



## **AMT Placement Services Pty (Ltd)**

Registration Number: 2000/022443/07

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### **PAIA Manual**

**PREPARED IN TERMS OF THE REQUIREMENTS OF: SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION  
ACT, NO 2 OF 2000 ("PAIA") IN THE LIGHT OF THE  
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 ("POPIA")**

A handwritten signature in black ink, appearing to be 'Luis Pires', is positioned above the printed name.

**Luis Pires**  
**Chief Operating Officer**  
**AMT Placements (Pty) (Ltd)**

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

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# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

Sec 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy. The right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information and at the same time, the right to access any information that is been held by another person and that is required for the exercise or protection of any rights. The Protection of Personal Information Act (**POPI**) gives effect to the **right to privacy**. The POPI Act regulates the processing, collection, storage and disclosure of confidential information with justifiable limitations. The Promotion of Access to Information Act (**PAIA**) gives effect to the **right to access** of information.

There is an inter-relationship between POPI and PAIA.

**The Protection of Personal Information Act, 2013 (the "POPIA Act")** provides for:

- the protection of Personal Information processed by public and private bodies;
- certain conditions so as to establish minimum requirements for the processing of Personal Information;
- to provide for the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of the POPIA Act and the PAIA Act;
- to provide for the issuing of codes of conduct;
- to provide for the rights of persons regarding unsolicited electronic communications and automated decision making;
- to regulate the flow of Personal Information across the borders of the Republic and,
- to provide for matters connected therewith.

**The Promotion of Access to Information Act, 2000 ("PAIA")** seeks, among other things, to give effect to the Constitutional right of access to any information held by the State, or by any other person where such information is required for the exercise or protection of any right. It gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such private body and stipulates the minimum requirements that must be contained in the Manual. As a result the objectives of this manual are:

- to provide a list of all records held by the legal entity;
- to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- to define the manner and form in which a request for information must be submitted; and
- to comply with the additional requirements imposed by POPIA.

## • Definitions

The following words shall bear the same meaning as under POPI as follows:

- **"Data Subject" or "DS"** means the person to whom Personal Information relates.
- **"Information Officer"** means the head of a private body as contemplated in section 1, of the PAIA.

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- **“Minister”** means the Cabinet member responsible for the administration justice.
- **“Personal Information” or “PI”** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including:
  - ❖ information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
  - ❖ information relating to the education or the medical, financial, criminal or employment history of the person;
  - ❖ any identifying number, symbol, e-mail address, physical address, telephone number or other particular assignment to the person;
  - ❖ the blood type or any other biometric information of the person;
  - ❖ the personal opinions, views or preferences of the person;
  - ❖ correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
  - ❖ the views or opinions of another individual about the person; and
  - ❖ the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person, but excludes information about an individual who has been dead for more than 20 years.
- **“Private body”** means –
  - ❖ a natural person who carries or has carried on any trade, business or profession, but only in such capacity;
  - ❖ a partnership which carries or has carried on any trade, business or profession; or
  - ❖ any former or existing juristic person, but excludes a public body.
- **“Processing”** means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:
  - ❖ the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
  - ❖ dissemination by means of transmission, distribution or making available in any other form; or
  - ❖ merging, linking, as well as blocking, degradation, erasure or destruction of information.
- **“Public Body”** means –
  - ❖ any department or state or administration in the national or provincial sphere of government or any municipality in the local sphere of government ; or
  - ❖ Any other functionary or institution when –
    - exercising a power of performing a duty in terms of the Constitution or a provincial constitution; or
    - exercising a public power or performing a public function on terms of any legislation.
- **“Record”** in relation to a private body means any recorded information –

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- ❖ regardless of form or medium,
- ❖ in the possession or under the control of that public or private body respectively and,
- ❖ whether or not it was respectively created by the public body or private body.
- **“Responsible Party” or “RP”** means a public or private body or any other person, which, alone or in conjunction with others, determines the purpose of and means for processing Personal Information.
- **“Requester”** means a person or legal persons seeking access to information.
- **“the Act”** means Promotion of Access to Information Act 2 of 2000.
- **“Third Parties”** means any natural or juristic person other than the Requester or, such party acting on behalf of the Requester or, AMT itself.

