



PAIA

Protection of Access to Information Act



PRIVACY

POPI

Protection of Personal Information

ADIENVIRONMENTAL CC

(Registration Number: 1999/036174/23)

Manual in terms of section 51 of the Promotion of
Access to Information Act, 2 of 2000

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL OF ADIENVIRONMENTAL CC (REGISTRATION NUMBER: 1999/036174/23)

1. CONTACT PARTICULARS

Head of business:	A ERASMUS	Information officer:	A ERASMUS
Deputy Information officer(s):	A ERAMUS		
Postal Address:	PO BOX 647 EMALAHLENI 1035	Physical Address:	14 SKIPPER STREET DEL JUDOR X 2 EMAHLALENI 1035
Telephone Number:	0136975021	Fax Number:	0136975021
E-mail Address:	adie@adienvironmental.co.za		
Website:	www.adienvironmental.co.za		

2. INTRODUCTION

Environmental services

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in section 53 and 54 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	(+27)11 877 3600
Fax Number:	(+27)11 403 0625
Website:	www.sahrc.org.za

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from ADIENVIRONMENTAL CC, www.adienvironmental.co.za.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Arbitration Act 42 of 1965
- Architectural Profession Act 44 of 2000
- Auditing Profession Act 26 of 2005
- Banks Act 94 of 1990
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Businesses Act, 71 of 1991
- Cannabis for Private Purposes Bill 19 of 2020
- Children's Act, 38 of 2005
- Civil Aviation Act, 13 of 2009
- Credit Rating Services Act 24 of 2012
- Collective Investment Schemes Control Act 45 of 2002
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Close Corporations Act 69 of 1984
- Competition Act 89 of 1998
- Co-operative Banks Act 40 of 2007
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Community Schemes Ombud Service Act, 9 of 2011
- Copyright Act 98 of 1978
- Criminal Procedure Act 51 of 1977
- Debt Collectors Act 114 of 1998
- Deeds Registries Act 47 of 1937
- Designs Act 195 of 1993
- Disaster Management Act, 57 of 2002
- Disaster Management Tax Relief Administration Act, 14 of 2020
- Electronic Communications Act 36 of 2005
- Electronic Communications and Transactions Act, 25 of 2002
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Employment Tax Incentive Act 26 of 2013
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Markets Act 19 of 2012
- Financial Services Ombud Schemes Act, 37 of 2004
- Hazardous Substances Act, 15 of 1973
- Health Professions Act 56 of 1974
- Income Tax Act 58 of 1962

- Independent Communications Authority of South Africa Act, 13 of 2000
- Insurance Act, 18 of 2017
- Insolvency Act 24 of 1936
- Intellectual Property Laws Amendments Act 28 of 2013
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963
- Labour Relations Act 66 of 1995
- Legal Practice Act, 28 of 2014
- Mutual Banks Act 124 of 1993
- National Environmental Management Act 107 of 1998
- National Payment System Act 78 of 1998
- National Credit Act 34 of 2005
- National Energy Act 34 of 2008
- National Health Act 61 of 2003
- National Minimum Wage Act, 9 of 2018
- National Qualifications Framework Act 67 of 2008
- National Small Enterprise Act, 102 of 1996
- Occupational Diseases in Mines and Works Act, 78 of 1973
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Prescribed Rate of Interest Act 55 of 1975
- Postal Services Act 124 of 1998
- Prescription Act 68 of 1969
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combatting of Corrupt Activities Act 12 of 2004
- Private Security Industry Regulation Act 56 of 2001
- Promotion of Access to Information Act 2 of 2000
- Promotion of Administrative Justice Act of 3 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act of 4 of 2000
- Protection of Businesses Act 99 of 1978
- Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004
- Protection of Personal Information Act 4 of 2013
- Public Finance Management Act 1 of 1999
- Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002
- Securities Transfer Act 25 of 2007
- Securities Transfer Tax Administration Act 26 of 2007
- South African Reserve Bank Act 90 of 1989
- South African Revenue Services Act 34 of 1997
- Short Term Insurance Act 53 of 1998
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Stamp Duties Act 77 of 1968
- Statistics Act of 6 of 1999
- Tax Administration Act 28 of 2011
- Transfer Duty Act 40 of 1949
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001

- Value Added Tax Act 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- Posters
- Pricelists
- Marketing and Promotional Material
- www.adienvironmental.co.za

7. INFORMATION AVAILABLE IN TERMS OF THE ACT - ON REQUEST

Statutory Business Records

- Certificate of Change of Name
- Certificate of Incorporation
- Certificate to Commence Business
- Dividend Register
- Directors Attendance Register
- Index of Members
- Memorandum of Incorporation
- Minutes of Shareholders Meetings
- Minutes of Directors Meetings
- Other Minute Books
- Register of Allotments
- Register of Directors and Officers
- Register of Directors Shareholding
- Resolutions
- Members Register
- Founding Statements and Amendments
- Minute Books
- Resolutions Passed at Meetings

Accounting Records

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns

- Lease or instalment sale agreements
- Budgets and business plans
- Insurance records
- Investment records
- Auditor's reports
- Internal auditors' reports
- Inventory records
- Systems documentation
- Management reviews
- Capital expenditure
- Credit agreements

