

Note: This manual is based on “EXAMPLE OF A MANUAL FOR A PRIVATE BODY” issued by the South African Human Rights Commission, amended to meet the needs of Edge Field Marketing, with further additions to enhance its usefulness and comply with the Protection of Personal Information Act, No. 4 of 2013.

EDGE FIELD MARKETING

**MANUAL PREPARED IN TERMS OF SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)**

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1 INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Designated Head of

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Mr Bilaal V. Essop

Chief Executive Officer

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Person delegated to deal with requests

Pierre Coetzee

(for "the designated head"):

E-mail address of the delegated

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designated head:

2 DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10

A Guide has been compiled in terms of Section 10 of PAIA by the South African Human Rights Commission (SAHRC) and amended by the Information Regulator in October 2021. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the [Information Regulator \(South Africa\) at:](#)

JD House, 27 Siemens Street, Braamfontein, Johannesburg, 2001:

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Tel Number: 010 023 5200

Email: PAIACompliance@inforegulator.org.za

3 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records available in terms of other legislation are as follows:

Arbitration Act No. 42 of 1965

Banks Act No. 94 of 1990

Basic Conditions of Employment Act No. 75 of 1997

Broad-based Black Economic Empowerment Act 53 of 2003

Children's Act 38 of 2005

Companies Act No 71 of 2008 and Applicable Regulations

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Competition Act No. 89 of 1998

Consumer Affairs (Unfair Business Practice) Act No. 71 of 1988

Consumer Protection Act 68 of 2008

Copyright Act No. 98 of 1978

Electronic Communications Act, No. 36 of 2005

Electronic Communications and Transactions Act No 25 of 2002

Employment Equity Act. No. 55 of 1998

Financial Advisory and Intermediary Services Act 37 of 2002

Financial Intelligence Centre Act No. 38 of 2001

Financial Services Board Act No. 97 of 1990

Identification Act 68 of 1997

Immigration Act 13 of 2002

Income Tax Act No 58 of 1962

Intellectual Property Laws Amendment Act No. 38 of 1997

Labour Relations Act No 66 of 1995

National Credit Act No. 34 of 2005

Occupational Health and Safety Act No. 85 of 1993

Promotion of Access to Information Act No.2 of 2000

Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000

Protection of Personal Information Act 4 of 2013

Regulation of Interception of Communication and Provision of Communications Act, No.2 of 2000

Information Act No. 70 of 2002

Skills Development Act 97 of 1998

Skills Development Levies Act No 9 of 1999

Unemployment Insurance Act No. 63 of 2001

Unemployment Insurance Contributions Act No 4 of 2002

Value Added Tax Act No 89 of 1991

4 RECORDS AUTOMATICALLY AVAILABLE

No notice has been submitted by the EDGE FIELD MARKETING to the Minister of Justice and Constitutional Development regarding the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of the EDGE FIELD MARKETING is automatically available without having to request access in terms of PAIA.

5 SUBJECTS AND CATEGORIES OF RECORDS HELD BY EDGE FIELD MARKETING

General information about Edge Field Marketing can be accessed via the internet on <https://www.edgefm.co.za> , which is available to all persons who have access to the internet.

The subjects on which the private body holds records and the categories on each subject in terms of Section 51(1)(e) are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act:

1. COMPANIES ACT RECORDS

- Certificate of Incorporation
- Index of names of members of Edge Field Marketing
- Annual Returns

Records relating to the appointment of:

- Auditors
- Directors
- Prescribed Officer
- Public Officer, and
- Company Secretary

2. FINANCIAL RECORDS

- Accounting Records
- Annual Financial Reports
- Annual Financial Statements
- Asset Registers
- Bank Statements
- Banking details and bank accounts
- Banking Records
- Debtors / Creditors statements and invoices
- General ledgers and subsidiary ledgers
- General reconciliation
- Invoices
- Policies and procedures
- Rental Agreements, and
- Tax Returns

3. INCOME TAX RECORDS

- PAYE 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

4. PERSONNEL DOCUMENTS AND RECORDS

- Disciplinary Code and Records
- Employee benefits arrangements rules and records
- Employment Contracts
- Employment Equity Plan
- Forms and Applications
- Grievance Procedures
- Leave Records
- Payroll reports/ Wage register
- Safety, Health, and Environmental records
- Salary Records
- SETA records
- Standard letters and notices
- Training Manuals
- Training Records
- Human Resources Policy Manual

5. SAFETY, HEALTH, AND ENVIRONMENT

- Safety, Health, and Environment Risk Assessment
- Monthly Occupational Health and Safety ("OHS") Legal Compliance Risk Assessment Reports
- Minutes of quarterly OHS meetings.
- Meetings' attendance records
- Records of training received.

6. IT DEPARTMENT

- Computer / mobile device usage policy documentation
- Disaster recovery plans
- Hardware asset registers
- Information security policies/standards/procedures
- Information technology systems and user manuals

- Information usage policy documentation
- Project implementation plans
- Software licensing, and
- System documentation and manuals

6 PURPOSE OF PROCESSING OF PERSONAL INFORMATION

- To support security functions and activities,
- To support management of staff,
- To support engagement with service providers and suppliers,

7 DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

- Employees: record of employee life cycle
- Service Providers and Suppliers: record of supplier life cycle

8 PLANNED RECIPIENTS OF PERSONAL INFORMATION

- Statutory authorities
- Law enforcement
- Tax authorities
- Financial institutions
- Medical schemes
- Employee pension and provident funds
- Industry bodies
- Service providers

9 SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- Physical security measures
- Cyber security measures
- Training in information security
- Policies in information security
- Audits of information security

10 DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

10.1 PAIA FORM 02: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

In terms of Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation (7)], Form 02 should be used to request access to a record held by a Public or Private body in terms of PAIA. Form 02 can be downloaded from the Information Regulator website under Documents/Forms. It can also be downloaded using the link below.

Form 02: Request for Access to Record:

<https://inforegulator.org.za/paia-forms/>

Please note: Do not use Form 02 for personal information requests (Data Subject Requests). The appropriate form for these requests is described in point 14.2 below.

10.2 POPIA FORM 2: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24 (1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

In terms of the Protection of Personal Information Act of 2013, Section 24 and the Regulations relating to the Protection of Personal information, 2017, [Regulation 3(2)] Form 2 should be used to raise requests for the correction or deletion of personal information or destroying or deletion of record of personal information. Form 2 is available on the Information Regulator website under Documents/Forms. It can be downloaded using the link below:

Form 2: Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information

<https://inforegulator.org.za/popia-forms/>

Edge Field Marketing has the right to reject any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.

Grounds for refusing a request.

EDGE FIELD MARKETING has the right to reject any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.

11 AVAILABILITY OF THE MANUAL

This manual is available for inspection at the offices of the EDGE FIELD MARKETING, free of charge.



Signature of Designated Head of Edge Field Marketing

Bilaal Essop

Name of Designated Head of Edge Field Marketing

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