## • Objective of Manual

The objectives of this Manual are to:

- provide a list of information, records and other details held by AMT;
- in terms of the Promotion of Access to Information Act No. 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act No 4 of 2013 (“POPI”) provide requirements on how to request information or records;
- provide the process and forms for which requests for information must be submitted; and
- stipulate the grounds on which a request for information or a record may be refused;

## • Introduction

The Company, here after referred to as “AMT”, comprising of **AMT Placement Services (Pty)(Ltd), AMT Africa Recruitment (Pty)(Ltd) & AMT Labour Solutions (Pty)(Ltd)**, is a professional People and HR Service Provider supplying and managing temporary and permanent recruitment solutions to various industry sectors in South Africa. AMT specialises in the supply of both local and international, vetted, quality blue and white-collar individuals. With one of the largest professional databases in the industry, driven by our wholly owned, licensed proprietary system ‘Cycad’, AMT is able to supply skilled temporary or permanent workers at short notice as well as a full spectrum of employment services. AMT has been operating since 1987, is a fully compliant BEE operation as well as independent, and privately owned.

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

<b>Name of private body:</b>	AMT Placements Services (Pty) Ltd
<b>Directors:</b>	Alberto Tavares Luis Pires Cecilia Nkosi
<b>Registration Number:</b>	2000/022443/07
<b>Physical Address:</b>	16E Hertz Boulevard, Vanderbijlpark, 1911
<b>Postal Address:</b>	P O Box 4115, Vanderbijlpark, 1900
<b>Telephone Number:</b>	086 11 11 268 or +27 16 980 5300
<b>Website:</b>	www.amt.co.za

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## ▪ **Details of Information Officer** [Section 51(1)(a)]

**Name:** Pierré de Beer  
**Physical Address:** 16E Hertz Boulevard, Vanderbijlpark, 1911  
**Postal Address:** P O Box 4115, Vanderbijlpark, 1900  
**Telephone Number:** 086 11 11 268 or +27 16 980 5300  
**Email Address:** pierre@amt.co.za

The Information Officer has delegated his powers to the Deputy Information Officer below in terms of the PAIA Act to handle all requests on the AMT's behalf and ensure that the requirements of the PAIA Act is administered in a fair, objective and unbiased manner.

## ▪ **Details of the Deputy Information Officer** [Section 51(1)(a)]

**Name:** Pam Naidoo  
**Physical Address:** 16E Hertz Boulevard, Vanderbijlpark, 1911  
**Postal Address:** P O Box 4115, Vanderbijlpark, 1900  
**Telephone Number:** 086 11 11 268 or +27 16 980 5300  
**Email Address:** pam@amt.co.za

## ▪ **Guide on using the Act & Section 10** [Section 51(1)(b)]

- The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the Act must be made in accordance with the prescribed procedures, at the rates provided.
- Requesters needing information for the purposes of exercising their Constitutional Rights are referred to the Guide, compiled by the South African Human Rights Commission, see Section 10 of the Act.
- Queries or concerns by any person relating to their rights and in particular, their right to access information from a private or public body, may contact / direct queries to the Information Regulator, contact details as follows:

### **The Information Regulator**

**P.O. Box 31533**

**Braamfontein, 2017**

**Republic of South Africa**

**Business phone:** +27 (0) 100235200

**Email address:** infoereg@justice.gov.za

**Website:** www.justice.gov.za

- This Manual (PDF - "Portable Document Format") is available to the public in English or Afrikaans on AMT's website ([www.amt.co.za](http://www.amt.co.za)) or, on request from the Deputy Information Officer referred to in this Manual.

