

**MANUAL ON THE  
PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF  
2000 (AS AMENDED)**

***AUTO AND TRUCK TYRES (PTY) LTD***

2002/028303/07

Prepared  
in accordance with Section 51 of the Promotion of Access  
Information Act 2000, (Act 2 of 2000)

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## 1 BACKGROUND TO THE PROMOTION OF ACCESS TO INFORMATION ACT

On 9 March 2001, the Promotion of Access to Information Act, No.2 of 2000 ('the Act') became operative, giving effect to the section 32(2) Constitutional right of access to information.

One of the main requirements specified in terms of section 51 the Act, is the compilation of an information manual ("PAIA Manual") by a private body that provides information on both the types and categories of records held.

This document serves as the company's PAIA manual which was compiled in accordance with section 51 of PAIA as amended by POPIA, which gives effect to everyone's constitutional right to privacy. POPIA promotes the protection of Personal Information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the Processing of Personal Information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of Personal Information.

Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and / or regulatory requirements, except where the Act expressly provides that the information may or must not be released. The Act sets out the relevant procedure to be adopted when requesting information from a Public or a Private Body.

## 2 DEFINITIONS

- 2.1 "**Agreement**" means a written agreement between the Group and a Third Parties;
- 2.2 "**Client**" means any prospective, new or existing Client of The Group and its subsidiaries;
- 2.3 "**Data Subject/s and Requester**" for the purpose of this document include all living individuals and juristic persons about whom The Group holds Personal Information;
- 2.4 "**Device**" and "**Mobile Device**" means tablets, mobile or cellular phones, smartphones, handheld computers, PDAs, and laptop or notebook computers, including any accompanying software or hardware;
- 2.5 "**Employee/s**" means any person who works for or provides services to or on behalf of The Group and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of The Group. This includes partners, directors, all permanent, temporary and part-time Employees as well as consultants, independent consultants, agency workers and contract workers;
- 2.6 "**The Group**" means Auto and Truck Tyres (Pty) Ltd and ATT Mining Solutions (Pty) Ltd, wherever situated or operating (and irrespective of structure and/or legal nature/regime) that renders services or otherwise conducts business (wherever any such members may be located, including in countries which may not have data-protection laws similar to South Africa);
- 2.7 "**DSAR**" A Data Subject Access Request is a request addressed to The Group that gives Data Subjects a right to access information/records about personal information and specialised personal information the organization is processing about them and to exercise that right easily at reasonable intervals, in order to be aware of, and verify the lawfulness of the processing.
- 2.8 "**Image/s**", "Photograph" and "video images" refer to any kind of image capture, still or moving, obtained by any photographic device including still image cameras, video cameras, webcams and photographic enabled mobile telephones, and any other type of image capture device not specified here, whether digital or not, using technology existent from time to time The Processing (including storage) of such images includes film negative, film positive (e.g. transparencies and slides, movies, etc.), photographic paper, digital media, magnetic tape and any other kind of storage method able to be used for the storage of images, still or moving, available now or in the future;
- 2.9 "**in writing**" includes in the form of a data message and accessible in a manner usable for subsequent reference, as contemplated in section 12 of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002);

- 2.10 **“Information Officer & Deputy Information Officer”** means the responsible person appointed as such by The Group in terms of section 56 of POPIA and who will have the ultimate responsibility to ensure that The Group complies with the provisions of POPIA;
- 2.11 **“PAIA”** means the Promotion of Access to Information Act, 2000;
- 2.12 **“Personal Information”** means information relating to an identifiable, living, natural person, and (where applicable) an identifiable, existing juristic person in particular by reference to an identification number or to one or more factors specific to physical, physiological, mental, economic, cultural or social identity, including the name, race, gender, marital status, address and identifying number of a person, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person, recruitment details, financial history and the like. It also includes opinions about individuals as well as facts and also applies to corporate contacts;
- 2.13 **“POPIA”** mean the Protection of Personal Information Act, 2013, including any regulations and/or code of conduct made under that Act;
- 2.14 **“Processing”** is any activity that involves use of Personal Information. It includes 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 restriction, degradation, erasure or destruction of Personal Information;
- 2.15 **“Record / Information” means any recorded information:**
- regardless of form or medium, including any of the following:
  - Writing on any material;
  - information produced, recorded or stored by means of any tape recorder, computer equipment, whether hardware or software or both, or other Device, and any material subsequently derived from information so produced, recorded or store;
  - label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
  - book, map, plan, graph or drawing;
  - photograph, film, negative, tape or other Device in which one or more visual Images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;
  - in the possession or under the control of a Responsible Party;
  - whether or not it was created by a Responsible Party; and
  - regardless of when it came into existence;
- 2.16 **“Responsible party/parties”** are the people who or organisations which determine the purposes for which, and the manner in which, any personal information is processed. They have a responsibility to establish practices and policies in line with POPIA. The Group is the responsible party of all personal information used in its businesses.
- 2.17 **“signature”** includes a signature contemplated in section 13 of the Electronic Communications and Transactions Act, 2002;
- 2.18 **“Special Personal Information”** includes personal information concerning the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health, sex life or biometric information of a data subject; or the criminal behaviour of a data subject to the extent that such information relates to the alleged commission by a data subject of any offence; or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings

### 3 THE ATT GROUP

The scope of the manual is limited to the records held by the following entities referred to the Group in this Manual:

*Auto and Truck Tyres (Pty) Ltd*

*ATT Mining Solutions (Pty) Ltd*

### 4 AVAILABILITY OF THE MANUAL

A copy of this manual is available to the public for inspection on the Company's website at [www.https://autoandtrucktyres.co.za/](http://www.https://autoandtrucktyres.co.za/) or on request from the designated contact person referred to in this manual.

### 5 PURPOSE OF THE PAIA MANUAL

- 5.1 is intended to ensure that The Group complies with the Act and to foster a culture of transparency and accountability within by giving effect to the rights of data subjects.
- 5.2 Is to empower and educate data subjects so that they
- understand their rights in terms of the Act in order for them to exercise these rights
  - have a sufficient understanding of how to make a request for access to a record of a responsible party, by providing a description of the subjects on which the responsible party holds records and the categories of records held on each subject
- 5.3 In addition, this PAIA Manual complies with the requirements of Section 10 of the Act and recognises that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Act and its Regulations by Public and Private Bodies.

### 6 CONTACT DETAILS OF INFORMATION AND DEPUTY INFORMATION OFFICER

6.1 The Group has appointed one Deputy Information Officer to ensure fulfilment of its obligations and responsibilities as prescribed in terms of Section 55 of the Protection of Personal Information Act 4 of 2013. All requests for information in terms of the Act must be addressed to the Deputy Information Officer.

#### 6.2 Deputy Information Officer (SECTION 17)

Contact	Marius Erasmus
Contact Number	+27 86 999 0107 (Switchboard)
Email	<a href="mailto:privacy@att-tyres.co.za">privacy@att-tyres.co.za</a>

#### 6.3 Access to information general contacts

Email	<a href="mailto:privacy@att-tyres.co.za">privacy@att-tyres.co.za</a>
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#### 6.4 Head Office

Postal Address:	PO Box 14024, Wadeville, 1422
Physical Address:	5 Bezuidenhout Street, Wadeville, Germiston, 1422
Telephone	+27 86 999 0107 (Switchboard)
Email	<a href="mailto:privacy@att-tyres.co.za">privacy@att-tyres.co.za</a>
Website	<a href="http://www.https://autoandtrucktyres.co.za/">www.https://autoandtrucktyres.co.za/</a>

## 7 FOR REQUESTERS A GUIDE ON HOW TO USE PAIA AND POPIA

In terms of Section 110 of the Protection of Personal Information Act 4 of 2013, the functions of the Human Rights Commission have transferred to the Information Regulator.

The Section 10 Guide compiled by the Human Rights Commission has, in terms of section 10(1) of PAIA, been amended, updated and made available by the Information Regulator. This revised Guide contains information on understanding and how to use the PAIA ("Guide") and POPIA (Record Access), including the objectives of the Act; particulars of every Public and Private Body; the manner and form for requests; contents of the Regulations promulgated under the Act all 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.

