

# NUMATA<sup>®</sup>

## PAIA MANUAL

Prepared in Terms of Section 51  
of the Promotion of Access to  
Information Act 2 of 2000

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## LIST OF ACRONYMS & ABBREVIATIONS

Term	Definition
CEO	Chief Executive Officer
IO	Information Officer
Minister	Minister of justice and correctional services
PAIA	Promotion of access to information act No.2 of 2000 (as amended)
POPIA	Protection of personal information act No.4 of 2013
Regulator	Information regulator
Republic	Republic of South Africa

## PURPOSE OF PAIA MANUAL

The PAIA Manual is useful for the public to:

1. Check categories of records held by a body which are available without a person having to submit a formal PAIA request;
2. 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;
3. Know the description of the records of the body which are available in accordance with any other legislation;
4. 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;
5. Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
6. 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 the information or categories of information relating thereto;
7. Know the description of the categories of data subjects and of the information or categories of information relating thereto;
8. Know the recipients or categories of recipients to whom the personal information may be supplied;
9. 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
10. Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF NUMATA BUSINESS IT

### Information Officer

Name: AM Koorts  
Tel: +27 87 231 0311  
Email:

### Access to Information General Contacts

Email: [compliance.info@numata.co](mailto:compliance.info@numata.co)

## NATIONAL OR HEAD OFFICE

### Postal Address

Building C, Baobab Business Park, 86 John Vorster Rd, Randpark Ridge, 2169, South Africa.

### Physical Address

Building C, Baobab Business Park, 86 John Vorster Rd, Randpark Ridge, 2169, South Africa.

### Telephone

+27 87 231 0311

### Email

[compliance.info@numata.co](mailto:compliance.info@numata.co)

### Website

<https://www.numata.co>

## GUIDE ON HOW TO USE PAIA & HOW TO OBTAIN ACCESS TO THE GUIDE

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.
2. The Guide is available in the official language of English.
3. The aforesaid Guide contains the description of-
  - 3.1. The objectives of PAIA and POPIA
  - 3.2. The postal and street address, phone, and fax number and, if available, electronic mail address of:
  - 3.3. The Information Officer of every public body, and
  - 3.4. Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
  - 3.5. The manner and form of a request for:
  - 3.6. Access to a record of a public body contemplated in section 11<sup>3</sup>; and
  - 3.7. Access to a record of a private body contemplated in section 50<sup>4</sup>;
  - 3.8. The assistance available from the IO of a public body in terms of PAIA and POPIA;
  - 3.9. The assistance available from the Regulator in terms of PAIA and POPIA;
  - 3.10. 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:

<sup>1</sup> Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

<sup>2</sup> Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

<sup>3</sup> Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

<sup>4</sup> Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 3.11. An internal appeal;
- 3.12. A complaint to the Regulator; and
- 3.13. 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;
- 3.14. The provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual, and how to obtain access to a manual;

- 3.15. The provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 3.16. The notices issued in terms of section 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and
- 3.17. The regulations made in terms of section 92<sup>11</sup>.

<sup>5</sup> Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

<sup>6</sup> Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

<sup>7</sup> Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

<sup>8</sup> Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

<sup>9</sup> Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>10</sup> Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>11</sup> Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding- (a) any matter which is required or permitted by this Act to be prescribed;  
 (b) any matter relating to the fees contemplated in sections 22 and 54;  
 (c) any notice required by this Act;  
 (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and  
 (e) any administrative or procedural matter necessary to give effect to the provisions of this Act

3.18. 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.

4. The Guide can also be obtained-

4.1. Upon request to the Information Officer;

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

5. A copy of the Guide is also available in the following language, for public inspection during normal office hours –

5.1. English

## CATEGORIES OF RECORDS

The following are categories of records within Numata Business IT (Pty) Ltd which are available without a person having to request access:

- The website for the company is automatically available and need not be formally requested in terms of this manual.

The following categories of records are automatically available for inspection, purchase, or photocopying:

- » Brochures
- » Marketing & Promotional Material

## DESCRIPTION OF RECORDS

The following are a description of records of Numata Business IT (Pty) Ltd which are available in accordance with any other legislation:

- » Basic Conditions of Employment Act No. 75 of 1997
- » Companies Act No 71 of 2008 and Applicable Regulations
- » Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- » Competition Act No. 89 of 1998
- » Consumer Protection Act 68 of 2008
- » Copyright Act No. 98 of 1978
- » Electronic Communications Act, No. 36 of 2005.
- » Electronic Communications and Transactions Act No 25 of 2002
- » Employment Equity Act. No. 55 of 1998
- » Exchange Control Amnesty and Amendment of Taxation Laws Act of 2003
- » Financial Advisory and Intermediary Services Act 37 of 2002
- » Financial Intelligence Centre Act No. 38 of 2001.
- » Financial Sector Regulation Act No. 9 of 2017
- » Income Tax Act No 58 of 1962
- » Intellectual Property Laws Amendment Act No. 38 of 1997
- » Labour Relations Act No 66 of 1995
- » Occupational Health and Safety Act No. 85 of 1993
- » Pension Funds Act No 24 of 1956
- » Prevention and Combating of Corrupt Activities Act No 12 of 2004
- » Prevention of Organised Crime Act No. 121 of 1998
- » Promotion of Access to Information Act No.2 of 2000
- » Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000
- » Protected Disclosures Act No. 26 of 2000
- » Protection of Personal Information Act 4 of 2013
- » Information Act No. 70 of 2002
- » South African Reserve Bank Act No. 90 of 1989
- » Unemployment Insurance Act No. 63 of 2001
- » Unemployment Insurance Contributions Act No 4 of 2002
- » Value Added Tax Act No 89 of 1991



