

# Manual

## Of

# W Kehls Equipment CC (Private Body)

Prepared and compiled on 2023-02-20 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of W Kehls Equipment CC.

**Registration number:** 1986/012027/23

**Update:** 2023-02-20

Table of Contents	
1. INTRODUCTION.....	3
2. THE ACT.....	3
3. PURPOSE OF THE MANUAL.....	3
4. CONTACT DETAILS:.....	5
5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE.....	7
6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC.....	9
7. RECORDS OF THE PRIVATE BODY.....	10
8. RECORDS REQUIRED IN TERMS OF LEGISLATION.....	12
9. PROCESSING OF PERSONAL INFORMATION.....	13
10. REQUEST PROCEDURE FOR OBTAINING INFORMATION.....	17
11. FEES.....	18
12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION.....	19
13. DECISION.....	20
ANNEXURE A:.....	21
ANNEXURE B: FORM 2.....	22
ANNEXURE B: FORM 3.....	27

## **1. INTRODUCTION**

W. Kehls Equipment CC trading as Kehls Upholstery Suppliers conducts business as a retail store. We are an industry expert, ready to assist any client in all their Upholstery requirements.

## **2. THE ACT**

The Promotion of Access to Information Act, No 2 of 2000 ("The Act" or "PAIA") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

## **3. PURPOSE OF THE MANUAL**

**In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.**

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

This PAIA Manual assist you to-

- 3.1 check the categories of records held by W Kehls Equipment CC which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of W Kehls Equipment CC, by providing a description of the subjects on which W Kehls Equipment CC holds records and the categories of records held on each subject;
- 3.3 know the description of the records of W Kehls Equipment CC which are available in accordance with any other legislation;
- 3.4 access all the relevant contact details of the Information Officer and Deputy Information Officer(s) who will assist you with the records you intend to access;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Information Regulator, and how to obtain access to it;
- 3.6 know if W Kehls Equipment CC processes personal information and the purpose of processing of personal information;
- 3.7 know the description of the categories of data subjects and the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 know if W Kehls Equipment CC plans 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
- 3.10 know whether W Kehls Equipment CC has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

#### **4. CONTACT DETAILS:**

Information Officer:

Richard Harris - Managing Director

Postal Address:

P.O. Box 97

Maitland

7404

Physical Address:

403 Voortrekker Road

Maitland

7405

Telephone No:

021 5112 061

E-mail:

info@kehls.co.za

Deputy Information Officer:

Michele Kehl

#### **GENERAL INFORMATION:**

Name of Private Body:

**W Kehls Equipment CC**

Registration No:

1986/012027/23

Postal Address:

P.O. Box 97

Maitland

7404

Physical Address (or principal place of business):

403 Voortrekker Road

Maitland

7405

Telephone No:

021 5112 061

E-mail:

[info@kehls.co.za](mailto:info@kehls.co.za)

Website:

[www.kehls.co.za](http://www.kehls.co.za)

## **5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

- 5.1. 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.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
  - 5.3.1. the objects of PAIA and POPIA;
  - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 5.3.2.1 the Information Officer of every public body, and
    - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and Section 56 of POPIA;
  - 5.3.3 the manner and form of a request for-
    - 5.3.3.1 access to a record of a public body contemplated in Section 11 of PAIA; and
    - 5.3.3.2 access to a record of a private body contemplated in Section 50 of PAIA;
  - 5.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
  - 5.3.5 the assistance available from the Information Regulator in terms of PAIA and POPIA;

- 5.3.6 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-
  - 5.3.6.1 an internal appeal;
  - 5.3.6.2 a complaint to the Regulator; and
  - 5.3.6.3 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;
- 5.3.7 the provisions of Sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of Sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of Sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of Section 92 of PAIA.
- 5.4 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.
- 5.5 The Guide can also be obtained-
  - 5.5.1 upon request to the Information Officer;
  - 5.5.2 from the website of the Information Regulator (<https://inforegulator.org.za/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.



## 6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

<b>Category of records</b>	<b>Types of the Record</b>	<b>Available on Website</b>	<b>Available upon request</b>
Company	Company profile	X	
	PAIA Manual	X	X
	Privacy Notice	X	X

## 7. RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that W Kehls Equipment CC holds in order to facilitate a request in terms of The Act.

