



Protection of Personal Information Act, 2013

Information required under Section 51(1)A) of the Promotion of Access to Information Act, 2000

Company Name: ELDO GROUP HOLDINGS

Registration Number: K2019/559363/07

hereinafter referred to as "The Company"

Business Address:

21 Scott Street
Waverley
Johannesburg
2090

Business Postal:

See above

Tel. No: 010 590 6249

Fax No: N/A

E-mail Address of Head of the Company: simonp@eldoenergy.com

ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY THE Company

Instruction: None.

Subjects and Categories of Records held at Physical Address by the Company

- Attendance Registers
- Correspondence
- Founding Documents
- Licenses (categories)
- Minutes of Management Meetings
- Minutes of Staff Meetings
- Shareholder Registry
- Statutory Returns
- Conditions of Service
- Employee Records
- Employment Contracts
- Employment Equity Records
- General Correspondence
- Industrial and Labour Relations Records
- Information relating to Health and Safety Regulations
- Pension and Provident Fund Records
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Salary Surveys
- Skills Requirements
- Staff Recruitment Policies
- Statutory Records
- Training Records
- Brochures on Company Information
- Client and Customer Registry
- Contracts
- Information relating to Employee Sales Performance
- Information relating to Work-In-Progress
- Marketing and Future Strategies

<input checked="" type="radio"/> Marketing Records	
<input checked="" type="radio"/> Production Records	
<input checked="" type="radio"/> Sales Records	
<input checked="" type="radio"/> Suppliers Registry	
<input checked="" type="radio"/> Annual Financial Statements	
<input checked="" type="radio"/> Asset Register	
<input checked="" type="radio"/> Banking Records	
<input checked="" type="radio"/> Budgets	
<input checked="" type="radio"/> Financial Transactions	
<input checked="" type="radio"/> Insurance Information	
<input checked="" type="radio"/> Internal Audit Records	
<input checked="" type="radio"/> Management Accounts	
<input checked="" type="radio"/> Purchase and Order Information	
<input checked="" type="radio"/> Stock Records	
<input checked="" type="radio"/> Tax Records (company and employee)	
<input checked="" type="radio"/> IT Policies and Procedures	
<input checked="" type="radio"/> Network Diagrams	
<input checked="" type="radio"/> User Manuals	
<input type="checkbox"/> Other:	

Subjects and Categories of Personal Records held at Physical Address by the Company

[illegible]

Third-Party Providers to whom Personal Information of Customers or Clients is shared

<input type="checkbox"/> Brokers
<input type="checkbox"/> Agents
<input type="checkbox"/> Staff Members
<input type="checkbox"/> Advisors
<input checked="" type="checkbox"/> Group Companies
<input checked="" type="checkbox"/> Third-Party Service Providers to uphold contract service obligations of the Company
<input type="checkbox"/> Other: <div></div>

Employee Information received by the Company

<input checked="" type="checkbox"/> Personal Details e.g. Full Names, ID No, Address, Contact Numbers, Banking Details
<input type="checkbox"/> Pension/Provident Fund
<input type="checkbox"/> Medical Aid Fund
<input type="checkbox"/> Life Policies
<input type="checkbox"/> Credit Bureau
<input type="checkbox"/> Other: <div></div>

Company Information received by Employees

<input checked="" type="checkbox"/> HR Policies and Procedures
<input checked="" type="checkbox"/> Marketing and Communication Policy
<input checked="" type="checkbox"/> Marketing Material and other Company Resources
<input checked="" type="checkbox"/> IT Practices by the Company

<input checked="" type="checkbox"/> Physical Security, (PC's locked to fixture/locked computer room)	
<input checked="" type="checkbox"/> Network Security Controls	
<input checked="" type="checkbox"/> Password Controls	
<input checked="" type="checkbox"/> Virus & Malware Protection	
<input checked="" type="checkbox"/> Software Updates	
<input checked="" type="checkbox"/> Disaster Recovery & Back-up Policy	
<input type="checkbox"/> Other:	

Countries of Operation

The Company operates in the following countries:

South Africa

Authorised by:

Adam Griffin

Information Officer and COO

29/6/2021