Distribution and Transportation

- Permits and licenses
- Transportation system delivery plan and routing
- Transportation, warehouse and storage contracts

Environment, Health and Safety

- Biological monitoring and medical surveillance records and results of biological tests for lead exposure of employees
- Dates of medical surveillance reports in respect of lead
- Details of air emission discharges
- Details of aqueous discharges
- Details of solid waste discharges
- Emergency response plans
- Employee public health emergency action plans
- Environmental impact assessments
- Environmental management programs and systems
- Industrial hygiene programs, data and audits
- Medical surveillance records related to asbestos work
- Noise exposure records
- Permits, licenses, approvals and registrations for operations of sites and business
- Records of assessment and air monitoring for lead exposure
- Records of investigations and tests in respect of hazardous chemicals and substances
- Records of risk assessments and monitoring results in respect of hazardous biological agents
- Records of training given to employees in respect to asbestos exposure
- Records of training given to employees in respect to lead exposure
- Records of types of work carried out with asbestos
- Records of types of work carried out with lead
- Records of waste water discharges
- Records of waste water storage and disposal
- Waste water assessment and monitoring records
- Safety management systems, data and audits
- Water quality monitoring programme records

Fixed Property

- Building plans

- Mortgage bonds or other encumbrances
- Title deeds

Information Technology

- Agreements
- Audits
- Capacity and utilisation of current systems
- Client database
- Disaster recovery
- Hardware
- Internet
- Intranet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

Insurance

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

Intellectual Property

- Agreements relating to intellectual property
- Litigation and other disputes involving intellectual property
- Designs, trademarks, trade names and protected names

Legal, Agreements and Contracts

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Warranty agreements

Personnel Records

- Arbitration awards
- Attendance register
- Collective agreements
- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employment applications
- Employment contracts
- Employment equity plan
- Expense accounts
- Incentive schemes
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Micro loan scheme
- Organisational design
- Payroll
- Personnel File
- Policies and procedures
- Records of foreign employees
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage cards
- Staff loan schemes
- Staff records after employment
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

Sales and Marketing

- Customers
- Products
- Public relations policies and procedures
- Sales
- Service and product information

8. GENERAL

N/A

9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of ADIENVIRONMENTAL CC, or can be accessed on www.justice.gov.za/inforeg. The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

Please provide sufficient details to enable the company to identify:

- a. The record(s) requested
- b. The requester (and if an agent is lodging the request, proof of capacity)
- c. The form of access required
- d. The postal address or fax number of the requester in the Republic
- e. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
- f. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

10. PRESCRIBED FEES

- A requestor is required to pay the prescribed fees before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za and as an appendix to this manual.

11. PROTECTION OF PERSONAL INFORMATION PROCESSED

COMPANY is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.

COMPANY has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

11.1 The purpose of processing of personal information

We process personal information for various reasons, including but not limited to the following:

- To manage information, products and/or services requested by data subjects
- To help us identify data subjects when they contact us
- Manage customers
- To maintain customer records
- Recruitment purposes
- Employment purposes
- Apprenticeship purposes
- Training purposes
- General administration
- Financial and tax purposes
- Legal or contractual purposes
- Health and safety purposes
- To monitor access, secure and manage our premises and facilities
- To transact with our suppliers
- To improve the quality of our products and services
- To help us detect and prevent fraud and money laundering under FICA
- To help us recover debts
- Marketing purposes
- Engaging with the public

11.2 Data subject categories and personal information processed

<p>Customers</p>	<p>e-mail address e-mail address e-mail address Financial history Financial history Financial history ID number ID number ID number Location information Location information Location information Physical address Physical address Physical address Telephone number Telephone number Telephone number</p>
<p>Employees</p>	<p>Age Age Age e-mail address e-mail address e-mail address Employment history Employment history Employment history Gender Gender Gender ID number ID number ID number Language and birth of the person Language and birth of the person Language and birth of the person Location information Location information Location information Marital status Marital status Marital status Name of individual if it appears with other personal information Name of individual if it appears with other personal information Name of individual if it appears with other personal information National, ethnic or social origin National, ethnic or social origin National, ethnic or social origin Race Race Race Sex Sex Sex</p>

Suppliers	e-mail address e-mail address e-mail address Financial history Financial history Financial history ID number ID number ID number Location information Location information Location information Physical address Physical address Physical address Telephone number Telephone number Telephone number
Visitors (Walk	in) - Age in) - Age in) - Age in) - e-mail address in) - e-mail address in) - e-mail address in) - ID number in) - ID number in) - ID number in) - Telephone number in) - Telephone number in) - Telephone number

11.3 Recipients with whom personal information is shared

In processing your personal information, we may share it within the group of companies or with other third parties. These include but are not limited to:

- Statutory authorities
- Law enforcement agencies
- Tax authorities
- Medical schemes
- Employee pension and provident funds
- Industry bodies
- Contractors, vendors, or suppliers
- Payment processors
- Email management and distribution tools
- Data storage providers
- Server hosts
- Group companies
- Agents
- Service providers

11.4 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

11.5 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance, we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

11.6 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

11.7 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, ADIENVIRONMENTAL CC shall notify:

- a) the Regulator; and
- b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

12. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of ADIENVIRONMENTAL CC, from the South African Human Rights Commission and at: www.adienvironmental.co.za.