



ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)

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

1. ORGANISATION DETAILS

1.1. Overview

SAFACAP (Pty) Ltd was established in 2018 and is an Accounting Firm that acts in partnership with its clients to offer innovative Accounting-, Taxation-, and Compliance solutions.

1.2. Company Name

SAFACAP (Pty) Ltd

1.3. Physical Address

254 Johann Rissik Drive

Waterkloof Ridge

Pretoria

0182

1.4. Postal Address

254 Johann Rissik Drive

Waterkloof Ridge

Pretoria

0182

1.5. Contact Details

Telephone: +27 (10) 109 6717

E-mail: info@safacap.co.za

Website: www.safacap.co.za

1.6. Details of Information Officer

A Oosthuizen

E-mail: info@safacap.co.za

Telephone: +27 (10) 109 6717

2. INTERPRETATION

- 2.1. In this document the following expressions shall bear the meaning assigned to them below unless the context clearly indicates a contrary intention:
- 2.1.1. **“this document”** shall mean this document together with its annexures as amended from time to time;
- 2.1.2. **“the company”** shall mean SAFACAP (Pty) Ltd;
- 2.1.3. **“PAIA”** shall mean Promotion of Access to Information Act No. 2 of 2000;
- 2.1.4. **“POPIA”** shall mean the “Protection of Personal Information Act No.4 of 2013;
- 2.1.5. **“Information Officer”** shall mean the designated Information Officer/s responsible for discharging the duties and responsibilities assigned to the Information Office as prescribed in terms of PAIA and POPIA.

3. PURPOSE

The purpose of this manual is to:

- 3.1. facilitate requests made to access records of the company as provided for in terms of PAIA;
- 3.2. to inform data subjects on the types of information that the company collects and processes; and
- 3.3. the process to follow should a data subject wish request access to this information.

4. RECORDS KEPT BY THE COMPANY IN ACCORDANCE WITH OTHER LEGISLATION

- 4.1. The company is required in accordance with legislation to retain certain records and we hold these records in accordance with the following legislation, among others -
- 4.1.1. Basic Conditions of Employment Act 75 of 1997;
- 4.1.2. Close Corporations amendment Act 25 of 2005;
- 4.1.3. Closed Corporation Act 69 of 1984;

- 4.1.4. Companies Act 71 of 2008;
- 4.1.5. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 4.1.6. Financial Intelligence Centre Act 38 of 2001;
- 4.1.7. Income Tax Act 58 of 1962;
- 4.1.8. Protection of Personal Information Act 4 of 2013;
- 4.1.9. Skills Development Act 97 of 1998;
- 4.1.10. Skills Development Levies Act 9 of 1999;
- 4.1.11. Unemployment Insurance Act 63 of 2001;
- 4.1.12. Value Added Tax Act 89 of 1991;

5. OTHER TYPES OF RECORDS HELD BY THE COMPANY IN TERMS OF SECTION 51(1) OF PAIA

- 5.1. This section of the document sets out description of the subjects on which the company holds record, among others –
 - 5.1.1. Accounting Records (including bank statements);
 - 5.1.2. Taxation Records;
 - 5.1.3. Information Technology;
 - 5.1.4. Personnel Records (including employment contracts and salary records);
 - 5.1.5. Marketing;
 - 5.1.6. Statutory Company Records;
 - 5.1.7. Client Databases;
 - 5.1.8. Internal phone lists;
 - 5.1.9. Policies;
 - 5.1.10. Directives;
 - 5.1.11. Minutes of Meetings;
 - 5.1.12. Communication Circulars;
 - 5.1.13. Financial records, including auditor's report.

6. CATEGORIES OF DATA SUBJECTS

6.1. Individuals - Clients and potential clients

Type of information processed:

Name, surname, company name, SA Identity Number, Passport Number, Date of birth, age, telephone number, e-mail address, tax number.

