



PAIA MANUAL

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

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PAIA Manual: Private Body

Table of Contents

1. LIST OF ACRONYMS AND ABBREVIATIONS	4
2. PURPOSE OF PAIA MANUAL	4
3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF CORPNET PRINT EXCELLENCE (Pty) Ltd....	5
4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE	5
5. CATEGORIES OF RECORDS OF CORPNET PRINT EXCELLENCE (Pty) Ltd WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS	7
6. DESCRIPTION OF THE RECORDS OF CORPNET PRINT EXCELENCE (Pty) Ltd WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION.....	9
7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY CORPNET PRINT EXCELLENCE (Pty) Ltd	9
8. PROCESSING OF PERSONAL INFORMATION.....	10
9. AVAILABILITY OF THE MANUAL	11
10. UPDATING OF THE MANUAL	12



1. LIST OF ACRONYMS AND ABBREVIATIONS

- 1.1 **“DIO”** Deputy Information Officer;
- 1.2 **“IO”** Information Officer;
- 1.3 **“MD”** Managing Director
- 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 CORPNET PRINT EXCELLENCE (Pty) Ltd

3.1 Chief Information Officer

Name:	Andre Louis Thirion
Tel:	011 704 0504
Email:	andre@corpnetpx.co.za
Fax Number:	N/A

3.2 Deputy Information Officer

Name:	N/A
Tel:	N/A
Email:	N/A
Fax Number:	

3.3 Access to Information Contacts

Email:	popia@corpnetpx.co.za
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4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUID

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 PAIA¹ and section 56 of POPIA²;
- 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 11³; and
 - 4.3.3.2 access to a record of a private body contemplated in section 50⁴;
- 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-
 - 4.3.6.1 an internal appeal;
 - 4.3.6.2a 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 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

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.

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.*



4.3.8 the provisions of sections 15⁷ and 52⁸ 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 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and

4.3.10 the regulations made in terms of section 92¹¹.

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/infoereg/>).

4.6 A copy of the Guide is also available in English, for public inspection during normal office hours-

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.”

5. CATEGORIES OF RECORDS OF THE (INSERT THE NAME OF THE BODY) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of Records	Types of the Records	Available on website	Available upon request
Client Records	• Personal Information • Accounts • Recording / footage • Company information		X
Human Resources	• HR Policies and procedures • Advertised posts • Employees Records • Learning and Development e.g.: • Skills Development and Training Plans • Employment Equity Plan and Statistics		X
Finances	• Financial statements • Financial and tax records • Asset register • Management accounts • Budgets • Audit Records • Revenue Statements		X
Audio – Visual Recordings	• Slides • Photographs • Films • Videos		X
Events, Functions Seminars and Conferences	• Presentations • Discussions • Documents		X



Media	• Press releases • Radio and TV interviews • Statements • Gifts and Awards • Website Content and Corporate identity and info graphs. • Articles		X
Supply Chain Matters	• BID Documents • Contracts • Tenders • List of Tenders Awarded •		X
Compliance	• Occupational Health and Safety manual • Privacy notices • Frameworks • Policies • Compliance Reports		X
Corporate Governance	• Organisational and Business Plans • Code of Conduct • Regulator's policies and procedures • Loss Control Register • Evacuation Procedures		X

6. DESCRIPTION OF THE RECORDS OF CORPNET PRINT EXCELENCE (Pty) Ltd 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
Tax Records	Income Tax Act 58 of 1962
Copyrighted works	Copyright Act No. 98 of 1978
VAT Records	Value Added Tax Act No. 89 of 1991
Electronic Records	Electronic Communications and transactions Act No. 25 of 2002

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY CORPNET PRINT EXCELLENCE (Pty) Ltd

Subjects on which the body holds records	Categories of Records
Strategic Documents, Plans, Proposals	- Annual Reports - Strategic Plans - Annual Performance Plan
Human Resources	- HR policies and Procedures - Advertised Posts - Employee Records

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The purpose of processing personal information is multifaceted, primarily revolving around enabling Corpnet Print Excellence to fulfil our operational needs, comply with legal obligations, and provide tailored services to individuals. Corpnet Print Excellence may process personal data for legitimate purposes such as contract fulfilment, customer service, marketing, and research. Importantly, the processing of personal information must be conducted transparently, lawfully, and with respect for the individual's privacy rights, adhering to principles like data minimisation, purpose limitation, and security.

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
Customer / Client	- Name - Contact details - Address - Registration numbers - ID numbers - Employment Status - Bank Details
Service Providers	- Names - Contact details - Registration numbers - Vat numbers - Address - Trade secrets - Bank details
Employees	- Address - Contact details - Qualifications - Gender - Race - Next of King - Medical conditions

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 Policy Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

8.4 Planned transborder flows of personal information

Corpnet Print Excellence may engage in planned transborder flows of personal information to facilitate e.g., global customer support, international data storage. These transfers may involve sharing data with recipients in other countries or regions. We ensure that such transfers comply with applicable data protection laws by implementing appropriate safeguards, which may include standard contractual clauses, adequacy decisions. We take measures to ensure that recipients of this information maintain an adequate level of data protection and that data subjects are informed of these transfers and their associated safeguards.



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

To ensure the confidentiality, integrity, and availability of personal information, the responsible party will implement a comprehensive suite of information security measures. These measures include robust access controls, such as user authentication and authorisation, to restrict data access to authorised personnel only. Encryption techniques will be employed to protect data both in transit and at rest, mitigating the risk of unauthorised disclosure. Regular security assessments and penetration testing will be conducted to identify and address vulnerabilities. Data backups and disaster recovery plans will be in place to ensure business continuity and data availability in the event of unforeseen incidents. Furthermore, ongoing employee training on data security best practices will foster a culture of vigilance and responsibility, minimising the risk of human error and insider threats.

9. AVAILABILITY OF THE MANUAL

9.1 A Copy of the Manual is available-

9.1.1 On [Corpnet Print Excellence](#) ;

9.1.2 the office of Corpnet Print Excellence for public inspection during normal business hours;

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

9.1.4 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 Corpnet Print Excellence (Pty) Ltd will on a regular basis update this manual.

Issued by

The Information Officer

Andre Louis Thirion