CCI PROFESSIONAL

PAIA Manual Of CCI Professional

Prepared in accordance with section 51 of the promotion of information Act, Act 2 of 2000 and protection of personal information Act 4 of 2013.

Contents

1. Introduction

- The Promotion of Access to Information Act 2 of 2000, as amended (“PAIA”) was enacted to give effect to section 32 of the Constitution of the Republic of South Africa, 1996 ("the Constitution"), the right to access to information;
- PAIA gives third parties the right to approach public and private bodies to request information held by them, which is required in the exercise and/or protection of any rights. On request, the entity is obliged to release the said information unless PAIA expressly prohibits the release;
- In terms of section 51 of PAIA all private entities are required to compile a PAIA Manual (“the Manual”) that provides information on both the types and categories of records held by a private company, unless otherwise exempted;
- In addition, the Protection of Personal Information Act 4 of 2013 (“POPIA”) amended PAIA in a number of respects. Under POPIA the functions of the South African Human Rights Commission (“SAHRC”) has been transferred to the Information Regulator effective from 1 July 2021. In that regard, the Information Regulator will monitor both PAIA and POPIA and will handle complaints relating to access to information and the protection of personal information;
- One of the objects of PAIA is to foster a culture of transparency and accountability, in both the public and private sectors, by affording any person the right of access to information, to enable them to exercise their rights to the full extent possible.

2. Purpose of the PAIA manual

The purpose of this manual is to facilitate and set out the relevant requirements and procedures, which requesters are required to follow and meet as prescribed by PAIA and to address the requirements set out in POPIA.

3. Background and details of CCI Professional

CCI Professional is a human capital consulting company established in accordance with the laws of the Republic of South Africa:

Business name:	CCI Professional (Pty) Ltd
Business registration number:	2018/467407/07
Postal address:	PO Box 11532, Hatfield, Pretoria, 0028
Street address:	Suite C15, C/o Rabie & Glover, Centurion, South Africa, 0181
Tel no:	076 020 0408

Details of the Chief Executive Officer of CCI Professional:

CEO:	Marcel Hattingh
Registered address:	69 Sanglen, Faerie Glen, Pretoria, Gauteng, 0081
Postal Address:	PO Box 2842, Faerie Glen, Pretoria, Gauteng, 0081
Telephone number:	083 608 7139
Email address:	marcel.hattingh@cciprofessional.com
Website:	www.cciprofessional.com

4. Information- and Deputy Information Officer

The Chief Executive officer is the designated Information Officer of CCI Professional:

Information Officer:	Dr Marcel Hattingh
Telephone Number:	083 608 7139
Email address:	marcel.hattingh@cciprofessional.com

The Chief Administrative Officer is the designated Deputy Information Officer of CCI Professional:

Deputy Information Officer:	Sanet Barnard
Telephone Number:	082 443 9350
Email address:	sanet.barnard@cciprofessional.com

5. South African Human Rights guide referred to in Section 10: Section 51(1((b)

- Requesters are referred to the guide compiled by the South African Human Rights Commission ("SAHRC") as contemplated in section 10 of PAIA, as amended by section 110 of POPIA;
- The Guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA;
- The Guide is available in all the official languages of the Republic of South Africa. Any enquiries pertaining to the Guide should be directed to SAHRC:

  Physical Address: 29 Princess of Wales Terrace, Corner York and St Andrews Street, Parktown

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	(011) 877-3803
Facsimile Number:	(011) 403-0625
Website:	www.sahrc.org.za
E-mail Address:	section51.paia@sahrc.org.za

6. The latest notice in terms of Section 52(2) (If Any):

At this stage, no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

7. Records available in terms of other legislation: Section 51(1)(d)

Records to be made available in terms of other legislation are set out in the following statutes:

- The Basic Conditions of Employment Act, act 75 of 1997;
- The Companies Act, act 61 of 1973;

- The Compensation for Occupational Injuries and Disease Act, act 130 of 1993;
- The Employment Equity Act, act 55 of 1998;
- The Higher Education Act, act 101 of 1997;
- The Income Tax Act, act 58 of 1962;
- The Labour Relations Act, act 66 of 1995;
- The Protection of Personal Information Act, act 4 of 2013;
- The Skills Development Act 97 of 1998;
- The South African Schools Act, act 84 of 1996;
- The Unemployment Insurance Act, act 63 of 2001;
- The Value Added Tax Act, act 89 of 1991.

8. Subjects and categories of records held by CCI Professional: Section 51(1)(e)

Records held by CCI Professional are generated through the administration of its core functions and processes. These records include strategic records and those of various support functions within CCI Professional.

