



ADMINISTRATIVE POLICY

PROCESS: 6: FINANCE & ADMINISTRATION	DOCUMENT	AP026
PROCESS OWNER: FINANCE & ADMIN MANAGER	ISSUE	1
SUBJECT: <b>PAIA MANUAL</b>	PAGE	1 of 6
	DATE	30.11.2021

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

**TABLE OF CONTENTS**

1.	LIST OF ACRONYMS AND ABBREVIATIONS.....	1
2.	PURPOSE OF PAIA MANUAL .....	2
3.	KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF S & N RUBBER .....	2
4.	REGULATOR'S GUIDE ON HOW TO USE PAIA .....	2
5.	CATEGORIES OF RECORDS OF S & N RUBBER WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS .....	4
6.	DESCRIPTION OF THE RECORDS OF S & N RUBBER WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION .....	4
7.	DESCRIPTION OF THE SUBJECTS ON WHICH S & N RUBBER HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY S & N RUBBER .....	4
8.	PROCESSING OF PERSONAL INFORMATION .....	5
9.	AVAILABILITY OF THE MANUAL .....	6
10.	UPDATING OF THE MANUAL .....	6

**1. LIST OF ACRONYMS AND ABBREVIATIONS**

- 1.1 "CEO" Chief Executive Officer
- 1.2 "IO" Information Officer;
- 1.3 "Minister" Minister of Justice and Correctional Services;
- 1.4 "PAIA" Promotion of Access to Information Act No. 2 of 2000 (as Amended)
- 1.5 "POPIA" Protection of Personal Information Act No.4 of 2013;
- 1.6 "Regulator" Information Regulator; and
- 1.7 "Republic" Republic of South Africa

**2. PURPOSE OF PAIA MANUAL**

This PAIA Manual is designed to help members of the public -

- 2.1 check the categories of records held by S & N Rubber, which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to request access to a record of S & N Rubber, by providing a description of the subjects on which S & N Rubber holds records and the categories of records held on each subject;
- 2.3 understand the description of the records of S & N Rubber which are available in accordance with any other legislation;



## ADMINISTRATIVE POLICY

<b>PROCESS:</b> 6: FINANCE & ADMINISTRATION	DOCUMENT	AP026
PROCESS OWNER: FINANCE & ADMIN MANAGER	ISSUE	1
<b>SUBJECT: PAIA MANUAL</b>	PAGE	2 of 6
	DATE	30.11.2021

- 2.4 access 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 whether S & N Rubber will process personal information, the purpose for which it will process personal information and the description of the categories of data subjects and of the information or categories of information processed by S & N Rubber;
- 2.7 know the description of the categories of data subjects and 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 S & N Rubber 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 S & N Rubber 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 S & N RUBBER

#### 3.1. Chief Information Officer

Name: Rochelle Thomas  
Tel: (041) 486 1505  
Email: [snwageadmin@snrubber.co.za](mailto:snwageadmin@snrubber.co.za)

#### 3.3 Access to information general contacts

Email: [admin@snrubber.co.za](mailto:admin@snrubber.co.za)

#### 3.4 National or Head Office

Postal Address: PO BOX 5656, Walmer, Port Elizabeth  
Physical Address: 98 Burman Road, Deal Party, Port Elizabeth  
Telephone: +27 41 486 1505  
Email: [admin@snrubber.co.za](mailto:admin@snrubber.co.za)  
Website: <https://snrubber.co.za/>

### 4. REGULATOR'S GUIDE ON HOW TO USE PAIA

- 4.1. The Regulator has updated and made available a Guide on how to use PAIA ("Guide"), in an easy-to-understand format for use by any 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.



ADMINISTRATIVE POLICY

PROCESS: 6: FINANCE & ADMINISTRATION	DOCUMENT	AP026
PROCESS OWNER: FINANCE & ADMIN MANAGER	ISSUE	1
SUBJECT: <b>PAIA MANUAL</b>	PAGE	3 of 6
	DATE	30.11.2021

- 4.3. The 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 PAIA and section 56 of POPIA;
  - 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 11; and
    - 4.3.3.2. access to a record of a private body contemplated in section 50;
  - 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;
    - 4.3.6.2. a 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 section 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
  - 4.3.8. the provisions of section 52 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 22 and 54 regarding fees to be paid in relation to requests for access; and
  - 4.3.10. the regulations made in terms of section 92.
- 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/>).



