

PAIA and POPI Manual for

SciStaff CC

Registration Number: 2007/217821/23

Prepared in terms of the requirements of the
Promotion of Access to Information Act No 2 of 2000
and to address requirements of the
Protection of Personal Information Act, 2013

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1. INTRODUCTION

Nature of Business

Scistaff CC is a specialist science recruitment agency, for people in science-based industries with a scientific background.

Contact Details [Section 51(1)(a)]

Company Name: SciStaff CC

Information Officer: Thea van der Merwe

Physical Address: Unit 130, Block C Bosmans Crossing
Distillery Road
Stellenbosch
7600

Postal Address: P O Box 3231
Matieland
7602

Telephone Number: +27 21 88 77 433

Fax Number: +27 86 509 6663

Email Address: info@scistaff.co.za

Website: www.scistaff.co.za

2. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The section 10 Guide on how to use the Act [Section 51(1)(B)] is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit (The Research and Documentation Department)

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. ACCESS TO RECORDS HELD BY SCISTAFF CC [Section 51 (1) (C) & (E)]

The Request Procedures

- A requester must use the prescribed form C to make the request for access to information. The request must be made to the Information Officer. This request must be made to the postal address, fax number or electronic mail address as per Section 53(1) (a).
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2) (d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2) (f)].

Decision

Please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

4. FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3) (b)].
- After the Information Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. CATEGORIES OF RECORDS HELD BY THE COMPANY

Records Available in Terms of any Other Legislation [Section 51 (1) (d)]

1. Basic Conditions of Employment Act No 75 of 1997
2. Companies Act No 71 of 2008
3. Employment Equity Act No 55 of 1998
4. Labour Relations Act No 66 of 1995
5. Skills Development Act No 97 of 1998
6. Skills Development Levies Act No 9 of 1999
7. Unemployment Insurance Contributions Act No 2 of 2002
8. Value Added Tax Act No 89 of 1991
9. Income Tax Act No 58 of 1962

Automatic Disclosures [Section 51 (1) (c)]

Information that is freely available

Website Information: www.scistaff.co.za

Other Records held by the Company [Sections 51(1) (e)]

1. HUMAN RESOURCES

- « Employment contracts
- « Disciplinary records
- « Salary records
- « Leave records
- « Training records

2. FINANCIAL RECORDS

- « Asset register
- « Annual financial statements
- « Tax returns
- « Bank statements
- « Electronic banking records

- « Invoices
- « Tax records

3. COMPANY SECRETARIAL

- « Company registrations
- « Statutory documentation
- « Minutes and resolutions

4. RECRUITMENT RECORDS

- « Records relating to clients and candidates

6. PROCESSING OF PERSONAL INFORMATION

Purpose of Processing

The Company uses the Personal Information under its care in the following ways:

- Rendering service to candidates and to clients
- Staff administration
- Keeping of accounts and records
- Complying with tax laws

Categories of Data Subjects (Clients and Candidates) and Their Personal Information

- « Names
- « Contact details
- « Physical and postal addresses
- « Date of birth
- « ID number, ID document, passport or work permit
- « Drivers' license
- « Tax related information
- « Nationality
- « Gender

- « Marital status
- « Education information
- « Employment history
- « Financial information
- « Criminal behaviour

The Company may supply the Personal Information to clients on presentation of the candidate for potential employment or to service providers who render the following services:

- Sending of emails and other correspondence to clients
- Conducting due diligence checks

General Description of Information Security Measures

The Company employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure

7. AVAILABILITY OF THE MANUAL [SECTION 51(3)]

This manual is available for inspection at SciStaff CC offices and copies are available on our website (www.scistaff.co.za). In respect of hard copies, any transmission costs/postage will be for the account of the requester.

Fees in Respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1.10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00

- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
- (ii) For a copy of an audio record 30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows: R

- (1) (a) For every photocopy of an A4-size page or part thereof 1,10
- (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form 0,75
- (c) For a copy in a computer-readable form on compact disc 70,00
- (d) (i) For a transcription of visual images, for an A4-size page or part thereof 40,00
- (ii) For a copy of visual images 60,00
- (e) (i) For a transcription of an audio record, for an A4-size page or part thereof 20,00
- (ii) For a copy of an audio record 30,00

(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

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

Information Officer: Thea van der Merwe

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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> 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
Form in which record is required:	
Mark the appropriate box with an X.	
NOTES:	
<p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

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		transcription of soundtrack*
	audio cassette		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)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

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 of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE