

PAIA MANUAL

CANEFIELDS COUNTRY HOUSE CC

Prepared and compiled on 2 May 2023 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of CANEFIELDS COUNTRY HOUSE CC.

Registration number: 1995/006819/23

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INTRODUCTION

CANEFIELDS COUNTRY HOUSE CC is a business that specializes in hospitality, we cater for all guests needs including accommodation, wedding venues and conferencing.

THE ACT

The Promotion of Access to Information Act, No 2 of 2000 (“The Act”) 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.

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.

Wherever reference is made to “**CANEFIELDS COUNTRY HOUSE CC**” in this manual, it will refer to **CANEFIELDS COUNTRY HOUSE CC** and all its entities for whom this manual is drafted.

This PAIA Manual assist you to-

1. check the categories of records held by **CANEFIELDS COUNTRY HOUSE CC** which are available without a person having to submit a formal PAIA request;
2. have a sufficient understanding of how to make a request for access to a record of **CANEFIELDS COUNTRY HOUSE CC**, by providing a description of the subjects on which the **CANEFIELDS COUNTRY HOUSE CC** holds records and the categories of records held on each subject;
3. know the description of the records of **CANEFIELDS COUNTRY HOUSE CC** which are available in accordance with any other legislation;
4. access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist you with the records you intend to access;
5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
6. know if **CANEFIELDS COUNTRY HOUSE CC** 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;
7. know the description of the categories of data subjects and of the information or categories of information relating thereto;
8. know the recipients or categories of recipients to whom the personal information may be supplied;
9. know if **CANEFIELDS COUNTRY HOUSE CC** 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

10. know whether **CANEFIELDS COUNTRY HOUSE CC** has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

CONTACT DETAILS

Information Officer Tracey Jarman
Postal Address P O Box 65, Empangeni, 3880
Telephone No +27 (0)72 027 3452
E-mail info@canefields.co.za

GENERAL INFORMATION

Name **CANEFIELDS COUNTRY HOUSE CC**
Registration No 1995/006819/23
Postal Address P O Box 65, Empangeni, 3880
Physical Address Junction R 102 & N2, 5 kms N of Empangeni
Telephone No +27 (0)63 298 4907
E-mail info@canefields.co.za
Website www.canefields.co.za

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

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.
2. The Guide is available in each of the official languages and in braille.
3. The aforesaid Guide contains the description of-
 - 3.1. the objects of PAIA and POPIA;
 - 3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 3.2.1. the Information Officer of every public body, and
 - 3.2.2. every Deputy Information Officer of every public and **CANEFIELDS COUNTRY HOUSE CC** designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 3.3. The manner and form of a request for-
 - 3.3.1. access to a record of a public body contemplated in section 11 of PAIA; and
 - 3.3.2. access to a record of a **CANEFIELDS COUNTRY HOUSE CC** contemplated in section 50 of PAIA;
 - 3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 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-
 - 3.6.1. an internal appeal;
 - 3.6.2. a complaint to the Regulator; and
 - 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 **CANEFIELDS COUNTRY HOUSE CC**;
 - 3.7. the provisions of sections 14 and 51 of PAIA requiring a public body and **CANEFIELDS COUNTRY HOUSE CC**, respectively, to compile a manual, and how to obtain access to a manual;
 - 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 **CANEFIELDS COUNTRY HOUSE CC**, respectively;
 - 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
 - 3.10. the regulations made in terms of section 92 of PAIA.
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. The Guide can also be obtained-
 - 5.1. upon request to the Information Officer;
 - 5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
6. A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

Booklets / Brochures about products, credit application forms

RECORDS OF THE CANEFIELDS COUNTRY HOUSE CC

This clause serves as a reference to the records that the **CANEFIELDS COUNTRY HOUSE CC** holds in order to facilitate a request in terms of **The Act**.

The information is classified and grouped according to records relating to the following subject and categories: It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

General

- VAT Records
- Tax Records
- PAYE Records
- UIF Records
- SDL Records
- Management Accounts and Audited Financial Statements
- Asset Inventors
- Asset Register

Operating system

- Invoice
- Weekly / monthly / quarterly / annual statement
- Debit note
- Credit note

Operational Documents and Records

- Promotional material
- Marketing call reports
- Written policies regarding business plan / activities
- Written service specification

Product / service manuals

- Work instruction manuals
- Customer database
- Customer application forms
- Payment in respect of goods / services based on C.O.D. / 30day and longer
- Sales records
- Company profile

RECORDS REQUIRED IN TERMS OF LEGISLATION

Records are kept in accordance with legislation applicable to @BusinessName, which includes but is not limited to, the following –

Records are kept in accordance with legislation applicable to D7 Boating 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.

PROCESSING OF PERSONAL INFORMATION

Purpose of Processing Personal Information

- Performing duties in terms of any agreement with consumers
- Make, or assist in making, credit decisions about consumers
- Operate and manage consumers' accounts and manage any application, agreement or correspondence consumers may have with us.
- Communicating (including direct marketing) with consumers by email, SMS, letter, telephone or in any other way about our products and services, unless consumers indicate otherwise
- To form a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers
- Carrying out market research, business and statistical analysis
- Performing other administrative and operational purposes including the testing of systems
- Recovering any debt consumers may owe us
- Complying with our regulatory and other obligations
- Any other reasonably required purpose relating to our business

For prospective consumers

- a. Verifying and updating information
- b. Pre-scoring
- c. Direct marketing
- d. Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to our business.
- e.