## • **Notice in terms of Sec 52(2) - Records which are available without a person having to request access in terms of this Act** [Section 51(1)(c)]

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At this stage no notice(s) in terms of Sec 51(1)(c) have been published in terms of the PAIA Act on the categories of records held by AMT that are automatically available without a person having to request access in terms of the PAIA Act.

- **Legislation Applicable on AMT** [Section 51 (1)(d)], Includes, but is not limited to:
  - Arbitration Act 42 of 1965
  - Basic Conditions of Employment Act 75 of 1997
  - Broad-Based Black Economic Empowerment Act 53 of 2008
  - Close Corporations Act 69 of 1984
  - Companies Act 71 of 2008
  - Compensation for Occupational Injuries and Diseases Act 130 of 1993
  - Competition Act 89 of 1998
  - Constitution of the Republic of South Africa, 1996
  - Consumer Protection Act 68 of 2008
  - Employment Equity Act 55 of 1998
  - General Pensions Act 29 of 1979
  - Income Tax Act 58 of 1962
  - Labour Relations Act 66 of 1995
  - Mine Health and Safety Act 29 of 1996
  - Occupational Diseases in Mines and Works Act 78 of 1973
  - Occupational Health and Safety Act 85 of 1993
  - Pension Funds Act 24 of 1956
  - Prevention and Combating of Corrupt Activities Act 12 of 2004
  - Prevention of Organised Crime Act 121 of 1998
  - Promotion of Access to Information Act 2 of 2000
  - Promotion of Administrative Justice Act 3 of 2000
  - Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
  - Protection of Personal Information Act 4 of 2013
  - Public Holidays Act 36 of 1994
  - Road Traffic Act 29 of 1989
  - Skills Development Act 97 of 1998
  - Skills Development Levies Act 9 of 1999
  - Tax Administration Act 28 of 2011
  - Unemployment Insurance Act 63 of 2001
  - Unemployment Insurance Contributions Act 4 of 2002
  - Value-Added Tax Act 89 of 1991

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AMT retains records and documents in terms of the legislation listed above. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties.

- **Schedule of Records** [Section 51 (1)(d)]

AMT holds information and records, including but not limited to the categories and data subject matters outlined below, note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honored. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of the Act.

- **Records that are Automatically Available**

- ❖ Annual reports;
- ❖ Press releases; and
- ❖ All information on the AMT's website;
- ❖ AMT PAIA Manual.

- **Records which may be made Available on Request**

- ❖ **Human Resource Records**

- Employment Contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Disciplinary proceedings records;
- Salary records;
- SETA records;
- Disciplinary code;
- Leave records;
- Training records;
- Training Manuals;
- Recruitment and selection records.

- ❖ **Financial Records**

- Annual Financial Statements;
- Accounting Record;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic banking records;
- Rental Agreements;



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- Invoices;
- Regional Services Levies;
- Skills Development Levies;
- UIF records.
- ❖ **Tax Records**
  - Tax Returns;
  - PAYE Records;
  - Documents issued to employees for income tax purposes;
  - Records of payments made to SARS on behalf of employees;
  - All other statutory compliance documents;
  - VAT records.
- ❖ **Legal Services Records**
  - Agreements and contracts;
  - Legal opinions;
  - Litigation documents.
- ❖ **Company Records**
  - Memorandum of Incorporation;
  - Minutes of Board of Directors and sub-committee meetings;
  - Records relating to the appointment of directors/ auditors/ company secretary/ public officer and other officers;
  - Share Register and other statutory registers
- ❖ **Procurement Services Records**
  - Tender invitation records;
  - Tender submissions;
  - Tender process documents;
  - Procurement policy;
  - Asset Register;
  - Goods and services procurement records.
- ❖ **Risk Management Records**
  - Internal Audit reports;
  - Compliance reports;
  - Operational risk management reports;
  - Risk management policies.
- ❖ **Business System Management Records**
  - Records of procurement of systems and software;

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- System documentation.