The current Revised Guide compiled by the Information Regulator is available here: [https://www.justice.gov.za/infoereg/docs/misc/PAIA-Guide-English\\_20210905.pdf](https://www.justice.gov.za/infoereg/docs/misc/PAIA-Guide-English_20210905.pdf) and any enquiries regarding this Guide should be directed to:

Name	The Information Regulator
Postal Address:	P.O Box 3153, Braamfontein, Johannesburg, 2017
Physical Address:	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
General E-Mail:	<a href="mailto:infoereg@justice.gov.za">infoereg@justice.gov.za</a>
Complaints E-Mail:	<a href="mailto:complaints.IR@justice.gov.za">complaints.IR@justice.gov.za</a>
Website:	<a href="https://www.justice.gov.za/infoereg/index.html">https://www.justice.gov.za/infoereg/index.html</a>

A copy of the current Revised Guide is also available:

- in two of the official languages at our registered head office, for public inspection during normal office hours.
- Free of charge upon written request of any requester, on a form which corresponds substantially with Form 1 of Annexure A, the number of copies of the guide in the official languages, as requested

## 8 AUTOMATIC DISCLOSURE SECTION 52(2) (IF ANY)

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of the Section 52(2) of PAIA.

## 9 SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT (SECTION 51(1) (e))

### 9.1 Information/Record available in terms of other Legislation \*

Where applicable to its operations, The Group also retains records and documents in terms of the legislation 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 Act; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

### LEGISLATION SCHEDULE

Legislation
Arbitration Act 42 of 1965
Basic Conditions of Employment Act 75 of 1997
Broad-Based Black Economic Empowerment Act 53 of 2003
Businesses Act 71 of 1991

## Legislation

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 Affairs (Unfair Business Practices) Act 71 of 1988

Consumer Protection Act 68 of 2008

Copyright Act 98 of 1978

Criminal Procedure Act 51 of 1977

Cybercrimes Act 19 of 2020

Electronic Communications Act 36 of 2005

Electronic Communications and Transactions Act 25 of 2002

Employment Equity Act 55 of 1998

Exchange Control Amnesty and Amendment of Taxation Laws Act 12 of 2003

Finance Act 2 of 2007

Financial Intelligence Centre Act 38 of 2001

Hazardous Substances Act 15 of 1973

Harmful Business Practices Act 71 of 1988

Income Tax Act 58 of 1962

Insolvency Act 24 of 1936

Insurance Act 27 of 1943

International Health Regulations Act 28 of 1974

International Trade Administration Act 71 of 2002

Justices of the Peace and Commissioners of Oaths Act 16 of 1963

Labour Relations Act 66 of 1995

Manufacturing Development Act No. 187 of 1993

Mine Health and Safety Act 29 of 1996

Municipal Rates Act 6 of 2004

National Credit Act 34 of 2005

National Health Act 61 of 2003

National Road Traffic Act 93 of 1996

National Water Act 36 of 1998

Occupational Health and Safety Act 85 of 1993

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

Protected Disclosures Act 26 of 2000

Protection of Personal Information Act 4 of 2013

Public Holidays Act 36 of 1994

Securities Transfer Tax Administration Act 26 of 2007

Skills Development Act 97 of 1998

Skills Development Levies Act 9 of 1999

Legislation
South African Revenue Service Act 34 of 1997
Standards Act 8 of 2008
Unemployment Insurance Act 63 of 2001
Unemployment Insurance Contributions Act 4 of 2002
Value-Added Tax Act 89 of 1991
Water Services Act 108 of 1997

\* Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

## 9.2 Categories and Description of the Subjects of Information/Record held (available upon request)

The Group maintains information/Record on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such information/record would be granted. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA and POPIA.

Please note further that many of the information/records held by The Group are those of Third Parties, such as Clients and Employees, and The Group takes the protection of Third-Party confidential information/records very seriously. In particular, where The Group acts as professional advisors to Clients, many of the information/records held are confidential and others are the property of the Client and not of The Group.

Category	Information/Record
<b>Marketing Records</b>	
	Brochures
	Media Releases
	Product and Service Information
	Marketing Strategies
	Client Database
<b>Operational Records</b>	
	Project Statistics and Information
	Safety Statistics
	Processes and Procedures
<b>Financial Records</b>	
	Group Annual Financial Statements
	Audit reports
	Asset Register
	Management Accounts
	Tax Returns
	Accounting Records
	Banking details
	Banking Records