For employees:

- a. The same purposes as for consumers (above)
- b. Verification of applicant employees' information during recruitment process
- c. General matters relating to employees:
 - a. Pension
 - b. Medical aid
 - c. Payroll
 - d. Disciplinary action
 - e. Training
- d. Any other reasonably required purpose relating to the employment or possible employment relationship.

For vendors /suppliers /other businesses:

- a. Verifying information and performing checks;
- b. Purposes relating to the agreement or business relationship or possible agreement
- c. or business relationships between the parties;
- d. Payment of invoices;
- e. Complying with our regulatory and other obligations; and
- f. Any other reasonably required purpose relating to our business.

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

- | | |
|--|--------------------------------|
| a. Name and contact details | g. Employment Equity plans |
| b. Identity number and identity documents including passports | h. Medical aid records |
| c. Employment history and references | i. Pension Fund records |
| d. Banking and financial details | j. Remuneration/salary records |
| e. Details of payments to third parties (deductions from salary) | k. Performance appraisals |
| f. Employment contracts | l. Disciplinary records |
| | m. Leave records |
| | n. Training records |

Consumers and prospective consumers (which may include employees)

- | | |
|--|---|
| a. Postal and/or street address | h. Marital status |
| b. Title and name | i. Nationality |
| c. Contact numbers and/or e-mail address | j. Language |
| d. Ethnic group | k. Financial information |
| e. Employment history | l. Identity or passport number |
| f. Age | m. Browsing habits and click patterns on our website. |
| g. Gender | |

Vendors /suppliers /other businesses:

- a. Name and contact details.
- b. Identity and/or company information and directors' information
- c. Banking and financial information
- d. Information about products or services
- e. Other information not specified, reasonably required to be processed for business operations.

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

- a. Any firm, organization or person that we use to collect payments and recover debts or to provide a service on our behalf;
- b. Any firm, organization or person that/who provides us with products or services;
- c. Any payment system we use;
- d. Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where we have a duty to share information;
- e. Third parties to whom payments are made on behalf of employees;
- f. Financial institutions from whom payments are received on behalf of Data Subjects;
- g. Any other operator not specified;
- h. Employees, contractors and temporary staff; and
- i. Agents.

Planned transborder flows of personal information

Personal Information may be transmitted transborder to our suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. We will endeavour to ensure that our dealers and suppliers will make all reasonable efforts to secure said data and Personal Information.

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

1. We undertakes to institute and maintain the data
2. protection measures to accomplish the following objectives outlined below. The details
3. given are to be interpreted as examples of how to achieve an adequate data protection
4. level for each objective. We may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.
5. Access Control of Persons
 - 5.1. We shall implement suitable measures in order to prevent unauthorized persons from gaining access to the data processing equipment where the data are processed.
6. Data Media Control
 - 6.1. We undertake to implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by us and containing personal data of Customers.
7. Data Memory Control
 - 7.1. We undertake to implement suitable measures to prevent unauthorized input into data memory and the unauthorised reading, alteration or deletion of stored data.
8. User Control
 - 8.1. We shall implement suitable measures to prevent our data processing systems from being used by unauthorised persons by means of data transmission equipment.
9. Access Control to Data
 - 9.1. We shall ensure that the persons entitled to use our data processing system are only able to access the data within the scope and to the extent covered by their respective
 - 9.2. access permissions (authorisation).
10. Transmission Control
 - 10.1. We shall be obliged to enable the verification and tracing of the locations/ destinations to which the personal information is transferred by utilization of our data
 - 10.2. communication equipment/devices.
11. Transport Control
 - 11.1. We shall implement suitable measures to prevent Personal Information from being read, copied, altered or deleted by unauthorized persons during the transmission thereof or during the transport of the data media.
12. Organisation Control
 - 12.1. We shall maintain our internal organisation in a manner that meets the requirements of this Manual.

REQUEST PROCEDURE FOR OBTAINING INFORMATION

Access to records held by the **CANEFIELDS COUNTRY HOUSE CC**

Records held by the **CANEFIELDS COUNTRY HOUSE 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 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 he/she requires 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.

The **CANEFIELDS COUNTRY HOUSE 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. If, in addition, the requester requires the reason for the decision in any other manner, he / she 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 requesters 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.

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

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.

GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

The main grounds for **CANEFIELDS COUNTRY HOUSE 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:

- Trade secrets of that third party;
- Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
- Information disclosed in confidence by a third party to the **CANEFIELDS COUNTRY HOUSE CC**, 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 the **CANEFIELDS COUNTRY HOUSE CC**, which may include:

- Trade secrets of the **CANEFIELDS COUNTRY HOUSE CC**;
- Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of **CANEFIELDS COUNTRY HOUSE CC**;
- Information which, if disclosed could put **CANEFIELDS COUNTRY HOUSE CC** at a disadvantage in negotiations or commercial competition;
- A computer program, owned by **CANEFIELDS COUNTRY HOUSE CC**, and protected by copyright.

The research information of **CANEFIELDS COUNTRY HOUSE CC** or a third party, if its disclosure would reveal the identity or **CANEFIELDS COUNTRY HOUSE 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.

DECISION

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

AVAILABILITY OF THE MANUAL

The manual of **CANEFIELDS COUNTRY HOUSE CC** is available at the premises of the **CANEFIELDS COUNTRY HOUSE CC** as well as on the website of the **CANEFIELDS COUNTRY HOUSE CC**.

Signed by: _____

Date: _____