- **Personal information processed in terms of POPIA**

AMT processes “PI” (Personal Information) under its care in the following ways:

- Rendering service to candidates / jobseekers and to clients,
- Staff / employee administration.
- Keeping of accounts and records.
- Complying with tax and labour laws.

- **Security Measures – Safeguarding “PI”**

AMT 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
- Software – User access controls & passwords
- Secure setup of hardware and software making up the IT infrastructure.

- **Categories of Data Subjects and applicable “PI”**

Entity Type	Personal Information Processed
Clients - Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence
Clients – Juristic Persons / Entities	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information
Contracted Service Providers	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information

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Employees / Jobseekers / Staff	Gender; pregnancy; marital status; colour, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; medical history; next of kin, tertiary education, qualification/s; criminal record and other 3 <sup>rd</sup> party verifications, COVID-19 status
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- **Recipients of “PI”**

AMT may supply, with consent of the “DS”, the personal information to clients on presentation of the candidate / employee for potential employment or to service providers who render the following services:

- sending of emails and other correspondence to clients,
- conducting due diligence checks, verifications etc.

- **Third Parties - Confidentiality and Access to Information**

AMT will protect the confidentiality of information provided to it by third parties, subject to the AMT’s obligations to disclose information in terms of any applicable law or regulation or a court order requiring disclosure of information.

AMT will take all reasonable steps to inform the third party, within 21 (twenty-one) days of receipt, of such a request.

- The third party may within 21 (twenty-one) days thereafter either make representation to AMT as to why the request should be refused; alternatively grant written consent to the disclosure of the record.
- The third party must be advised of the decision taken by the Deputy Information Officer of AMT whether to grant or to decline the request. A third party, who is dissatisfied with the Deputy Information Officer’s decision to grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

- **Request Procedure in terms of PAIA** [Section 51 (1)(e)]

Any individual or interested party (hereafter called “requestor”) may request access to records held by AMT in terms of section 50 of PAIA.

- As prescribed by PAIA, any request for information must be contained in Form C, which is available from the Information Regulator’s website (<https://www.justice.gov.za/infoereg/docs.html>). Copy attached for the convenience of requestor, Form C – **Annexure (i)**.
- Complete all necessary fields on Form C and return to AMT for attention of the Deputy Information Officer, together with any other information that AMT requires in order to consider and decide on the request. A request, which does not comply with the formalities, as prescribed by the Act will be forwarded back to the requestor with advice on the necessary steps for compliance (this includes forms that are not completed in full).
- A requestor needs to provide AMT with sufficient details to enable it to identify:
  - ❖ The record(s) requested;

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- ❖ The requestor (and if an agent is lodging the request, proof of capacity);
  - ❖ The form of access required;
  - ❖ The postal address or fax number of the requestor within RSA;
  - ❖ If the requestor wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;
  - ❖ The right, which the requester is seeking to exercise or protect with an explanation of the reason the record, is required to exercise or protect the right.
- AMT will not consider a request unless it is contained in Form C and will make copies of the mentioned form available on request.
  - In addition to completing Form C, proof of identity is required to authenticate the request and the requestor and therefor will be required to submit acceptable proof of identity such as a certified copy of their identity document or other legal forms of identity.
  - Notification Period;
    - ❖ All requests complying with the requirements set out above will be processed and considered expeditiously.
    - ❖ The requestor will be given notice of the decision once made, in writing, whatever the decision may be.
    - ❖ The Act requires that such notification be given within 30 (thirty) days of the decision being made. In case of a request being refused, the notification will include the reasons for the refusal.
    - ❖ AMT may extend the 30-day notice period if it is necessary due to the nature of the request and the amount of time-required gathering the requested information. The requestor will however be given notice of the extension prior to the 30-day period's expiry.
  - The Deputy Information Officer of AMT will then consider in terms of PAIA whether to approve or refuse the request and notify the requestor of the outcome.