Category	Information/Record
	Bank Statements
	Paid Cheques
	Electronic banking records
	Rental Agreements
	Invoices
Insurance records	
	Insurance policies held by the company
	Records of insurance claims
	Register of all immovable property owned by the company
Income Tax Records	
	PAYE Records
	Corporate tax records
	Documents issued to employees for income tax purposes
	Records of payments made to SARS on behalf of employees
	All other statutory compliances:
	VAT
	Regional Services Levies
	Skills Development Levies
	UIF
	Workmen's Compensation
Companies Act Records	
	Directors' names
	Documents of Incorporation
	Memorandum and Articles of Association
	Minutes of Board of Directors meetings
	Written resolutions
	Records relating to the appointment of directors/ auditor/ secretary/ public officer and other officers
	Share register and other statutory registers
	Other statutory records
Human Resources	
	Employment contracts
	List of employees
	Employee personal information
	Employment applications and appointment letters
	Employment policies and procedures
	Employment Equity Plan (if applicable)
	Health and safety records

Category	Information/Record
	Medical Aid records
	Pension Fund records
	Disciplinary records
	Salary records
	SETA records
	Disciplinary code
	Disciplinary records
	Internal evaluation and performance records
	Leave records
	Operational manuals
	Training records
	Training manuals
Policies and directives	
	Internal relating to employees and the company
	External relating to clients and other third parties
	Information technology systems and documents
Agreements or contracts	
	Standard agreements
	Contracts concluded with customers
	NDA's
	Letters of intent, MOUs
	Third party contracts (such as JV agreements etc.)
	Office management contracts
	Bond agreements
	Rental agreements
	Supplier or service contracts
Regulatory documents	
	Permits
	Licenses
	Authorities
Customer records	
	Customer details
	Contact details of individuals within customers
	Communications with customers
	Sales records
	Transactional information/records
	Marketing records

### 9.3 Accessibility Note

Please note that the accessibility of the Information or records may be subject to the grounds of refusal set out in this PAIA Manual and Data Subject Access Procedure. Amongst others, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before The Group will consider access.

Please ensure that requests for such Records are carefully motivated

### 9.4 Information/Records available without a request to access in terms of the act

Information or Records of a public nature, typically those disclosed on the The Group website, may be accessed without the need to submit a formal application.

Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

## 10 PROCESSING OF PERSONAL INFORMATION

In terms of POPIA, the purpose for processing Personal Information must be specific. The purpose for which The Group processes Personal Information will depend on the nature of the Personal Information and the particular Data Subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the Personal Information is collected.

CATEGORY OF DATA SUBJECT	TYPE OF PERSONAL INFORMATION	PURPOSE OF PROCESSING	RECIPIENTS OF PERSONAL INFORMATION
Clients, potential clients and previous clients	Name, ID or registration number, client address, client financial information, contracts, client third party information (CIPC records), shareholder and director names, ID numbers and addresses.	To provide the services as set out in an engagement letter. To market similar services or relevant events to the client. To comply with legal, risk and compliance requirements. To communicate with clients, and to carry out instructions and requests.	Service providers or operators who provide software or systems to process the personal information. This includes cloud service providers and cloud storage. To government agencies or professional bodies where we are required to disclose under a legal obligation.
New, Current and previous employees.	Name, ID number, address, medical information, disability information, provident fund and employee benefit information, bank details, tax registration number, employment contracts, beneficiary information, vehicle registration information, performance records, payroll records, electronic access records, health and safety records, CCTV surveillance records, training records, background checks, criminal record checks, employment	To give effect to the employment contract. To pay salaries. To submit information as per our legal obligations imposed on us. To monitor performance. To ensure a safe working environment. For COVID 19 Track and Trace	Service providers or operators who provide software or systems to process the personal information. This includes cloud service providers and cloud storage. To government agencies or professional bodies where we are required to disclose under a legal obligation.

CATEGORY OF DATA SUBJECT	TYPE OF PERSONAL INFORMATION	PURPOSE OF PROCESSING	RECIPIENTS OF PERSONAL INFORMATION
	history, CV, records of qualifications. COVID 19 Details		
Job Applicants	Name, CV and application information, criminal checks, background checks, qualification records, psychometric testing results. References	Recruitment and employment purposes, including background checks, reference checks, criminal record checks, Home Affairs checks and qualification checks.	Service providers or operators who provide software or systems to process the personal information. This includes cloud service providers and cloud storage.
Family members of employees	Names, ID numbers or dates of birth, address	For employee emergency contacts and for employee benefits claims.	Service providers or operators who provide software or systems to process the personal information. This includes cloud service providers and cloud storage To employee benefit funds for the purposes of processing a claim.
Visitors to office locations	CCTV records and vehicle registration information (where applicable) COVID 19 Details	To detect, prevent and report theft and other crimes. For the safety of staff and visitors to our buildings. For COVID 19 Track and Trace	To law enforcement agencies, where necessary. Service providers or operators who provide software or systems to process the personal information. This includes cloud service providers and cloud storage. To government agencies.
Suppliers/Vendors	Name, ID or registration number, client address, client financial information, contracts, client third party information (CIPC records), shareholder and director names, ID numbers and addresses. Personal information of company representatives.	To manage and maintain your accounts with us. To give effect to and enforce any contract which may exist between the vendor and The Group.	Service providers or operators who provide software or systems to process the personal information. This includes cloud service providers and cloud storage.