6.2. Corporate Clients

Type of information processed:

Entity name, registration number, tax-information, contact details, banking information, FICA documentation

6.3. Directors

Type of information processed:

Identity Numbers, names, FICA documentation

6.4. Employees, potential employees, new recruits

Type of information processed:

Name, surname, SA Identity Number, Passport Number, Date of birth, age, telephone number, e-mail address, tax number, disability, marital status, remuneration information, health information, bank details, race.

7. PURPOSE FOR PROCESSING PERSONAL INFORMATION BY THE COMPANY

7.1. The company will process your personal information in the ordinary course of the business of providing Accounting- and related services. Primarily, the company will use your personal information only for the purpose for which it was originally or primarily collected. Your personal information will only be used for a secondary purpose if such purpose constitutes a legitimate interest and is closely aligned with the original primary purpose for which your personal information was collected.

7.2. The company processes personal information for several reasons, including but not limited to:

7.2.1. Providing services requested;

7.2.2. Managing relationships with clients;

- 7.2.3. Sending quotations estimates and invoices;
- 7.2.4. Managing relationships with suppliers; and
- 7.2.5. General human resources and finance functions including obligations imposed by legislation

8. REQUEST FOR ACCESS TO INFORMATION

If a person or entity requires access to information as contemplated in the Act, the requestor must contact the Information Officer in terms of par. 1.6. of this document.

Section 25(2) states that:

“(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

- (a) the access fee (if any) to be paid upon access;

- (b) the form in which access will be given; and

- (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

- (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

- (b) exclude, from such reasons, any reference to the content of the record; and

- (c) state that the requester may lodge an internal appeal or an application with a court against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.”

9. DISCLOSURE OF INFORMATION

The company may disclose your personal information to third parties as required in terms of South African legislation.

10. DATA SECURITY

The company takes reasonable, appropriate, and adequate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction, damages or unauthorised access.

11. PAYMENT OF FEES

- 11.1. PAIA provides for two types of fees namely, 'request fee' and an 'access fee'.
- 11.2. Upon request for access to personal information in terms of PAIA, the Information Officer shall by notice require the requestor to pay the prescribed fee before processing of the request.
- 11.3. The company may withhold a record until the requestor has paid the fee as indicated.
- 11.4. In terms of POPIA, a data subject has the right to request the company to confirm, free of charge, if the company holds personal information about the data subject and request the Company to provide a record or description of the personal information held. The data subject may also request, free of charge, information of all third parties who have or had access to the information.

12. REQUESTING PROCEDURE

A person or company who wants access to the records must complete the necessary request form as set out in Annexure '**A**' and send it to the Information Officer.

ANNEXURE A**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY****(Section 53(1) of PAIA)****A. REQUESTOR DETAILS**

Full name and surname:	
Identity Number:	
Physical address:	
Postal address:	
Contact number:	
E-mail address:	
Name of body (if not natural person):	
Please indicate the right you are exercising by accessing the requested information:	
Please indicate the purpose for accessing the records requested:	

NOTE: SHOULD YOU BE REQUESTING RECORDS ON BEHALF OF ANOTHER PERSON, PLEASE SUBMIT PROOF OF THE CAPACITY IN WHICH YOU ARE REQUESTING THE RECORDS.

NOTE: SECTION C TO BE COMPLETED IF REQUEST IS MADE ON BEHALF OF ANOTHER PERSON

B. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

Full name and surname:	
Identity Number:	
Physical address:	
Postal address:	
Contact number:	
E-mail address:	
Name of body (if not natural person):	
Capacity in which request is made:	
Please indicate the purpose for accessing the records requested:	

C. INFORMATION REQUESTED

Description:	
Document reference number (if applicable):	
Form in which you would like the feedback and/or document (please select):	<input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Telephonic <input type="checkbox"/> Letter
Contact number:	
E-mail address:	

Please indicate the right you are exercising by accessing the requested information:	
Please indicate the purpose for accessing the records requested:	

SIGNED AT ON THE DAY OF
20....

SIGNATURE OF REQUESTOR

NAME OF REQUESTOR