

SPD Policies and Procedures: PAIA MANUAL

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

Applicable to:

SPD Quantity Surveyors

1. LIST OF ACRONYMS AND ABBREVIATIONS

CEO – Chief Executive Officer

DIO – Deputy Information Officer

IO – Information Officer

Minister – Minister of Justice and Correctional Services

PAIA – Promotion of Access to Information Act 2 of 2000, as amended

POPIA – Protection of Personal Information Act 4 of 2013

Regulator – Information Regulator

Republic – Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This Manual is useful to the public to:

2.1 check the categories of records held by the 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;

2.3 know the description of the records of the body which are available in accordance with any other legislation;

2.4 access all relevant contact details of the Information Officer and Deputy Information Officer;

2.5 know the description of the Guide on how to use PAIA and how to obtain access to it;

2.6 know if the body processes personal information, the purpose of processing personal information and the categories of data subjects and information relating thereto;

2.7 know the recipients or categories of recipients to whom personal information may be supplied;

2.8 know if the body has planned to transfer or process personal information outside the Republic of South Africa; and

2.9 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of personal information.



3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1 Information Officer

Name: DJ de Wet
Tel: 087 073 8015
Email: admin@spdqs.com

3.2 Deputy Information Officer

Name: DG Kachelhoffer
Tel: 087 073 8015
Email: admin@spdqs.com

3.3 Access to information general contacts

Email: admin@spdqs.com

3.4 National or Head Office

Postal Address: 24 Victoria Link, Route 21 Business Park, Irene, Pretoria, 0157
Physical Address: 24 Victoria Link, Route 21 Business Park, Irene, Pretoria, 0157
Telephone: 087 073 8015
Email: admin@spdqs.com
Website: www.spdqs.com

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

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.

The Guide is available in each of the official languages and in braille.

The Guide can be obtained from the Information Regulator or upon request to the Information Officer.

A copy of the Guide is available in English and Afrikaans for public inspection during normal office hours.

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

Category of records	Types of the Record	Available on Website / upon request
Website content	Publicly available website information and contact details	Available on website

6. DESCRIPTION OF THE RECORDS OF THE BODY WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
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Memorandum of Incorporation and company records	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employee and payroll records	Basic Conditions of Employment Act 75 of 1997; Unemployment Insurance Act 63 of 2001; Income Tax Act 58 of 1962
Tender and contractual records	Applicable contract law and tax legislation, where relevant

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Subjects on which the body holds records	Categories of records
Human Resources	Employee records; payroll records; recruitment and candidate records
Customers / Clients	Client contact details; agreements; correspondence; project and tender records
Suppliers / Service Providers	Supplier contact details; agreements; invoices and supporting records
Tenders / Business Development	Tender submissions; consultant profiles; tender correspondence and supporting records

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The body processes personal information for employment administration, payroll administration, recruitment, management of customer and supplier relationships, tendering, project administration, and compliance with legal and contractual obligations.

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
Employees	Names, identity/passport numbers, contact details, address, employment information, payroll and tax information, banking details and qualifications
Job Applicants / Candidates	Names, contact details, CV information, qualifications, employment history, references and recruitment records
Customers / Clients	Names, contact details, company and contract details, correspondence and project-related information
Suppliers / Service Providers	Names, contact details, company details, banking details, tax information and contractual information

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

Category of personal information	Recipients or categories of recipients
Employee payroll and tax information	SARS, payroll administrators and financial service providers



Employment and statutory information	UIF, Compensation Fund, medical aid or benefit providers where applicable
Client, supplier and tender information	Clients, professional team members, service providers and counterparties where required for legitimate business purposes
Recruitment and candidate information	Recruitment service providers, referees and verification service providers where applicable
General business records	Auditors, regulators or authorities where legally required

8.4 Planned transborder flows of personal information

The body may process or store certain personal information through cloud-based systems and service platforms, including Microsoft 365 services, which may involve storage or processing outside the Republic of South Africa, subject to reasonable safeguards and applicable legal requirements.

8.5 General description of Information Security Measures

The body implements reasonable technical and organisational measures to protect personal information, including password-controlled access, restricted access to records, user access controls on Microsoft 365, SharePoint and OneDrive environments, and IT support and administration controls.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of this Manual is available:

9.1.1 on the website of the body, if applicable;

9.1.2 at the head office of the body for public inspection during normal business hours;

9.1.3 to any person upon request and upon payment of a reasonable prescribed fee, if applicable; and

9.1.4 to the Information Regulator upon request.

10. UPDATING OF THE MANUAL

The Information Officer of SPD Quantity Surveyors will on a regular basis update this Manual.

Issued by:

DJ de Wet

Information Officer



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