

Table 3	
Subjects on which the body holds records	Categories of records
	<ul style="list-style-type: none"> o Electronic Banking records
Operations	<ul style="list-style-type: none"> o Rental agreements o Non-disclosure agreements o Supplier agreements o Internal correspondence (emails/memos)

10. PROCESSING OF PERSONAL INFORMATION

10.1 Purpose of Processing Personal Information

*There are various types of personal information that Aditiv Solutions deal with. Refer to **Table 4** for the purpose per category of data subjects.*

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

*The categories of data subjects in respect of whom Aditiv Solutions processes personal information and the nature or categories of the personal information being processed are depicted in **Table 4**.*

Table 4		
Categories of Data Subjects	Personal Information that may be processed	Purpose
Clients and prospective clients (including Debtors)	Names, ID numbers, date of birth, email address, physical address, postal address, contact numbers, company registration numbers, BBBEE ratings, financial data.	To service our clients and to invoice them for the products sold or services rendered.



Table 4		
Categories of Data Subjects	Personal Information that may be processed	Purpose
Service Providers (including Suppliers/Vendors/Creditors)	Names, registration number, VAT numbers, physical address, email address, postal address, contact numbers, company registration information, BEE status documents, SARS Tax Clearance, bank details, financial data.	To engage and pay service providers for products received or services that they have performed.
Consumers	Name and surname, ID numbers, date of birth, email address, physical address, contact details.	To provide consumer credit information to our clients
Employees and Contractors	Name and surname, ID numbers, passport, date of birth, marital status, next of kin and family details, email address, physical address, postal address, education and qualifications, gender and race, contact numbers, bank details, salary/remuneration amount, tax details and criminal record checks.	To employ staff and contractors. To maintain employee records. To pay the employees and contractors. To comply with the necessary legislation and with company policies and procedures.

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

*The person or category of persons to whom Aditiv Solutions may disseminate personal information is depicted in **Table 5**.*

Table 5	
Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Names and Surname, Identity number for criminal checks	South African Police Services
Names and Surname, Identity number, qualifications for qualification verifications	South African Qualifications Authority

10.4 **Correction of personal Information**

*A data subject may request Aditiv Solutions to correct or delete personal information about them, if that information is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or destroy **or** delete a record of personal information about a data subject that Aditiv Solutions have, and where Aditiv Solutions are no longer authorised to retain such a record.*

On receipt of this request, and after Aditiv Solutions have verified the identity of the data subject, we will provide the data subject with a record of the data subjects personal information that Aditiv Solutions have. After evaluation we will then do the following:

10.4.1 correct the information;

10.4.2 destroy or delete the information;

10.4.3 provide the data subject, to his or her satisfaction, with credible evidence in support of the information; or

10.4.4 where agreement cannot be reached between Aditiv Solutions and the data subject, and if the data subject so requests, take such steps as are reasonable in the circumstances, to attach to the information in such a manner that it will always be read with the information, an indication that a correction of the information has been requested but has not been made.

If the case where the data subject still don't agree with Aditiv Solutions, the data subject has a right to refer the matter to the Information Regulator, refer paragraph 4.1 for the details of the Information Regulator.

10.5 Planned transborder flows of personal information

Aditiv Solutions does not intend to transfer Personal Information outside of South Africa. If Personal Information is transferred offshore, Aditiv Solutions will only transfer such Personal Information to other countries who have similar privacy and data protection laws as those in South Africa, as required by section 72 of POPIA.

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

Aditiv Solutions is committed to ensuring that personal and sensitive Information is secure. In order to prevent unauthorised access or disclosure to any Personal Information, Aditiv Solutions has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information it collects.

Aditiv Solutions makes use of secure data transmission and storage technologies to reasonably protect personal and sensitive Information from unauthorised disclosure and to maintain the integrity of your personal and sensitive Information. Aditiv Solutions organisation takes all reasonable technical and organisational measures to ensure the security of Personal and sensitive Information.