- **Grounds for Refusal of Access to Records**

AMT has the right to refuse access to information on legal grounds as set out in POPIA and in PAIA, which will mainly be on one or more of the following grounds:

- Mandatory protection of the personal information, special personal information or privacy of a third party who is a natural person (including children), if such disclosure would involve the unlawful or unreasonable disclosure of Personal Information about a third party, including a deceased individual or child, subject to the provisions of section 63 (2) of PAIA or any section or regulation of POPIA.
- Mandatory protection of the personal, confidential or commercial information of the third party (which may be a natural person or legal entity), if the record contains:
  - ❖ Trade secrets of that party;
  - ❖ Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of that party;

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- ❖ Information disclosed in confidence by the third party to AMT if the disclosure could put the third party to a disadvantage in negotiations or commercial completion.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of certain confidential information of third party, where the head of a private body must refuse a request for access to a record of the body if its disclosure would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement.
- Mandatory protection of the safety of individuals and the protection of property, where such disclosure could endanger the life or physical safety of an individual, or prejudice or impair the security of:
  - ❖ a building, structure or any system
  - ❖ a means of transport, or
  - ❖ any other property.
- Mandatory protection of records which could be regarded as privileged in legal proceedings, unless the legal privilege has been waived;
- Mandatory protection of records and information as laid out in the National Key Point Act;
- Commercial information of private body, in that a request for access to a record may be refused if the record contains:
  - ❖ trade secrets, financial, commercial, scientific or technical information of the institution, which disclosure, could likely cause harm to the financial or commercial interest of the institution;
  - ❖ Information which, if disclosed could prejudice or put the institution at a disadvantage in negotiations or commercial competition; and
  - ❖ A computer copyrighted program owned by any institution.
- Mandatory protection of research information of the institution. A request will be refused if the disclosure would disclose the identity of the institution, the researcher or the subject matter of the research and would place the researcher at a serious disadvantage.
- Mandatory disclosure in public interest. However requests for access to a record, despite any of the protections mentioned above, shall granted if;
  - ❖ the disclosure of the record would reveal evidence of –
    - a substantial contravention of, or failure to comply with, the law; or
    - imminent and serious public safety or environmental risk; and
  - ❖ the public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.
- The disclosure of the record would prejudice or impair the security of property or means of transport;
- The disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- Disclosure of the record would put AMT at a disadvantage in contractual or other negotiations or prejudice it

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in commercial competition;

- The record is a computer programme, or a record contains information about research or research about to be carried out on behalf of a third party or AMT.

## • Remedies Available if Request for Information is refused

If the Deputy Information Officer refuses a request for access, then the officer must:

- State adequate reasons for the refusal, including the provisions of this Act relied on;
- Exclude, from any such reasons, any reference to the content of the record; and
- State that the requestor may lodge an application with a court against the refusal of the request, and the procedure (including the period) for lodging the application.
- AMT does not have an internal appeal procedure. As such, the decision made by the Information Officer and the Deputy Information Officer pertaining to a request is final, and requestors will have to exercise such external remedies that are at their disposal.
- External Remedies - A requestor that is dissatisfied with the refusal to disclose information, have to within 30 days of notification of the decision, apply to a court for appropriate relief. For purposes of the Act, courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status. The court will review the request and decide whether in fact AMT should give the requestor the information requested or not. A court hearing application in terms of the PAIA Act may grant any order that is just and equitable including orders:
  - ❖ Confirming, amending or setting aside the decision which is the subject of the application;
  - ❖ Requiring the Deputy Information Officer of the Company or relevant authority of a public body or the head of a private body to take such action or to refrain from taking such action, as the court considers necessary within the period mentioned in the court order;
  - ❖ Granting an interdict, interim or specific relief, a declaratory order or compensation; or
  - ❖ Granting an order with costs.