Please refer to the various The Group Privacy Policies and Notices for further information.

#### 10.1 Planned trans boarder flows of Personal Information

Where it is necessary, for the purposes of processing, to transfer personal information outside of South Africa, we will only do so in accordance with the provisions of POPIA and PAIA.

We anticipate that personal information may be transferred outside of South Africa for purposes of cloud storage, and where we do so, we will ensure that the necessary safeguards are in place to protect personal information. These countries may not have data protection laws which are similar to those of South Africa and in these instances Prior Authorisation will be sought from the Information Regulator.

## **10.2 A general description of information security measures to be implemented by The Group**

The Group takes appropriate and reasonable technical and organisational security measures to ensure the confidentiality, integrity and availability of Personal and other Information and records in our possession.

These technical and organisational measures are designed to ensure that all Personal and other Information and records remains confidential and secure against unauthorised or unlawful Processing and against accidental loss, destruction, or damage. These include but are not limited to:

- Access restriction through passwords and username;
- De-identification of information;
- Physical safeguards; and
- Encryption.

For further information, please refer to the various The Group Privacy Policies and Notices for further information

## **11 ACCESS REQUEST PROCEDURE**

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application to access a record is subject to certain limitations if the requested record falls within a certain category as specified with Part 3 and Chapter 4 of the Act.

### **11.1 Access to information/records**

#### **PAIA**

If you are entitled to make a request for access to certain information/records under PAIA, the request procedure outlined below must be utilised.

#### **POPIA**

- POPIA provides that a Data Subject may, upon proof of identity, request The Group to confirm, free of charge, all the Personal and Special Personal Information it holds about the Data Subject and may request access to such information, including information about the identity of Third Parties who have or have had access to such information. If such a request for access is required, the request procedure outlined below must be utilised.
- POPIA provides that a Data Subject may object, at any time, to the Processing of Personal and Special Personal Information by The Group, on reasonable grounds relating to his/her particular situation, unless legislation provides for such Processing. If such a request is required, the DSAR procedure must be utilised.
- A Data Subject may also request The Group to correct or delete Personal and Special Personal Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete information/records of Personal and Special Personal Information about the Data Subject that The Group is no longer authorised to retain in terms of POPIA's retention, destruction and restriction of Records provisions. If such a request is required, the DSAR procedure must be utilised.

## **12 COMPLETION AND SUBMISSION OF ACCESS REQUEST FORM**

In order to facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form (attached to this manual Annexure B):

- The Access Request Form must be completed in full.
- Proof of Identity is required to authenticate the identity of the requester. Therefore, in addition to the access form, requestors will be required to supply a copy of their identification document.
- Complete the form in BLOCK LETTERS and answer every question.

- If a question does not apply state N/A in response to that question.
- If there is nothing to disclose in reply to a particular question state "nil" in response to that question.
- If there is insufficient space on a printed form, additional information may be provided on an attached folio.
- When the use of an attached folio is required, precede each answer with the applicable title.

The complete Access Request Form together with a copy of the identity document must be submitted by e-mail and must be addressed to the Information Officer indicated above.