Subjects on which the body holds records	Categories of Records
Companies Act Records	Documents of incorporation Records relating to the appointment of: <ul style="list-style-type: none"> <li>• Directors</li> <li>• Prescribed Officer</li> <li>• Public Officer</li> <li>• Secretary</li> </ul>
Personal Documents & Records for Clients	<ul style="list-style-type: none"> <li>• Employees records</li> <li>• Address Lists</li> <li>• Employment contracts</li> <li>• Leave records</li> <li>• Payroll reports/wage register</li> <li>• Salary Records</li> </ul>
Financial Records	<ul style="list-style-type: none"> <li>• Annual Financial records</li> <li>• Annual financial statements</li> <li>• Asset registers</li> <li>• Bank statements</li> <li>• Banking details and Bank accounts</li> <li>• Banking records</li> <li>• Debtors/ Creditors statements and invoices</li> <li>• General ledgers and subsidiary ledgers</li> <li>• General reconciliations</li> <li>• Invoices</li> <li>• Tax returns</li> </ul>
Income Tax Records	<ul style="list-style-type: none"> <li>• PAYE Records</li> <li>• Documents issued to employees for income tax purposes</li> <li>• Records of payments made to SARS on behalf of employees</li> </ul> <p><b>All other statutory requirements:</b></p> <ul style="list-style-type: none"> <li>• UIF</li> </ul>

## PROCESSING OF PERSONAL INFORMATION

### Purpose of Processing Personal Information

The purpose for processing personal information is to support sales and marketing activities, recruitment and management of staff, engagement with suppliers and with the general public, fulfilling agreements with vendors and customers.

### 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	<ul style="list-style-type: none"> <li>• Name, title, contact details</li> <li>• Postal and/or street address</li> <li>• Contact numbers and/or email addresses</li> <li>• FICA Documentation</li> <li>• Pay slips</li> </ul>
Service providers	<ul style="list-style-type: none"> <li>• Name and contact details</li> <li>• Identity and/or company information</li> <li>• Banking and financial information</li> <li>• VAT numbers</li> <li>• Contractor, client, and supplier agreements</li> </ul>

### The recipients or categories of recipients to whom the personal information may be supplied

- » Any organisation or person that/who provides Numata Business IT (Pty) Ltd with products or services
- » Any payment system Numata Business IT (Pty) Ltd uses
- » Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where Numata Business IT (Pty) Ltd has a duty to share information
- » Credit bureau
- » Third parties to whom payments are made on behalf of employees
- » Any other operator not specified
- » Employees, contractors, and temporary staff
- » Planned transborder flows of personal information
- » Storing information electronically and

- » Making use of third-party services to fulfil a business function on behalf of Numata Business IT (Pty) Ltd.

## General description of information security measures to be implemented by the responsible party to ensure the confidentiality, integrity, and availability of the information

Numata Business IT (Pty) Ltd takes extensive information security measures to ensure the security, confidentiality, integrity, and availability of personal information in our possession.

This is supported by appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Numata Business IT (Pty) Ltd has taken reasonable measures, not limited to the below, to - identify all reasonably foreseeable internal and external risks to personal information in its possession or under its control;

1. Establish and maintain appropriate safeguards against the risks identified;
2. Regularly verify that the safeguards are effectively implemented;
3. And ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

Measures taken by the Numata Business IT (Pty) Ltd includes, amongst others –

- » Access Control;
- » Data Encryption;
- » Defensive Measures;
- » Robust Monitoring, Auditing and Reporting capabilities;
- » Data Backups;
- » Endpoint Detection, Anti-virus and Anti-malware Solutions;
- » Staff Awareness and Training;
- » Policies and Procedures;
- » Agreements are concluded with Operators to implement additional security controls.

## AVAILABILITY OF THE MANUAL

1. A copy of the Manual is available –
  - 1.1. For download on <https://www.numata.co>
  - 1.2. Head Office of Numata Business IT (Pty) Ltd for public inspection during normal business hours.
  - 1.3. To any person upon request and upon payment of a reasonable prescribed fee; and
  - 1.4. To the Information Regulator upon request.
  
2. A fee for a copy of the manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy mad

## UPDATING OF THIS MANUAL

The Information Officer of Numata Business IT (Pty) Ltd will on a regular basis update this manual.

Issued by

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AM Koorts

Information Officer