The functions and categories of records held by CCI Professional are listed and classified below:

Categories of Information held	Type of Information	Availability
Human Resources	Personal information, including but not limited to employment history and health records. Employment Contracts Salary Records, employee benefits, recruitment and selection information. Policies Internal Evaluation records Correspondence relating to personnel Training schedules and material	Not automatically available
Company Secretarial	Minutes of meetings Board packs Board training Information booklets Policy documents	Not automatically available

	Annual reports Ethical guidelines Resolutions adopted by the Board Any other CCI Professional secretarial records	
Accounting and Financial	Audited financial records Reports and returns Invoices Accounting records including ledgers and trial balances Bank account information, including bank statements and other reconciliation Salary, Commission and Account Holder's Fee information Records of CCI Professional's creditors and debtors Records of CCI Professional's assets Budget	Not automatically available
Movable and immovable property	Lease agreement	Not automatically available
Intellectual property	Licensing agreement Designs Know-how	Not automatically available
Insurance	Computer Insurance	Not automatically available
Taxations	Income tax files	Not automatically available
Operations	Licenses Consents Approvals and authorisations Applications and registrations Policies and procedures Reports and supporting documentation Contractor, client and supplier agreements Security documents	Not automatically available
Information technology	Information systems Network security Software licenses Technology assets	Not automatically available
Administration	correspondence with internal and external parties.	Not automatically available

9. Details on how to make a request for access – Section 51(e)

Requests for access to records of CCI Professional may be made to the relevant person listed in paragraph 2 above.

The requester must apply in writing and pay the required fees as per section 54 of the Act to the Information Officer of the private body. On receiving the request, the Information Officer of the private body will determine as per section 54 of the Act, the cost for the preparation of the record for disclosure (including any arrangements contemplated in section 29(2)(a) and (b)(i) and (ii)(aa)).

If, in the opinion of the Information Officer of the private body concerned, it would require more than the hours prescribed for this purpose for requesters, the Information Officer must by written notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request were granted.

The request must be submitted to the head of the private body at his or her electronic mail address. The request must:

- Provide sufficient particulars to enable the Information Officer of the private body to identify the record(s) requested and to identify the requester;
- Indicate which form of access is required and specify a postal address or an e-mail address of the requester in the Republic of South Africa;
- Identify the right that the requester is seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.

If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, that manner should be stated as well as the necessary particulars needed for the requester to be informed in the other manner.

If the request is made on behalf of another person, proof should be submitted of the capacity in which the requester is making the request, to the reasonable satisfaction of the CEO of CCI Professional.

10. Payment of Fees

A request fee is payable for PAIA requests, and proof of payment of this fee must be sent to the Information Officer together with the request. Once CCI Professional has decided to grant the requested access to information, access fees may be imposed by CCI Professional to the requester, subject to the following conditions:

The request fee must be aligned to the Regulations published in terms of PAIA for private bodies.

Bank deposit is the only accepted payment method for PAIA requests, using the CCI Professional banking details which will be provided when a request is lodged.

A request is only deemed to have been received once a written request and proof of payment of the prescribed request fee have been received by the Information Officer.

Upon receipt of the PAIA request, CCI Professional shall endeavour to consider and provide a response to each request within the prescribed thirty (30) days. When necessary, CCI Professional may extend the period of thirty (30) days for a further period of thirty (30) days in order to finalise the request.

11. Considering the request

Requests for records for the purpose of criminal or civil proceedings are dealt with in terms of Chapter 2, Section 7 of the Act. Section 7(1) provides as follows:

"[T]he Act does not apply to a record of a private body if

- that record is requested for the purpose of criminal or civil proceedings;
- so requested after the commencement of such criminal or civil proceedings, as the case may be;
- the production of or access to that record for the purpose referred to in the first bullet above is provided in law."

If section 7(1) applies to a request, then the requester must use the rules and procedures for the discovery of information related to the legal proceedings.

CCI Professional may refuse access where requests are frivolous and/or vexatious.

12. Decision of CCI Professional

As prescribed in section 25 of the Act, the Information Officer shall decide whether to grant the requested access to information and inform the requester accordingly.

The requester shall be notified of the decision in the most expedient manner possible.

If the request for access to information is refused by the Information Officer, the requester shall be provided with written reasons for such refusal.

13. Right to challenge decision

If a requester does not agree with the decision, the requester may apply, within 180 days of being advised of the Information Officer's decision, to the High Court having jurisdiction, for an appropriate order.

A requester may also seek relief from any court with appropriate jurisdiction in respect of the following decisions of the Information Officer:

- the fees required to be paid; and/or
- the extension of the period within which the information will be provided.

14. Availability of the manual

This manual has been drafted to show CCI Professional's commitment to leading by example in compliance with the Constitution, laws, and regulations of the Republic of South Africa.

The availability of this manual is not only in compliance with the requirements of PAIA, but also is an effort to truly run a transparent institution that is compliant and promotes the constitutional right of access to information.

15. Updating of the Manual

This manual will be updated periodically but not less frequent than once a year.