Aditiv Solutions have comprehensive information security policies and procedures and have implemented security measures the cover the following areas:

- 1. Physical – Personal and sensitive information processed at reputable data centres in South Africa with the necessary physical measures in place;*
- 2. Logical – Only people that must have access to information/data to perform their tasks have that access. Strong passwords are used to access information/data that is classified as restricted/confidential; and*

3. *Operational – Anti-malware and anti-virus solutions are used; vulnerability tests are done and backups are made on a regular basis; and*
4. *Employees – Prospective employees have been screened before appointment. Employees are also trained in relation to policies and procedures as and when required.*

11 INFORMATION WE HOLD TO COMPLY WITH THE LAW

Where applicable to its operations, Aditiv Solutions also retains records and documents in terms of the legislation described below. 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 in terms of the requirements and conditions of the specific Act; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A person can request access by completing Form 2 as per the PAIA regulations (27 August 2021) (Refer Annexure A for example of Form 2).

It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in paragraph 6 of this Manual.

Aditiv Solutions hold information in accordance with the following legislation:

- 11.1 Basic Conditions of Employment Act, 75 of 1997;
- 11.2 Broad – Based Black Economic Empowerment Act, 53 of 2003;
- 11.3 Companies Act, 71 of 2008;
- 11.4 Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- 11.5 Competition Act, 89 of 1998;
- 11.6 Constitution of the Republic of South Africa 1996;
- 11.7 Consumer Protection Act, 68 of 2008;
- 11.8 Copyright Act, 98 of 1978;
- 11.9 Electronic Communications and Transactions Act, 25 of 2002;

- 11.10 Employment Equity Act, 55 of 1998;
- 11.11 Income Tax Act, 58 of 1962;
- 11.12 Labour Relations Act ,66 of 1995;
- 11.13 Intellectual Property Laws Amendment Act, 38 of 1997 as amended;
- 11.14 National Credit Act, 34 of 2005;
- 11.15 Occupational Health and Safety Act, 85 of 1993;
- 11.16 Pension Funds Act, 24 of 1956;
- 11.17 Prescription Act, 68 of 1969;
- 11.18 Promotion of Access to Information Act,2 of 2000;
- 11.19 Protection of Personal Information Act, 4 of 2013;
- 11.20 Skills Development Act, 97 of 1998;
- 11.21 Skills Development Levies Act, 9 of 1999;
- 11.22 Unemployment Insurance Act, 63 of 2001;
- 11.23 Unemployment Insurance Contributions Act, 4 of 2002;
- 11.24 Value Added Tax Act, 89 of 1991.

12 HOW MUCH WILL IT COST YOU?

- 12.1. Section 52(3) of PAIA states that fees payable for access to records are to be prescribed.
- 12.2. Refer to Annexure B for the fees schedule in respect of private body's that was published in the PAIA regulation dated 27 August 2021.

13 AVAILABILITY OF THE MANUAL

- 13.1 A copy of the Manual is available-



13.1.1 on website of Aditiv Solutions (www. aditiv.co.za);

13.1.2 main office of Aditiv Solutions for public inspection during normal business hours;


13.1.3 to any person upon request; and

13.1.4 to the Information Regulator upon request.

14 UPDATING OF THE MANUAL

The Director of Aditiv Solutions will on an annual basis update this manual.

Issued by



M Vermeulen

Information Officer

ANNEXURE A - FORM 2 - REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a) <i>A request fee must be paid before the request will be considered.</i> b) <i>You will be notified of the amount of the access fee to be paid.</i> c) <i>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.</i> d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>	
Reason	

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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name and Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

ANNEXURE B - FEES SCHEDULE

The fees schedule for private body's as per the PAIA regulation dated 27 August 2021 is depicted below.

Nr	Item	Cost per A4 Size page or part thereof/item	Number of pages/items	Total
1	The requester fee payable by every requestor			R 140.00
2	Photocopy	R2.00 per page or part thereof	To be advised	To be advised
3	Printed copy	R2.00 per page or part thereof	To be advised	To be advised
4	For a copy in a computer-readable form on: (i) Flash drive To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	R 40.00 R 40.00 R 60.00	To be advised	To be advised
5	For a transcription of visual images per A4 size-page	Service to be outsourced. Will depend on the quotation of the service provider	To be advised	To be advised
6	Copy of visual images		To be advised	To be advised
7	Transcription of an audio record, per A4-size	R24.00	To be advised	To be advised
8	Copy of an audio record (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00	To be advised	To be advised
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed the total cost of	R145.00 R435.00	To be advised	To be advised
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.	To be advised	To be advised
11	Postage, email or any other electronic transfer.	Actual costs	To be advised	To be advised
TOTAL				To be advised