## • Records that cannot be found or do not exist

- If the record requested does not exist or cannot be found, the requestor will be notified by way of an affidavit or affirmation. This will include the steps taken to try to locate the record.
- If the record is found after notice is given, then requestor must be given access thereto unless grounds for the refusal exists.
- If the request is declined for any reason the notice must include adequate reasons for the decision, together with the relevant provisions of the PAIA Act relied upon and provide the procedure to be followed should the requestor wish appeal the decision?
- Section 59 provides that the Deputy Information Officer may serve a record and grant access only to that portion which the law does not prohibit access.

## • Other Information [Section 51 (1)(f)]

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## ▪ Fees

- The Act provides for two types of fees, namely:
  - ❖ A request fee, which will be a standard fee; and
  - ❖ An access fee, which must be calculated by considering reproduction costs, search and preparation time and costs, as well as postal costs.
- The Deputy Information Officer, on receipt of a request to access information will inform the requestor of the prescribed request fee, if any, before further processing of the request.
- If a requestor requires access to records of his/ her Personal Information, there shall be no request fee payable. However, the requestor must pay the prescribed access and reproduction fees for such Personal Information.
- If the preparation of the record for disclosure including arrangements to make it available in the media requested, requires more than the hours prescribed in the regulations, then the Deputy Information Officer shall notify the requestor to pay a portion of the access fee as a deposit, as prescribed by PAIA.
- The Deputy Information Officer shall withhold the record until the requestor has paid the fees as indicated below.
- If a deposit has been paid in respect of a refused request for access, then the Deputy Information Officer must repay the deposit to the requestor with interest at the prescribed rate.
- The fee for a copy of this manual as contemplated in regulation 9(2) (c) is R2-00 for every photocopy of an A4-size page or part thereof.
- The request fee payable by a requestor referred to in section 54(1) of the Act is R140-00. People who are requesting access to their Personal Information are exempt from paying a request fee – all other fees are the same.
- The “fees for reproduction” referred to in section 52(3) and “access fees” payable by a requestor referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:

Photocopy / printed black & white copy of A4 size paper or part thereof	R2-00
Printed copy of A4 size paper or part thereof	R2-00
For a copy in a computer-readable form on: <ul style="list-style-type: none"> <li>• Flash drive (to be provided by requestor)</li> <li>• Compact disc                         <ul style="list-style-type: none"> <li>○ If provided by requestor</li> <li>○ If provided to the requestor</li> </ul> </li> </ul>	R40-00 R40-00 R60-00
For a transcription of visual images, for an A4-size page or part thereof	Outsourced service – Service provider fee applicable
For a copy of visual images	
For a transcription of an audio record, for an A4-size page or part thereof	R24-00
For a copy of an audio record on: <ul style="list-style-type: none"> <li>• Flash drive (to be provided by requestor)</li> <li>• Compact disc                         <ul style="list-style-type: none"> <li>○ If provided by requestor</li> <li>○ If provided to the requestor</li> </ul> </li> </ul>	R40-00 R40-00 R60-00

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

- For purposes of section 54(2) of the PAIA Act, the following applies:
  - ❖ To search for and prepare the record for disclosure, R145-00 for each hour, excluding 1<sup>st</sup> hour, or part of an hour reasonably required for such search and preparation, cost not to exceed R435-00;
  - ❖ six hours as the hours to be exceeded before a deposit is payable; and
  - ❖ one third of amount per request calculated, excluding access fee, is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requestor.
- Person or persons exempted from paying access fees:
  - ❖ A single person whose annual income does not exceed R14,712-00; or
  - ❖ Married persons or a person and his/her life partner whose annual income does not exceed R27, 192-00.
- **Retention of Personal Information Records**
  - AMT may retain Personal Information records indefinitely, unless the “DS” objects thereto. If the “DS” objects to indefinite retention of its Personal Information, then AMT shall retain the Personal Information records to the extent permitted or required by law.
  - Data Subjects may at any time;
    - ❖ Object to the processing of personal information in terms of POPIA by completing the “Objection to Process” form - **Annexure (ii)**.
    - ❖ Request for correction or deletion of personal information or destroying / destruction thereof in terms of POPIA by completing the “Correction/Deletion/Destroying/Destruction form – **Annexure (iii)**.
    - ❖ Withdraw consent to process the “DS’s” personal information in terms of POPIA by completing the “Withdrawal of Consent” form – **Annexure (iv)**.
- **Amendments to this Manual**
  - Amendments to this Manual will take place on an ad hoc basis or at least once a year.
  - Data Subjects to check AMT’s website periodically to inform themselves of any changes.



# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

## Annexure (i)

### 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]

**AMT Placement Services (Pty) (Ltd)**

**Registration Number 2000/022443/07**

#### Particulars of the Private Body

The Head: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Mark with an "X"

Request is made in my own name:

Request is made on behalf of another person:

#### Particulars of Persons Requesting Access to the Record

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Full names & surname: \_\_\_\_\_

Identity number: 

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Postal address: \_\_\_\_\_

Telephone /Cell number: (    ) \_\_\_\_\_ Fax number: (    ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

#### Particulars of Person on whose behalf Request is made

Complete this section **ONLY** if a request for information is made on behalf of another person.

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

Full names & surname: \_\_\_\_\_

Identity number:

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## **Particulars of the Record**

- Provide full particulars of the record to which access is requested, including the reference number if you know it, to enable the record to be located.
- If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requestor must sign all the additional folios.

\* Description of record or relevant part of the record:

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\* Reference number, if available:

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\* Any further particulars of record:

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\* Reason for exemption from payment of fees:

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## **Fees**

- 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.

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

- You will be notified of the amount required to be paid as the request fee.
- 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.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

## **Form of Access to Record**

If a disability prevents you to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

**Disability:** \_\_\_\_\_ **Form in which record is required:** \_\_\_\_\_

Mark the appropriate box with an **X**.

### **NOTES:**

- Compliance with your request for access in the specified form may depend on the form in which the record is available.
- 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.
- The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

▪ **Written or Printed Record -** Copy of Record\*  Inspection of Record

▪ **Record consists of visual images** View the Images\*  Copy of Images  Transcription of Images\*   
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

▪ **Records consists of recorded words or information which can be reproduced in sound** Listen to Soundtrack  Transcription of Soundtrack\*   
(Audio Cassette) (Written or Printed)

▪ **Record is held on computer or in an electronic or machine-readable form -**  
Printed copy of Record  Printed copy of information derived from Record\*  Copy in computer readable form\* (stiffy or compact disc)

\* If requested - do you wish the copy or transcription to be posted to you - Postage is payable?  Yes  No

\* If "Yes" – please select one (1) of the following options:

**Postal service to:** postal address:  street address:  Courier service to street address:

Address: \_\_\_\_\_

Facsimile of information (written, printed format including transcriptions):  Fax no: \_\_\_\_\_

Email of information (including soundtracks if possible):  Email address: \_\_\_\_\_

Cloud share/file transfer:  Web address: \_\_\_\_\_

## **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 requestor must sign all the additional folios.**

\* Indicate which right is to be exercised or protected:

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

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\* Explain why the record requested is required for the exercise or protection of the aforementioned right:

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## **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.

\* You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal address	Facsimile	Electronic communication (Please specify)

Signed at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
**Signature of Requestor /  
Person on whose behalf Request is made**

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

## Annexure (ii)

### Objection to the Processing of Personal Information

Section 11(3) of The Protection of Personal Information Act, 2013 (ACT No. 4 OF 2013) & Regulations relating to the Protection of Personal Information, 2017 [Reg 2 (1)]

#### Note:

- \* Affidavits or other documentary evidence in support of the objection must be attached.
- \* If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- \* Ref No .....

