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PAIA MANUAL

As a private company, CIVIL CONCEPTS (PTY) LTD, hereinafter referred to as “the company”, is required to compile a PAIA Manual, which contains information, including company details of records that we hold and how these records may be accessed in terms of Section 51 of the Promotion of Access to Information Act (PAIA) No. 2 of 2000.

Purpose

The purpose of PAIA is to promote the right of access to information and to foster a culture of transparency and accountability within Civil Concepts (. Any person is entitled to:

Check the records that are being held by the company without submitting a formal PAIA request.


- To understand how to submit a request for access to records by completing Annexure A.
- Know the description of records being kept in accordance with legislation.
- Have access to the contact details of the company's Information Officer.
- Know to whom personal information may be supplied.
- Know if personal information is being used outside the Republic of South Africa and whom the recipient of the personal information is.
- Know if appropriate security measures are in place to ensure confidentiality, integrity and availability of personal information.

Company Details

Civil Concepts (Pty) Ltd	Details
Company Registration Number	1995/012428/07
HQ Physical Address	50 15 th Street, Menlo Park, 0081
HQ Postal Address	PO Box 36148, Menlo Park, 0081
Contact Number	012 460 0008
E-mail address	mail@civilconcepts.co.za
Website	www.civilconcepts.co.za
Information Officer	Corne Bergakker
Information Officer's e-mail address	corne@civilconcepts.co.za

Categories of Information


The following category of records are held by the company which are available without the need to request access as per Annexure A.

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Category of Records	Types of Records	Available on	
		Website	Upon Request
Compliance	Terms and conditions for use of website	x	
Compliance	Privacy policy	x	
Compliance	PAIA Manual	x	
Compliance	POPIA Manual	x	
Compliance	BBBEE Certificate	x	
Marketing	Company Profile	x	
Compliance	SARS Tax Compliance Status (TCS)		x
Compliance	Company Registration Document (CIPC)		x
Compliance	Register of Board of Directors (CIPC)		x
Compliance	VAT Registration		x

The following category of records are held by the company and access can be requested by completing Annexure A.


Category of Records	Description
Compliance	SHEQ Policies and Procedures
	Minutes of Board of Directors Meetings
	POPIA Compliance
Sales and Marketing	List of clients and prospects
	Client agreements
	Client correspondence
Finance	Financial Policies and Procedures
	Financial Statements
	SARS Tax Clearance
	Asset Register
	BBBEE Certificate
	Insurance Policies

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Category of Records	Description
Human Resources	HR Policies and Procedures
	Employment Contracts
	Employee Records
	Pension Fund Detail
	SARS Records
	UIF Records
	ROE Records
	Employment Equity Records
	CETA Records
Operations	Rental Agreements
	Non-Disclosure Agreements
	Supplier Agreements
	Internal Correspondence
Technical Records	Records generated by the company

The categories of records that contain personal information being used by the company include but might not be limited to the following.

Data Subject	Information relating thereto
Employees	Full name and ID number
	Occupation of Employee
	Remuneration paid
	PAYE deducted
	UIF contributions
	Pension contributions
	Disciplinary proceedings
	Banking details
	Qualification & Job Description
	Race and Gender


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Data Subject	Information relating thereto
Service Providers	Name
	Contact Details
	Physical and Postal Address
	Tax related information
	BEE Certificates / Affidavits
	Confidential correspondence
	Financial Information
	VAT Number

Legislative Information

The company keeps records and documents where applicable to its operations as prescribed by legislation. Unless disclosure is prohibited in terms of legislation, regulations and contractual agreements or otherwise, records that are required to be made available for inspection by interested parties in terms of the requirements and conditions of the specific Act. The company have used their best endeavor to supply a list of all applicable legislation, but it is possible that the list may be incomplete.

Act	Retention Period
Companies Act, No 71 of 2008	7 years
Unemployment Insurance Act, No 63 of 2022	5 years
Tax Administration Act, No. 28 of 2011	5 years
Income Tax Act, No 58 of 1962	5 years
Value Added Tax Act, No 89 of 1991	5 years
Compensation for Occupational Injuries and Diseases Act, No 130 of 1993	4 years
Basic Conditions of Employment Act, No 7 of 1997	3 years
Employment Equity Act, No 55 of 1998	3 years
Labour Relations Act, No 66 of 1995	3 years

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Retention of Personal Information


All personal information remaining in the company's possession will be retained in accordance with the POPIA and in compliance with other applicable legislation. Personal data will be destroyed if the storage purpose is not applicable, or if a storage period is not prescribed by POPIA or another competent legislator.

Destruction of Documents

Documents containing personal information will be destroyed after the retention period by dedicated company employees/removers who will destruct/shred documents to ensure confidentiality of information. Documents may also be stored off-site in a storage facility approved by the company during the retention period.

Fees

Fees payable will be according to Section 52(2) of PAIA of 2000.

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PAIA MANUAL ANNEXURE A

INFORMATION OFFICER DETAILS


Name	Corne Bergakker
Contact Number	012 460 0008
E-mail Address	corne@civilconcepts.co.za

REQUESTER

Full Names	
Surname	
ID Number	(Please attach a certified copy of your ID)
Address	
Contact Details	

PARTICULARS OF RECORD REQUESTED

Description of record or relevant part of the record
Reference Number I
Any further particulars of record
Reason why records need to be made available

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FORM OF ACCESS

Notes

Compliance with your request for access in the specified form may depend on the form in which the record is available.


Access to information in the form requested may be refused in certain circumstances. In such cases you will be informed if 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 required.

Description	Form in which record is required (please select)	
Written Record	Printed Copy of Record	Inspection of Record
Record of Visual Images	View Image	I Copy of Image I Transcript of Image
Soundtrack Record	Listen to soundtrack	Transcript of soundtrack
Electronic Record	Printed Copy of Record	Copy in computer readable form
Courier Fees	Yes	No
Other		

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 rights

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NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be informed in writing whether your request has been approved/denied

SIGNATURE OF REQUESTER

DATE