## 13 GROUND FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information are:

- Section 63 of PAIA, relating to the mandatory protection of the privacy of a third party who is a natural person or a deceased person or a juristic person, as included in POPIA, which would involve the unreasonable disclosure of Personal Information of that natural or juristic person.
- Section 64 of PAIA relating to Mandatory protection of the commercial information of a third party, if the information/record(s) contains
  - Trade secrets of that party
  - Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of that party
  - Information disclosed in confidence
  - by a third party to the company if the disclosure could put that third party to a disadvantage in negotiations or commercial competition
- Section 65 of PAIA, relating to the Mandatory protection of confidential information of third parties if it is protected in terms of any agreement
- Section 66 of PAIA, relating to the Mandatory protection of the safety of individuals and the protection of property.
- Section 67 of PAIA, relating to the Mandatory protection of information/record(s) which could be regarded as privileged in legal proceedings.
- Section 68 of PAIA, relating to the Commercial Activities of the company which may include:
  - Trade secrets of the company
  - Financial, commercial, scientific, or technical information which disclosure could likely cause harm to the financial or commercial interests of the company.
- Section 69 of PAIA, relating to the mandatory protection of research information of a third and the mandatory protection of Personal Information and for disclosure of any Personal Information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of POPIA:
- All requests for information/record(s) will be assessed on their own merits and in accordance with the applicable legal principles and legislation and requests for information/record(s) that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
- If a requested information/record(s) cannot be found or if the information/record(s) does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the Requester that it is not possible to give access to the requested information/record(s).
- Such a notice will be regarded as a decision to refuse a request for access to the information/record(s) concerned for the purpose of PAIA. If the information/record(s) should later be found, the Requester shall be given access to the information/record(s) in the manner stipulated by the Requester in the prescribed form, unless the Information Officer refuses access to such information/record(s).

## 14 PRESCRIBED FEES

There are two categories of fees which are payable:

- The request fee: is a form of administration fee to be paid by all requesters except personal or special personal information requesters, before the request is considered and is not refundable; An initial request fee of R50.00 (including VAT) is payable on submission
- The access fee: is paid by all requesters in the event that a request for access is granted. This is calculated by taking into account reproduction costs, this fee is inclusive of costs involved by the private body in obtaining and preparing a record for delivery to the requester costs, search and preparation costs, as well as postal costs.
- The Information Officer shall withhold a record until the requester has paid the fees as indicated below.

Reproduction and Access of Information/Records Fees	Fees to be Charged
The request fee payable by every requester	R140.00
Photocopy/printed black & white copy of A4-size page	R 2,00
Printed copy of A4-size page	R 2,00
For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requestor) (iv) Compact disc	R 40,00
• If provided by requestor	R 40,00
• If provided to the requester	R 60,00
A transcription of visual images, in an A4-size page or part thereof	Service to be outsourced. Will depend on quotation from Service provider.
A copy of visual images	R 60,00
A transcription of an audio record for an A4-size page or part thereof	R 24,00
For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requestor) (iv) Compact disc	R 40,00
• If provided by requestor	R 40,00
• If provided to the requester	R 60,00
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 a total cost of	R 145,00  R435.00
Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
Postage, e-mail or any other electronic transfer	Actual expense, if any."

## 15 PAYMENT OF FEES

Payment details can be obtained from the Information Officer as indicated above and can be made via Electronic Funds Transfer. Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested information/record(s).

If the request for access is successful, an access fee may be required for the search, reproduction and/or preparation of the information/record(s) and will be calculated based on the Prescribed Fees.

If a deposit has been paid in respect of a request for access which is refused, then the deposit will be re-paid to the requestor.

## **16 THE INFORMATION OFFICER'S DECISION AND REQUESTER'S RECOURSE**

Once the Information Officer has considered all the submissions, he or she will make a decision as to whether or not access to the Information/Record will be granted. If access is granted the Requester must then be granted access to the information/record(s) within 30 days of being informed of the decision.

The Group does not have internal appeal procedures. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information/record(s) is refused, and the requestor is not satisfied with the answer supplied by the Information Officer

16.1 If the Information Officer does not grant the Requester access to the Record the Requester is entitled in accordance with sections 56(3) (c) and 78 of PAIA to apply to a court for relief within 180 days of notification of the decision. Such relief may include any order compelling the Record or Records requested to be made available to the Requester or for another appropriate order. The court will determine whether the Records should be made available or not. The Requester may also lodge a complaint with the Information Regulator against the refusal of the request in accordance with Annexure C attached hereto

16.2 Should a Requester get no response from a public or private body when requesting access to records a complaint, contemplated in section 77A of PAIA, must be lodged in writing on a form that corresponds substantially with Form 5 of Annexure C and may use this email address [PAIAComplaints@infoeregulator.org.za](mailto:PAIAComplaints@infoeregulator.org.za) to lodge a complaint to the Information Regulator

16.3 The Requester may also approach the Information Regulator and lodge a complaint in accordance with section 74 of POPIA Regulation 7 in the prescribed form (see Annexure D attached hereto) against the access fee to be paid or the form of access granted. To lodge a complaint to the Information Regulator you may use [POPIAComplaints@infoeregulator.org.za](mailto:POPIAComplaints@infoeregulator.org.za).