#### A : Details of Data Subject

Name(s) and Surname / registered name of data subject:

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Unique Identifier / Identity Number:

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Residential, Postal or Business address:

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Cellphone No:

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Alt Contact Number(s):

Code (    )

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Fax Number or E-mail address:

Code (    )

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#### B : Details of Responsible Party

Name(s) and Surname / registered name of responsible party:

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Residential, Postal or Business address:

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Cellphone No:

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Alt Contact Number(s):

Code (    )

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Fax Number or E-mail address:

Code (    )

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#### C : Reasons for Objection in terms of Sec [11(1)(d) to (f)]

(Provide detailed reasons for objection)

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Data Subject /  
Designated Person

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

## Annexure (iii)

### Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information

Section 24(1) of The Protection of Personal Information Act, 2013 (ACT No. 4 of 2013) & regulations relating to the Protection of Personal Information, 2018 [Reg 3(2)]

#### Note:

- \* Affidavits or other documentary evidence in support of the objection must be attached.
- \* If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Mark the appropriate box with an "x":

#### Request for:

Correction or deletion of the personal information about the data subject, which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

#### A : Details of Data Subject

Name(s) and Surname / registered name of data subject:

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Unique Identifier / Identity Number:

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Residential, Postal or Business address:

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Cellphone No:

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Alt Contact Number(s):

Code (    )

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Fax Number or E-mail address:

Code (    )

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#### B : Details of Responsible Party

Name(s) and Surname / registered name of responsible party:

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Residential, Postal or Business address:

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Cellphone No:

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Alt Contact Number(s):

Code (    )

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Fax Number or E-mail address:

Code (    )

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#### C : Information to be Corrected/ Deleted/ Destroyed / Destroyed

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# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

**D : Reason for \*Correction or Deletion of Personal Information about the Data Subject in terms of Sec 24(1)(a) which is in possession or under control of the Responsible Party; and/or reasons for \*Destruction or Deletion of a Record of Personal Information about the Data Subject in terms of Sec 24(1)(b) which the Responsible Party is no longer Authorized to Retain**

(Provide detailed reasons for the request)

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Data Subject /  
Designated Person**

# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

## Annexure (iv)

### Request for withdrawal of Consent to Process Personal Information

Section 24(1) of The Protection of Personal Information Act, 2013 (ACT No. 4 of 2013)

#### Note:

- \* Affidavits or other documentary evidence in support of the objection must be attached.
- \* If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- \* Ref No: .....

Mark the appropriate box with an "x":

#### Request for:

All the purposes I had provided my consent for; or

For only the following purposes:

State the purpose of withdrawal to be applied to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### A : Details of Data Subject

Name(s) and Surname / registered name of data subject: \_\_\_\_\_

Unique Identifier / Identity Number: \_\_\_\_\_

Residential, Postal or Business address: \_\_\_\_\_

Cellphone No: \_\_\_\_\_

Alt Contact Number(s):

Code ( ) \_\_\_\_\_

Fax Number or E-mail address:

Code ( ) \_\_\_\_\_

#### B : Details of Responsible Party

Name(s) and Surname / registered name of responsible party: \_\_\_\_\_

Residential, Postal or Business address: \_\_\_\_\_

Cellphone No: \_\_\_\_\_

Alt Contact Number(s):

Code ( ) \_\_\_\_\_

Fax Number or E-mail address:

Code ( ) \_\_\_\_\_

#### C : Reason for \* The Withdrawal of Consent to Process Personal Information about the Data Subject which is in Possession or under the Control of the Responsible Party

(Provide detailed reasons for the request)



# PAIA MANUAL

(Manual compiled in accordance with Sec 51 of the Promotion of Access to Information Act, 2000 in light of the Protection of Personal Information Act, 2013)

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I fully understand and agree that the withdrawal of my consent to any or all purposes, depending on the nature of my request, may result in the responsible party not being in a position to continue to provide services to me.

However, I understand that AMT may continue to process my personal data where it has a legal obligation to continue to do so

Signed at \_\_\_\_\_ this \_\_\_\_\_ day \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Data Subject /  
Designated Person**