**ADMINISTRATIVE POLICY**

<b>PROCESS:</b> 6: FINANCE & ADMINISTRATION	DOCUMENT	AP026
PROCESS OWNER: FINANCE & ADMIN MANAGER	ISSUE	1
SUBJECT: <b>PAIA MANUAL</b>	PAGE	4 of 6
	DATE	30.11.2021

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1 ENGLISH

4.6.2 CHOSEN SECOND LANGUAGE FOR REGULATOR'S GUIDE

**5. CATEGORIES OF RECORDS OF S & N RUBBER WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

Category of records	Types of the Record	Available on Website	Available upon request
POPIA Policy	Information Document	X	X
General Terms and Conditions of Trade	Contractual		X
Product Details and pricing			X

**6. DESCRIPTION OF THE RECORDS OF S & N RUBBER 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

**7. DESCRIPTION OF THE SUBJECTS ON WHICH S & N RUBBER HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY S & N RUBBER**

Subjects on which S & N Rubber holds records	Categories of records
Strategic Documents, Plans, Proposals	<ul style="list-style-type: none"> <li>- Annual Reports,</li> <li>- Strategic Plan,</li> <li>- Annual Performance Plans</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>- HR policies and procedures</li> <li>- Advertised posts</li> <li>- Employees records</li> <li>- Employee information (ID numbers, addresses, telephone numbers)</li> </ul>



**ADMINISTRATIVE POLICY**

<b>PROCESS:</b> 6: FINANCE & ADMINISTRATION	DOCUMENT	AP026
PROCESS OWNER: FINANCE & ADMIN MANAGER	ISSUE	1
SUBJECT: <b>PAIA MANUAL</b>	PAGE	5 of 6
	DATE	30.11.2021

Company Information	<ul style="list-style-type: none"> <li>- Financial information of clients</li> <li>- Registration, VAT and Tax numbers of clients</li> <li>- Email addresses and telephone numbers of client representatives</li> <li>- Trading history and credit information of clients</li> <li>- Company information of Contractors and sub-contractors, as well as service providers</li> </ul>
---------------------	--

**8. PROCESSING OF PERSONAL INFORMATION**

**8.1 Purpose of Processing Personal Information**

Personal Information is processed for a variety of reasons and purposes. Our POPIA Policy Document contains further information on how S & N Rubber Processes Personal Information and the purposes for which we process personal information, but briefly, we process personal information for the purpose of:

- a) Fulfilling our legal duties to government bodies (such as SARS, the UIF, and the Department of Labour)
- b) For the purposes of invoicing and receiving payment for orders,
- c) For the purpose of delivering and fulfilling orders,
- d) For the purpose of keeping our clients informed in new products and services which are available.

**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
Customers / Clients	name, address, registration numbers or identity numbers, employment status, credit history and information, trade associates and references, and bank details
Service Providers	names, registration number, vat numbers, address, trade information and bank details
Employees	address, qualifications, gender, race, identity numbers, employment history and record, bank information, trade union affiliation and membership status,

**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 to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services

**ADMINISTRATIVE POLICY**

<b>PROCESS:</b> 6: FINANCE & ADMINISTRATION	DOCUMENT	AP026
PROCESS OWNER: FINANCE & ADMIN MANAGER	ISSUE	1
SUBJECT: <b>PAIA MANUAL</b>	PAGE	6 of 6
	DATE	30.11.2021

Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Salary Information	The South African Revenue Services; the Unemployment Insurance Fund, the Department of Labour, Trade Unions to which employees belong.

**8.4 Planned transborder flows of personal information**

*None.*

**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**

Most of our records are stored digitally on an online cloud server. This server is access controlled and encrypted and our agreements with third party suppliers ensure that they uphold the strictest standards of confidence.

Where hardcopy files are required (such as Health and Safety Files, employee files, and some temporary records) sensitive information is stored in a locked office, to which only specific people have access. Other hardcopy records of Personal Information are always kept secure.

All third-party Operators and Contractors who process Personal Information on behalf of S & N Rubber are subject to the strictest level of confidence and only have access to Personal Information to the extent that it is required for their services.

**9. AVAILABILITY OF THE MANUAL**

9.1 A copy of the Manual is available-

9.1.1 on [www.snrubber.co.za](http://www.snrubber.co.za) ;

9.1.2 head office of S & N Rubber 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 S & N Rubber will update this manual on a regular basis.

**Issued by**

**ALAN SHONE**

**PLANT OPERATIONS OFFICER**

INITIATOR: QUALITY MANAGER

REVIEWED: FINANCE & ADMIN  
MANAGER

APPROVED: PLANT OPS OFFICER

REASON: Issue 1: To define and document the PAIA Manual