## **17 DECISION NOTIFICATION**

The company will within 30 days of receipt of the request decide whether to grant or decline the request and give notice with reasons to that effect. The 30-day period within which the company has to decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days, if the request is for a large volume of information and the information cannot be reasonably obtained within the original 30-day period. The company will notify the requestor in writing should an extension be sought.

## **18 PROCESSING AND PROTECTION OF PERSONAL INFORMATION**

We process the personal information of various categories of people for various purposes as set out in our THE GROUP Data and Privacy Standard available here: <https://autoandtrucktyres.co.za/>.



## Annexure A

### Particulars of Private Body Information or Deputy Information Officer

Requests can be submitted either via delivery to our offices or e-mail and should be addressed to the relevant contact person as indicated below:

Contact person	The Deputy Information Officer Marius Erasmus
Physical Address	5 Bezuidenhout Street, Wadeville, Germiston, 1422
Phone number	+27 86 999 0107
E-mail	privacy@att-tyres.co.za

Particulars of an individual person requesting access to the record

- The particulars of the person or entity who requests access to the record must be recorded below.
- Furnish an address and/or fax number in the Republic of South Africa to which information must be sent.
- Proof of identity is required from both the requester and any person or any party acting on behalf of the requester. The original identity document or such other proof satisfactory to the Chief Executive Officer or Information Officer will need to be presented with this request by the requester or the requester's representative before the request will be processed.
- If the request is made on behalf of another person, proof of the capacity in which the request is made, is also to be presented with this request

### Particulars of person requesting access to the record

Full names and surname	
Identity number	
Postal address	
Telephone number	
E-mail address	

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

### Particulars of person requesting access to the record (if a legal entity)

Name of entity	
Registration number	
Postal address	
Telephone number	
E-mail address	

### Particulars of person on whose behalf request is made

**This section must ONLY be completed if a request for information is made on behalf of another person**

Full names and surname	
Identity number	

Particulars of record

- 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 folio and attach it to this form. The requester must sign all the additional folios.
- The requester's attention is drawn to the grounds on which the private body must or may refuse access to a re-cord (in certain instances this may be mandatory, in others it may be discretionary): Please refer to the manual

### Particulars of record

Description of record of relevant part of the record

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Reference number (if available)	
Any further particulars of record	

**Form of Access to Record**

Form in which record is required - Mark the appropriate box with an X

**Notes**

- Compliance with your request in the specified form may depend on the form in which the record is available
- Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether 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.

If the record is in written or printed form

Copy of record	<input type="checkbox"/>	Inspection of record	<input type="checkbox"/>
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If record consists of visual images

View the images	<input type="checkbox"/>	Copy of the images	<input type="checkbox"/>	Transcription of the images	<input type="checkbox"/>
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If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio)	<input type="checkbox"/>	Transcription of soundtrack	<input type="checkbox"/>
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If the record is held on computer or in an electronic or machine-readable form (this includes photographs, slides, video recordings, computer generated images, sketches etc.)

Printed copy of record	<input type="checkbox"/>	Printed copy of information derived from the record	<input type="checkbox"/>	Copy in computer readable form	<input type="checkbox"/>
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If you requested a copy or transcription of a record (above) do you wish the copy of the transcription to be posted to you?	YES	NO
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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.

In which language would you prefer the record:	
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In the event of a disability

If you are prevented by a disability from reading, viewing, or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required

Disability	
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Form in which record is required	
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**Particulars of Right to be Exercised or Protected**

Indicate the right to be exercised or protected

--

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

**Notice of Decision Regarding Request for Access**

You will be notified in writing whether your request has been approved or 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.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at		on this		day of		20
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Signature of requester/person on whose behalf request is made

**You Must:**

Complete all necessary spaces

Sign the access request form

Sign additional folios completed

**Send with this Application:**

The request fee (if not personal requester)

Any additional folios completed

Copy of Identity Document

**Fees**

PLEASE NOTE THAT ALL FEES LISTED ABOVE ARE INCLUSIVE OF VALUE ADDED TAX

A access fee must be paid before the request will be considered

You will be notified of the amount of the access fee to be paid

One third of the access fee is payable as a deposit by the requester

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

Exemption Reason