

Manual

Of

Pienaar Brothers (Pty) Ltd (Private Body)

Prepared and compiled on 2023-11-27 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of Pienaar Brothers (Pty) Ltd.

Registration number: 2005/034625/07

Update: 2023-11-27

1. INTRODUCTION

Pienaar Brothers (Pty) Limited trading as Pienaar Brothers (Pty) Ltd conducts business as a PPE supplier. We are an industrial safety expert, ready to assist any client in workwear/PPE.

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.

4. CONTACT DETAILS:

Information Officer:
Warren David Spiro

Postal Address:
PO Box 3521
Cape Town
8000

Physical Address:
22 Auckland Street
Paarden Eiland
Cape Town
7405

Telephone No:
(021) 511-8131

E-mail:
info@pienaarbros.com

Deputy Information Officer:

Jacqueleen Bredeveldt

GENERAL INFORMATION:

Name of Private Body:
Pienaar Brothers (Pty) Ltd

Registration No:
2005/034625/07

Postal Address:
PO Box 3521

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;

6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

A section 52(2) notice regarding the categories of records, which are available without a person having to request access in terms of the Act, has to date not been published.

The above excludes any and all data/documents as contained on our website.

- IBT's
- Goods recieved voucher (GRV's)
- Goods return notes (GRN's)
- Various Monthly Reports
- Debit notes
- Credit notes
- Cash sale summary / COD
- Deposit book
- Cash up summary /Petty cash summary / reconciliation

Operational Documents and Records

- Promotional material
- Marketing call reports (CRM)
- Written policies regarding business plan / activities
- Written service specification
- Product / service manuals
- Work instruction manuals
- Customer database
- Tender Contracts
- Customer application forms
- Supplier application forms
- Supplier Agreements
- Payment in respect of goods / services based on C.O.D. / 30day and longer
- Sales records
- Company profile
- BBBEE Report/Certificate

8. RECORDS REQUIRED IN TERMS OF LEGISLATION

Records are kept in accordance with legislation applicable to Pienaar Brothers (Pty) Ltd, which includes but is not limited to, the following –

- Labour Relations Act, 66 of 1995
- Employment Equity Act, 55 of 1998
- 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
- Constitution of the Republic of South Africa, 108 of 1996
- 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
- Financial Intelligence Centre Act, 38 of 2001
- Protection of Personal Information Act, 4 of 2013
- Intellectual Property Laws Amendment Act, 38 of 1997
- Trademarks Act, 194 of 1993

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

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	names, address, contact details, registration numbers, vat numbers, identity numbers and bank details
Suppliers	names, registration number, vat numbers, address, contact details, product details and bank details
Employees	names, address, qualifications, gender and race, banking details, tax numbers, identity numbers, contact details, next of kin, beneficiaries

9.4 Planned transborder flows of personal information

We transfer information to the following countries:

- Europe Union (GDPR)
- African Countries (DPA)
- North America (State)
- Asia (Various)

The following categories of information is transferred outside the borders of South Africa:

- Client contact details
- Payments
- Recons
- Orders

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

- Company POPI information security policies are in place
- Computers are controlled through security group policies
- Anti-virus active on all computers
- ESET Endpoint Security for all the servers and computers
- Office 365 for additional security on policies
- Firewalls implemented at each branch to control network traffic internally and externally
- Regular audits done on security status
- POPI Training done with staff

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.

13. DECISION

Pienaar Brothers (Pty) Ltd 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.

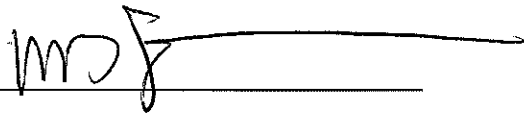
The requester shall be informed whether access has been granted or denied in the form of Form 3 (Annexure C). If, in addition, the requester requires the reason for the decision in any other manner, they must state the manner and the particulars so required.

The 30 day period within which Pienaar Brothers (Pty) Ltd 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 Pienaar Brothers (Pty) Ltd and the information cannot reasonably be obtained within the original 30 day period. Pienaar Brothers (Pty) Ltd will notify the requester in writing should an extension be sought.

AVAILABILITY OF THE MANUAL

The manual of Pienaar Brothers (Pty) Ltd is available at the premises of Pienaar Brothers (Pty) Ltd as well as on the website of Pienaar Brothers (Pty) Ltd.

Signed by: _____

A handwritten signature in black ink, appearing to be 'M. J.', written over a horizontal line. The signature is stylized and extends to the right of the line.

Date: 13.12.2023