



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

**DATE OF COMPILATION: 24/06/2024
DATE OF REVISION: 24/06/2024**

TABLE OF CONTENTS

<i>Contents</i>	<i>Page</i>
1. Acronyms and abbreviations	3
2. Purpose of this manual	3
3. Key contact details for access to Information	4
4. Guide on how to use PAIA	5
5. Categories of Records	8
6. Description of Records	8
7. Description of Subjects	8
8. Processing of Personal Information	8
9. Availability of Manual	10
10. Updating of Manual	11

1. LIST OF ACRONYMS AND ABBREVIATIONS

- 1.1 **“CEO”** Chief Executive Officer
- 1.2 **“DIO”** Deputy Information Officer;
- 1.3 **“IO”** Information Officer;
- 1.4 **“Minister”** Minister of Justice and Correctional Services;
- 1.5 **“PAIA”** Promotion of Access to Information Act No. 2 of 2000 (as Amended);
- 1.6 **“POPIA”** Protection of Personal Information Act No.4 of 2013;
- 1.7 **“Regulator”** Information Regulator; and
- 1.8 **“Republic”** Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 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;

PAIA Manual Template: Private Body

- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 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;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 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 of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 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
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE PYROTECHNICAL MARKETING (PTY) LTD

3.1. Chief Information Officer

Name: Rowan Beattie
Tel: 021-787 9600
Email: rbeattie@pyrotec.co.za
Fax number: N/A

PAIA Manual Template: Private Body

- 3.2. Deputy Information Officer (*NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*)

Name: Ruth Diedericks
Tel: 021-787 9600
Email: rdiedericks@pyrotec.co.za
Fax Number: N/A

- 3.3 Access to information general contacts

Email: rdiedericks@pyrotecc.co.za

- 3.4 **National or Head Office**

Postal Address: Private Bag X1, Capricorn Square, Muizenberg, 7948

Physical Address: 5 Lakeshore Road, Capricorn Business Park, Muizenberg, 7945

Telephone: 021-787 9600

Email: rdiedericks@pyrotec.co.za

Website: www.pyrotec.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. 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.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of
- 4.3.1. the objects of PAIA and POPIA;

PAIA Manual Template: Private Body

- 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. 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-
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and

¹ 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.*

² 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.*

³ 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.*

⁴ 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.*

PAIA Manual Template: Private Body

- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.
- 4.4. 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.
- 4.5. The Guide can also be obtained-
- 4.5.1. upon request to the Information Officer;
- 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
- 4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-
- 4.6.1 English & Afrikaans

⁵ 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.

⁶ 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.

⁷ 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

⁸ 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

⁹ 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.

¹⁰Section 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.

¹¹ 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.”

PAIA Manual Template: Private Body

5. CATEGORIES OF RECORDS OF THE PYROTECHNICAL MARKETING (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
Public facing policies and notices	Privacy Policy, Cookie Policy, Terms and Conditions, Personal Information Request, PAIA Manual	x	
Product Information	Information relating to our products and services	x	

6. DESCRIPTION OF THE RECORDS OF PYROTECHNICAL MARKETING (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
PAIA Manual	PAIA Manual Promotion of Access to Information Act 2 of 2000
Memorandum of incorporation	Companies Act 71 of 2008

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE PYROTECHNICAL MARKETING (PTY) LTD

Subjects on which the body holds records	Categories of records
Human Resources	- HR policies and procedures - Advertised posts - Employees records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

8.1.1. rendering of services to our customers;

8.1.2. employee administration;

PAIA Manual Template: Private Body

8.1.3. transacting with our suppliers and third-party service providers;

8.1.4. maintaining records;

8.1.5. recruitment;

8.1.6. general administration;

8.1.7. financial requirements;

8.1.8. compliance with legal and regulatory requirements; and

8.1.9. facilities management

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

The categories of Data Subjects and of the information or categories of information relating thereto includes but is not limited to those set out in our:

8.2.1. Privacy Policy, which is available at:

<https://pyrotec.co.za/privacy-policy>

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

The recipients or categories of recipients to whom the personal information may be supplied includes but is not limited to those set out in our:

8.3.1 Privacy Policy, which is available at:

<https://pyrotec.co.za/privacy-policy>

8.4 Planned transborder flows of personal information

Planned transborder flows of personal information includes by is not limited to those set out in our:

8.4.1 Privacy Policy, which is available at:

<https://pyrotec.co.za/privacy-policy>

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

Through regular risk assessment, we are able to identify security measures necessary to secure the confidentiality and integrity of processing of personal information.

Examples of some of our Technical security measures are as follows:

- Encrypted storage and transfer
- Employee access controls
- Regular updating of security software and systems
- Monitoring to detect potential breaches

Examples of some of our Organisational security measures are as follows:

- Employee awareness and training on relevant policies and procedures
- Undertaking Data Protection Impact Assessments
- A documented disaster recovery program, including regularly tested backups
- Limiting employee access to personal data
- We maintain a risk management program to address information security risks and breaches

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on www.pyrotec.co.za, if any;

9.1.2 head office of the Pyrotechnical Marketing (Pty) Ltd for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 to the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The head of a Pyrotechnical Marketing (Pty) Ltd will on a regular basis update this manual.

Issued by



Rowan Beattie
Managing Director