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## **PAIA Manual**

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

## Contents

<b>1. LIST OF ACRONYMS AND ABBREVIATIONS .....</b>	<b>3</b>
<b>2. PURPOSE OF PAIA MANUAL .....</b>	<b>3</b>
<b>3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF NUMORO .....</b>	<b>4</b>
<b>4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE.....</b>	<b>4</b>
<b>5. CATEGORIES OF RECORDS OF NUMORO WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS .....</b>	<b>7</b>
<b>6. DESCRIPTION OF THE RECORDS OF NUMORO WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION .....</b>	<b>7</b>
<b>7. DESCRIPTION OF THE SUBJECTS ON WHICH NUMORO HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY NUMORO.....</b>	<b>7</b>
<b>8. PROCESSING OF PERSONAL INFORMATION .....</b>	<b>8</b>
<b>9. AVAILABILITY OF THE MANUAL .....</b>	<b>9</b>
<b>10. UPDATING OF THE MANUAL.....</b>	<b>10</b>

## 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.
- 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 NUMORO**

**3.1. Chief Information Officer**

Name: Marthinus Johannes Klopers

Tel: 021 140 6616

Cell phone Number: 082 708 8725

Email: johann@numoro.co.za

**3.2. Deputy Information Officer**

Name: Melissa Kemp

Tel: 021 140 6616

Cell phone Number: 071 895 2373

Email: melissa@numoro.co.za

**3.3 Access to information general contacts**

Email: info@numoro.co.za

**3.4 National or Head Office**

Postal Address: Unit 4, Ground Floor, Canal Edge 1B, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530

Physical Address: Unit 4, Ground Floor, Canal Edge 1B, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530

Telephone: 021 140 6616

Website: www.numoro.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.
- 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 PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>.
- 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 11<sup>3</sup>; and
  - 4.3.3.2. access to a record of a private body contemplated in section 50<sup>4</sup>.
- 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-

*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.*

- 4.3.6.1. an internal appeal.
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. 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.
- 4.3.7. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> 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 15<sup>7</sup> and 52<sup>8</sup> 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 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and

4.3.10. the regulations made in terms of section 92<sup>11</sup>.

*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.*

*10 Section 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.”*

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 and Afrikaans

**5. CATEGORIES OF RECORDS OF NUMORO WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

Category of Records	Types of Records	Available on Website	Available upon request
Compliance?	Compliance Policy	X	
	Conflict of Interest Policy	X	
	General Code of Conduct	X	
	Complaints Management Policy	X	
	Privacy Policy	X	
	Treating Customers Fairly Policy		X

**6. DESCRIPTION OF THE RECORDS OF NUMORO WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
RISK MANAGEMENT AND COMPLIANCE PROGRAMME	Financial Intelligence Centre Act, 2001 (Act of 2001)

**7. DESCRIPTION OF THE SUBJECTS ON WHICH NUMORO HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY NUMORO**

Subjects on which the body holds records	Category of records
Strategic Documents, Plans and Proposals	Fund Fact Sheets, Annual Reports, Proposals, Presentations
Customers/Clients	Service Level Agreements
Human Resources	HR Policies and Procedures
	Employee records
	Employment Contracts

## 8. PROCESSING OF PERSONAL INFORMATION

### 8.1 Purpose of Processing Personal Information

Numoro is required to make Confidential Information, Proprietary Information, and Intellectual Property available to staff members and service providers related to the specific functions performed by Numoro in the rendering of financial services.

### 8.2 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, addresses, registration numbers or identity numbers, employment status, contact details, SARS reference numbers, VAT numbers and bank details
Service Providers	Names, Registration numbers, VAT numbers, addresses, contact details, trade secrets and bank details
Product Suppliers	Names, Registration numbers, VAT numbers, addresses, contact details and bank details

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

Category of Personal Information	Recipients of Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Names, Identity Numbers and contact details	Product Suppliers

### 8.4 Planned transborder flows of personal information

In accordance with Section 72 of the Protection of Personal Information Act, 2013 ("POPIA"), Numoro may transfer personal information to third parties located in foreign countries for



legitimate business purposes, including but not limited to cloud data storage, service providers, parent or affiliate companies, or business partners.

Any such transfer will take place under one or more of the following conditions:

- The recipient is subject to a law, binding corporate rules, or binding agreement which provides an adequate level of protection for personal information in line with POPIA.
- The data subject has consented to the transfer.
- The transfer is necessary for the performance of a contract between the data subject and the company, or for the implementation of pre-contractual measures taken at the data subject's request.
- The transfer is for the benefit of the data subject, and it is not reasonably practicable to obtain the data subject's consent, and if it were, the data subject would likely provide such consent.

Where applicable, the company ensures that appropriate data protection safeguards are in place before transferring personal information outside the borders of South Africa.

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.**

Controls are implemented to ensure that electronic messaging is suitably protected. Email is appropriately protected from unauthorised use and access. Email will only be used to send personal or confidential information where the recipient is trusted, the information owner has given their permission and appropriate safeguards have been taken e.g., encryption.

All public-facing servers will be secured and hardened as per the best practices of the operating system vendors:

- Microsoft servers.
- Hardening of Microsoft Web Servers as per Microsoft recommendations.
- Microsoft ISA server 2006.
- Hardening of Microsoft ISA Servers as per Microsoft recommendations.

## **9. AVAILABILITY OF THE MANUAL**

9.1 A copy of the Manual is available-

9.1.1 on [www.numoro.co.za](http://www.numoro.co.za).

9.1.2 head office of Numoro for public inspection during normal business hours.

9.1.3 in Numoro cloud storage

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

9.1.5 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 Numoro will on a regular basis update this manual.

Issued by:

Marthinus Johannes Klopers

Director