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

<b>Subjects on which the body holds records</b>	<b>Categories of records</b>
Governance	Registration Documentation Founding Statements Minutes of meetings
Finance	VAT Records Tax Records PAYE Records UIF Records SDL Records Management Accounts and Audited Financial Statements Asset Inventors Asset Register Any supplier or client information
Clients	Client Database Client Agreements Client Communications
Supplier	Supplier Contracts Supplier Legal Compliance
Human Resources	HR policies and procedures Advertised posts Employees records
IT	IT Software

	Electronic Communications
--	---------------------------

## **8. RECORDS REQUIRED IN TERMS OF LEGISLATION**

Records are kept in accordance with legislation applicable to W Kehls Equipment CC, which includes but is not limited to, the following –

- Labour Relations Act, 66 of 1995
- Electronic Communications and Transactions Act 36 of 2005
- Basic Conditions of Employment Act, 75 of 1997
- Broad Based Economic Empowerment Act, 53 of 2003
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Companies Act, 61 of 1973
- Unemployment Insurance Act, 63 of 2001
- Consumer Protection Act, 68 of 2008
- Value Added Tax Act, 89 of 1991
- Skills Development Act, 9 of 1997
- Skills Development Levy Act, No. 9 of 1999
- Income Tax Act, 58 of 1962
- Protection of Personal Information Act, 4 of 2013
- Promotion of Access to Information Act, 2 of 2000

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

## **9. PROCESSING OF PERSONAL INFORMATION**

### **9.1 Purpose of Processing Personal Information**

We only process personal information:

- to comply with contractual obligations;
- to comply with lawful obligations;
- where in pursuit of a legitimate interest of the Company;
- with the consent of the data subject; or
- as directed by the data subject.

**9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto**

<b>Categories of Data Subjects</b>	<b>Personal Information that may be processed</b>
Customers / Clients	name, address, contact details, registration numbers or identity numbers, employment status and bank details.
Service Providers	names, registration number, VAT registration numbers, address, contact details and bank details.
Employees	name, identity number, contact details, address, employment history, qualifications, bank details, next of kin information, dependents' information, gender and race.

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

<b>Category of personal information</b>	<b>Recipients or Categories of Recipients to whom the personal information may be supplied</b>
Employee Information for assistance with disciplinary hearings	Labour Consultant
Employee Information for Pension fund enrolments	Old Mutual
Company Database for back-up and trouble shooting purposes	IT Service Provider
Employee Information for Payroll purposes	External Service Provider
Employee Information for HR administrative purposes	External Service Provider

#### **9.4 Planned transborder flows of personal information**

Not Applicable.

#### **9.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

- Anti-virus and anti malware solutions have been installed on company owned devices;
- Data is encrypted on company owned devices;
- Restricted access between departments applies within the private body (i.e. the CC).



## **10. REQUEST PROCEDURE FOR OBTAINING INFORMATION**

### **Access to records held by W Kehls Equipment CC**

Records held by W Kehls Equipment CC may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of The Act, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in The Act relating to the request for access to a record.

The requester must complete the prescribed Form 2 (Annexure B) and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that they require the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

W Kehls Equipment CC will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed Form because of illiteracy or disability, such a person may make the request orally.

## **11. FEES**

When the Information Officer receives the request, such Officer shall, by notice, require the requester to pay the prescribed request fee (if any), before any further processing of the request.

If the search for the record has been made in the preparation of the record for disclosure, including arrangements to make it available in the requested form, and it requires more than the hours prescribed in the regulation for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

The fees applicable to a request for information are set out in Annexure A hereto.

The requester must pay the prescribed fee before any further processing can take place.

## **12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION**

The main grounds for W Kehls Equipment CC to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
  - o Trade secrets of that third party;
  - o Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
  - o Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of confidential information of the protection of property;
- Mandatory protection of records that would be regarded as privileged in legal proceedings;
- The commercial activities of W Kehls Equipment CC which may include:
  - o Trade secrets of W Kehls Equipment CC
  - o Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of W Kehls Equipment CC ;
  - o Information which, if disclosed could put W Kehls Equipment CC at a disadvantage in negotiations or commercial competition;
  - o A computer program, owned by W Kehls Equipment CC and protected by copyright.
- The research information of W Kehls Equipment CC or a third party, if its disclosure would reveal the identity of W Kehls Equipment CC, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources shall be refused.

### **13. DECISION**

W Kehls Equipment CC will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30 day period within which W Kehls Equipment CC has to decide whether to grant or refuse the request, may be extended for further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of W Kehls Equipment CC and the information cannot reasonably be obtained within the original 30 day period. W Kehls Equipment CC will notify the requester in writing should an extension be sought.

### **AVAILABILITY OF THE MANUAL**

The manual of W Kehls Equipment CC is available at the premises of W Kehls Equipment CC as well as on the website of W Kehls Equipment CC.

Signed by: RICHARD HARRIS

Date: 19/10/2024