1. The Company shall install and maintain industry standard (which shall comprise the latest version) anti-virus and malware protection software on the system.

10.3.8. Personnel:

10.3.8.1. The Company shall implement a security awareness program to train personnel about their security obligations. This program shall include training about data classification obligations, physical security control, security practices and security incident reporting.

10.3.8.2. The Company shall have clearly defined roles and responsibilities for its employees. Screening is implemented before employment with terms and conditions of employment applied appropriately.

10.3.8.3. The Company's personnel shall strictly follow established security policies and procedures. Disciplinary process will be appropriately applied if employees commit a security breach.

10.3.9. Additional Security Requirements:

10.3.9.1. The Company shall not delete or remove any proprietary notices contained within or relating to Personal Information.

10.3.9.2. The Company shall perform and maintain secure back-ups of all Personal Information and shall ensure that up-to-date back-ups are stored off-site.

10.3.9.3. The Company shall ensure that any system on which it holds any Personal Information, including back-up data, is a secure system that complies with all security requirements.

10.3.9.4. If at any time the Company suspects or has reason to believe that Personal Information has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Company shall notify the Data Subject immediately and inform the Data Subject of the remedial action the Company proposes to take.

10.3.10. Malicious Software:

10.3.10.1. The Company shall use the latest versions of anti-virus definitions and software available from an industry accepted anti-virus software vendor (unless otherwise agreed in writing between the Parties) to check for, contain the spread of, and minimise the impact of Malicious Software in the relevant IT environment.

Annexure A

Form C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

(a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*

(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available: 3. Any further particulars of record:

E. Fees

(a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*

(b) *You will be notified of the amount required to be paid as the request fee.*

(c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: _____ Form in which record is required: _____

Mark the appropriate box with an **X**.

NOTES:

- (a) *Compliance with your request in the specified form may depend on the form in which the record is available.*
- (b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

1. **If the record is in written or printed form:**

copy of record

inspection of record

2. **If record consists of visual images**

this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

view the images

copy of the images

transcription of the images

3. **If record consists of recorded words or information which can be reproduced in sound:**

listen to the soundtrack (audio cassette)

transcription of soundtrack* (written or printed document)

4. **If record is held on computer or in an electronic or machine-readable form:**

printed copy of record

printed copy of information derived from the record

copy in computer readable form* (stiffy or compact disc) the copy or transcription to be posted to you?

If you requested a copy of transcription of a record (above), do you wish the copy or transcription to be posted to you? YES NO

Postage is payable.

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of 20

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE