

**PRIVACY POLICY AND PAIA MANUAL OF:
HARVEST GROUP OF COMPANIES**



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1. **DEFINITIONS:**

The definitions have been taken from the Promotion of Access to Information Act 2 of 2000 as amended (PAIA) and the Protection of Personal Information Act 4 of 2013 (POPIA):

- 1.1. **"The Company"** means Harvest Group or Harvest Group of Companies.
- 1.2. **"Data subject"** means the person to whom personal information relates.
- 1.3. **"consent"** means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information.
- 1.4. **"Harvest Group or Harvest Group of Companies"** means any and all of the entities which comprise the Harvest Group of Companies, including but not limited to: Harvest Bags (Pty) Ltd; Harvest Bopp Bag Manufacturing (Pty) Ltd; Harvest Non-Woven Products (Pty) Ltd; Harvest Trays (Pty) Ltd
- 1.5. **"Information officer"** means the head of a private body as contemplated in section 1 of POPIA.
- 1.6. **"Personal information"** - means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:
 - 1.6.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person.
 - 1.6.2. information relating to the education or the medical, financial, criminal or employment history of the person.
 - 1.6.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other assignment to the person.
 - 1.6.4. the biometric information of the person.
 - 1.6.5. the personal opinions, views, or preferences of the person.
 - 1.6.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
 - 1.6.7. the personal views opinions, views, or preferences of the person; and
 - 1.6.8. correspondence sent by the person that is implicitly or explicitly or a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
 - 1.6.9. the views or opinions of another individual about the person; and
 - 1.6.10. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.
- 1.7. **"Processing"** means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 1.7.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, or use.
 - 1.7.2. dissemination by means of transmission, distribution or making available in any other form; or
 - 1.7.3. merging, linking, as well as restriction, degradation, erasure or destruction of information."

1.8. **“record”** means any recorded information—

1.8.1. regardless of form or medium, including any of the following:

1.8.1.1. Writing on any material;

1.8.1.2. information produced, recorded, or stored by means of any tape recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored;

1.8.1.3. label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;

1.8.1.4. book, map, plan, graph or drawing;

1.8.1.5. photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;

1.8.2. in the possession or under the control of a responsible party;

1.8.3. whether or not it was created by a responsible party; and

1.8.4. regardless of when it came into existence.

1.9. **“Responsible party”** means a private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information;

1.10. **“requestor”**, in relation to –

1.10.1. A public body, means:

1.10.1.1. Any person (other than a public body contemplated in paragraph (a) or (b)(i) of the definition of ‘public body’, or an official thereof) making a request for access to a record of that public body; or

1.10.1.2. A person acting on behalf of the person referred to in subparagraph (i).

1.10.2. A private body, means:

1.10.2.1. Any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that private body, or

1.10.2.2. A person acting on behalf of the person contemplated in subparagraph above.

1.11. **“Special personal information”** means:

1.11.1. The religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or

1.11.2. The criminal behaviour of a data subject to the extent that such information relates to:

1.11.2.1. the alleged commission by a data subject of any offence; or

1.11.2.2. any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.

2. SCOPE AND APPLICATION:

2.1. The purpose of this manual is to ensure that the data subject’s right to privacy, respect, confidentiality, and autonomy is respected and attained.

2.2. The manual applies to the collection, storage, access, use and disclosure of the data subject’s personal information in accordance with the following legislation and guidelines:

- 2.2.1. South African Constitution 1996.
- 2.2.2. Protection of Personal Information, Act No. 4 of 2013.
- 2.2.3. Basic conditions of employment Act, No. 75 of 1997.
- 2.2.4. Labour relations Act, No. 66 of 1995.
- 2.2.5. The unemployment Insurance Contributions Act, No. 4 of 2002.
- 2.2.6. Income Tax Act, No. 113 of 1993.
- 2.2.7. The Employment Equity Act, No. 55 of 1998.
- 2.2.8. Skills Development Act, No. 97 of 1998.

3. INFORMATION OFFICER:

- 3.1. The details of the information officer for purposes of gathering information, updating information and withdrawal of consent by the data subject is:

Person: Martha Johanna (Biebie) Hardy

Email address: hr@harvestbags.co.za

Contact Number: 012 941 1803

4. PROCESS LIMITATION

- 4.1. Only the necessary personal information of the data subject will be gathered and will only be used for the purpose for which it is processed.
- 4.2. All information gathered by the Company will be gathered by a duly authorised representative of such Company.
- 4.3. The following methods will be used to collect the necessary personal information:
 - 4.3.1. Directly from the data subject when the data subject contacts the Company through the website;
 - 4.3.2. Directly from the data subject when Contacting the Company through Facebook.
 - 4.3.3. Directly from the data subject when the data subject contacts the Company by e-mail;
 - 4.3.4. Directly from the data subject when the data subject registers an online profile on the Company's website.
 - 4.3.5. Directly from the data subject when the data subject submits a credit application or cash account application to the Company in pursuance of a contract with the Company.
 - 4.3.6. Directly from the data subject when the data subject enters into a contract for services with the Company.

5. JUSTIFICATION

- 5.1. The Company will only process information under one of the following conditions:
 - 5.1.1. With the consent of the data subject;

5.1.2. Where the processing is necessary for the performance or conclusion of a contract between the Company and the data subject.

5.1.3. Such processing is placed on the Company by law;

5.1.4. The processing protects the legitimate interest of the Company to whom the information is supplied.

6. INFORMATION CLASSIFICATION:

6.1. The personal information collected by the Company may include the following:

6.2. In respect of employees of the Company:

6.2.1. Names, surname, marital status, next of kin.

6.2.2. Contact details which include telephone number, fax number, e-mail address, physical address, and postal address.

6.2.3. Identity or Passport Number and copies thereof.

6.2.4. Banking details.

6.2.5. Pension fund / Provident fund details.

6.2.6. Tax details which include PAYE number, UIF contributions, Skills levies etc.

6.2.7. Curriculum Vitae and accompanying details.

6.3. In respect of the Company's clients:

6.4. Names, contact details, registration numbers and company registration documents.

6.5. Vat Certificate.

6.6. Annual Turnover amount if the data subject is a Company.

6.7. Property details.

6.8. Trade references.

6.9. Banking details.

6.10. VAT Registration Number.

7. PURPOSE OF GATHERING:

7.1. The purpose of gathering of the information is to:

7.1.1. In respect of employees is in pursuance of an employment contract.

7.1.2. To evaluate and process credit applications in pursuance of a contract for the sale of goods.

8. RETENTION AND DESTRUCTION:

8.1. All personal information will be recorded on the following format:

8.1.1. Personnel files are stored in a secured office and

8.1.2. Electronically.

8.2. The electronic information will be retained on an IT protected server.

8.3. All personal information of data subjects are stored in line with applicable legislation only that which is necessary for achieving the purpose for which the information was gathered.

8.4. We retain personnel files for five years and thereafter destroy the files by burning same.

8.5. All electronic files are removed after 2 years after termination of services by clients.

9. DISCLOSURE:

9.1. Where it is applicable, an authorised person of the Company will, with the consent of the data subject, disclose personal information of the data subject to:

9.1.1. Courier Services.

9.1.2. Third Party Truck Services.

9.2. Procedure:

9.2.1. When specific consent is needed, the data subject's consent will be obtained and contained in:

9.2.1.1. the contract concluded between the Company and the data subject; or

9.2.1.2. otherwise by the consent form attached hereto as annexure "A".

9.3. The Company ensures that it has the necessary confidentiality agreements in place between the Company and the third parties.

10. FURTHER PROCESSING LIMITATION:

10.1. Should the Company intend to use any personal information of the data subject for a purpose other than employment or in rendering goods in terms of a contract with the data subject, consent for such use will first be obtained from the data subject.

10.2. Procedure:

10.2.1. Written consent is obtained by the data subject directly by an authorised representative of the Company as soon as the Company establishes that such information will be used. The data subject will be requested to complete and sign a consent form annexed hereto as annexure "B".

11. INFORMATION QUALITY:

11.1. Should personal information of the data subject be captured from one format to another, (e.g. from a paper form to an electronic form or vice versa), such information will be sent to the data subject for validation in order to collect complete and accurate information.

11.2. Should a data subject wish to update their information or withdraw their consent to use his/her or its personal information, the requestor is to address such information to the information officer to the address reflected in paragraph 3.

12. DATA SUBJECT'S RIGHTS:

12.1. The data subject has the right to:

12.1.1. Request access to his or her or its personal information held by the Company. .

12.1.2. Request the correction, destruction, or deletion of his or her or its personal information where necessary.

12.1.3. To object, on reasonable grounds relating to his/her or its situation to the processing of personal information by the Company.

12.1.4. To submit a complaint to the Regulator regarding the alleged interference with the protection of the personal information of the employee/employer.

12.1.5. To institute civil proceedings regarding the alleged interference with the protection of his, her or its personal information.

12.2. A data subject may enquire from the Company whether the Company holds any of his, her or its personal information. Such a request will not be withheld and will not be charged for.

12.3. The Company will however charge a fee to the requestor should the requestor require the full nature and details of the personal information held by the Company.

12.4. The Company holds the right to deny a request to access for information subject to the Promotion of Access to Information Act, No. 2 of 2002 and or any other relevant legislation which will be advised to the requester upon denial.

12.5. Procedure:

12.5.1. Should the requestor wish to submit a request to correct, destroy or delete his/her or its personal information held by the Company, the requestor is to complete the form attached hereto as Annexure “**C**” and submit same to the Information Officer whose details reflect in paragraph 3, who will then respond to the request in the appropriate manner and provide the requestor with the steps to be taken.

12.5.2. Similarly, should the requestor wish to object to the processing of information by the Company, then the requestor is to complete the form marked as Annexure “**D**” and submit the completed form to the relevant information officer whose details reflect in paragraph 3, who will then respond in the appropriate manner and provide the requestor with the steps taken.

12.5.3. Should the data subject wish to access information held by the Company, the requestor is to complete the Section 51 form attached hereto as Annexure “**E**” and submit same to the information officer whose details reflect in paragraph 3, who will then respond in the appropriate manner.

12.5.4. Access to information will be subject to the following Acts:

12.5.4.1. Protection of Personal information Act, No 4 of 2013

12.5.4.2. Promotion of Access to Information Act, No. 2 of 2000

12.5.5. Should the data subject wish to lodge a complaint to the regulator the data subject can contact the Regulator at the following contact details:

Name: Information Regulator South Africa

Address: 33 Hoofd Street

Forum III, 3rd Floor

Braampark

Postal Address: P.O. Box 31533

Braamfontein

Johannesburg

Telephone No: 010 023 5207

Email Address: infoereg@justice.gov.za

13. RESTRICTION

13.1. The Company will restrict the processing of a data subject's personal information under the following conditions:

- 13.1.1. When a data subject contests to the accuracy of the information, the Company will restrict the information for a reasonable time period to enable the data subject to verify the accuracy of the information.
- 13.1.2. The personal information is no longer necessary for the Company to achieve the purpose for which it was collected but is required to be retained for purposes of proof.
- 13.1.3. Should the information become unlawful, and the data subject requests the restriction thereof as opposed to the destruction thereof.
- 13.1.4. The data subject requests to transmit the personal information to another automated processing system.

14. SPECIAL PERSONAL INFORMATION:

- 14.1. The Company will only process a data subject's information relating to race or ethnic origin when the processing is necessary to identify data subjects to comply with laws and other measures designed to protect or advance persons or categories of persons, disadvantaged by unfair discrimination.

15. SECURITY SAFEGUARDS:

- 15.1. The Company stores all data on a protected cloud-based server.
- 15.2. The Company has a dedicated IT department who monitors the Company's server.
- 15.3. The IT Department maintains spam and virus protection and monitors the server for any unauthorised access to the server.
- 15.4. All devices of the Company and its employees can only be accessed with usernames and passwords.
- 15.5. The Company utilises the services of an endpoint security which protects all access to the cloud based server.
- 15.6. Further to the above, the Company utilises IT specialists who is dedicated to ensure that access to all data is kept secure.

Procedure to identify source of data breach and neutralize breach together with procedure of improving and preventing reoccurrence of data breaches:

15.7. The company's devices are administered by an independent IT company, and they are also responsible for ensuring regular back-up and safekeeping of data. They work closely with the server host utilised by the Company to ensure integrity of the whole system.

16. SECURITY BREACH:

16.1. Should any personal information of the data subject be accessed by unauthorised persons, the Company will immediately alert the data subject together with the Information Regulator in writing thereof.

16.2. Process

16.3. The data subject and the Information Regulator shall be notified in either of the following ways:

16.3.1. Post.

16.3.2. E-mail to the last known e-mail address.

16.3.3. On the website of the Company, displayed in a prominent manner.

16.3.4. Published in the news media.

16.3.5. As may be directed by the Regulator.

16.4. The notification will include the following information:

16.4.1. The possible consequences of the compromise.

16.4.2. The measures that the Company intends on taking to address the compromise.

16.4.3. A recommendation of the measures to be taken by the employee/employer to mitigate possible prejudice caused by the compromise.

16.4.4. If the identity of the person who compromised the security is known by the Company, then such identity will be disclosed.

ANNEXURE A

CONSENT FORM BY A DATA SUBJECT FOR THE PROCESSING OF PERSONAL INFORMATION AND BREACH OF CONFIDENTIALITY OF HARVEST GROUP ("the Company")

1. Introduction

The Company considers all information as private and confidential. In order to comply with the Company's standards of privacy and confidentiality together with those set out by law, the Company requires your express and informed consent as set out hereunder.

2. Types of Information required from time to time by the Company in respect of Employees:

Name, Surname, marital status, next of kin	Identity Number, Passport Number and copies thereof of employees.	Banking Details for salary payments of employees	Pension Fund or Provident Fund details and all other relevant employment details of employees.
Tax details	Curriculum Vitae and accompanying documents		

3. Types of Information required from time to time by the Company in respect of clients in terms of a contract held with the Company:

Names Contact details Registration numbers and company registration documents	Vat Certificates	Annual Turnover amount if data subject is a Company	Immovable property held by Data Subject
Trade References	Banking Details	VAT Registration Number	

4. Third Parties:

It may be necessary from time to time for The Company to obtain information from third parties such as credit bureaus.

Similarly, it may be necessary from time to time to share information to third parties such as courier services and delivery services.

The Practice does not intend on transferring any of your personal information to another country or international organisation.

I consent to Harvest Group obtaining information from third parties and sharing my information where necessary as held above. **YES** ☒ **NO** ☐ **Initial**

5. Purpose

The purpose of gathering your information is to sell goods to you in pursuance of a contract with the Company or the execution and conclusion of an employment contract with the Company.

6. Retention and Destruction of Information

All records are collected and stored in keeping with legislation and stored in full for no longer than five (5) years. Once the relevant time period expires the Company will destroy the information in such a way as to prevent its reconstruction. Confidentiality and security of information is stored on a server system and is protected by designated IT experts and can only be accessed through passwords and usernames.

7. Accuracy of Information

In providing the Company with your information you are responsible to provide complete, accurate, up to date and information which is not misleading.

Should any of your information change you are required to provide the Company with such changed information and provide all updates to your information to the information officer.

8. Right to Object and Withdraw consent

You are entitled to object to The Company's processing of your personal information and may at any time withdraw any consent given to you in terms of this consent form.

Should you wish to object to the processing of your personal information or withdraw your consent you are required to complete the necessary objection or withdrawal of consent forms which can be obtained from the information officer and the relevant completed and signed form is to be forwarded to the information officer of the Company via email or fax.

9. Right to Access information held by The Company

You are entitled, at any time, to request from the Company whether it holds any of your personal information, this request will not be withheld from you and will not be charged for. The Company will, however, charge a fee should you require the full nature and details of the personal information held by the Company.

In order for you to access information you are required to complete and sign a request for information form in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2002 which can be obtained by the information officer or www.harvestbags.co.za.

Lodging Complaints at the Information Regulator

You are entitled to lodge a complaint at the Information regulator should you suspect misuse of your personal information by the Company. Your complaint can be lodged to the following address:

Name:	Information Regulator South Africa	Address:	33 Hoofd Street, Forum III, 3 rd Floor, Braampark
Postal Address:	P.O. Box 31533 Braamfontein, Johannesburg	Telephone Number and Email address:	010 023 5207 infoereg@justice.gov.za

10. Refusing consent

In providing your personal information and consent to process your personal information to the Company, you do so voluntarily. Therefore, you are entitled to refuse consent to process your information by the Company embodied in this form, should you refuse this consent, the Company will not be able to sell goods to you as per your request or in pursuance of a contract with the Company.

11. Consent to Direct Marketing, Advertising and Promotional Services

I consent to Harvest Group using my personal information for the following:

- | | | | |
|-------|---|------------------------------|-----------------------------|
| 11.1. | Marketing and or promotion of its own goods and services: | YES ☐ | NO ☐ |
| 11.2. | Marketing and or promotion of other goods and services: | YES ☐ | NO ☐ |

I, _____ hereby give my voluntary consent to the Company through its authorised representative/s to process my personal information as held above and acknowledge and understand the purposes for which it is required and for which it will be used.

Date of Signature

Signature

ANNEXURE B**CONSENT FORM FOR THE FURTHER PROCESSING OF PERSONAL INFORMATION: HARVEST GROUP****1. INTRODUCTION**

The Company intends to use the following of your personal information:

12. In respect of an employment contract:

Name, Surname, marital status, next of kin	Identity Number, Passport Number and copies thereof of employees.	Banking Details for salary payments of employees	Pension Fund or Provident Fund details and all other relevant employment details of employees.
Tax details	Curriculum Vitae and accompanying documents		

13. In respect of clients in terms of a contract held with the Company:

Names Contact details Registration numbers and company registration documents	Vat Certificates	Annual Turnover amount if data subject is a Company	Immovable property held by Data Subject
Trade References	Banking Details	VAT Registration Number	

2. PURPOSE

The purpose of using such information is to provide employment and to render goods in terms of a contract.

3. RIGHT TO WITHDRAW CONSENT

You are entitled to, at any time withdraw any consent given by you in terms of this consent form.

Should you wish to withdraw your consent you are required to complete the necessary withdrawal of consent form which can be obtained from the information officer and the relevant completed and signed form is to be forwarded to the information officer of the Company via email or fax.

I, _____ hereby give my consent to the Company through its authorised representative/s to process my personal information as held above and acknowledge and understand the purposes for which it is required and for which it will be used.

Signature

Date of Signature

REASONS FOR CORRECTION OR DELETION OF THE DATA SUBJECT'S PERSONAL INFORMATION IN TERMS OF SECTION 24(1)(A) WHICH IS IN THE POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PERSON; AND OR REASONS FOR DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(B) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN (PLEASE PROVIDE DETAILED REASONS FOR THE REQUEST)

[illegible]

Signature

Date of Signature

ANNEXURE D

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

[illegible]

Signature

Date of Signature

ANNEXURE E

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2002 OF THE COMPANY

1. CONTACT DETAILS OF THE COMPANY:

1.1. The contact details of Harvest Group are as follows:

Street address: Stand 82, Ninth Street, Babelegi Industria, Themba, 0407

Phone number: 012 719 2023/25

Email address: info@harvestbags.co.za

2. GUIDE ON HOW TO USE ACT

2.1. In compliance with and according to the South African Human Rights Commission “Section 10 of PAIA requires the Commission to compile and publish an easy-to-understand guide to assist in accessing records and documents and exercising one’s right to information. The guide is sometimes referred to as the ‘Section 10 Guide’. It provides you with all the information you need to access any records. It also lists the contact details of government departments and institutions that keep records for the State, as well as the contact details of various private companies. The Commission is also required to update this guide at least once every two years.”.¹

2.2. The Guide on How to Use the Promotion of Access to Information Act 2 of 2002 can be accessed on the South African Human Rights Commission’s website: www.sahrc.org.za

3. AUTOMATICALLY AVAILABLE INFORMATION

3.1. The Company has not published a voluntary disclosure in terms of Section 52(2) of the Act.

3.2. The following information is automatically available on the Company’s website and need not be requested:

3.2.1. The contact details and information on what the Company does.

3.2.2. PRIVACY POLICY.

4. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

4.1. The following are descriptions of the records of the bodies held by The Company in accordance with any other legislation:

4.1.1. Basic conditions of Employment Act 75 of 1997 and Labour Relations Act 66 of 1995 (“BCEA”):

¹ (South African Human Rights Commission, 2014)

- 4.1.1.1. Employment Contracts.
- 4.1.1.2. Employee Information including name, occupation, wage and attendance register, remuneration paid and time worked.
- 4.1.1.3. Employee's job description.
- 4.1.1.4. The date on which employment commenced.
- 4.1.1.5. The hours of work.
- 4.1.1.6. Remuneration particulars.
- 4.1.1.7. Leave provisions.
- 4.1.1.8. Notice period.

4.1.2. Labour Relations Act:

- 4.1.2.1. Unless a collective agreement, arbitration award or determination made in terms of the BCEA provides otherwise, when an employer on whom a collective agreement, arbitration award or determination is binding then such copy of that agreement, award or determination.
- 4.1.2.2. Details of any strike, lock-out or protest action involving the employees of the employer.

4.1.3. Companies Act 61 of 1973:

- 4.1.3.1. Company Registration Documents.
- 4.1.3.2. Memorandum of Incorporation.
- 4.1.3.3. Financial Statements.
- 4.1.3.4. Resolutions.
- 4.1.3.5. Proxies.
- 4.1.3.6. Agendas.
- 4.1.3.7. Share records.

4.1.4. Income Tax Act 95 of 1967:

- 4.1.4.1. Records of employee's income tax deductions and calculations.

4.1.5. Unemployment Insurance Contributions Act 63 of 2001:

- 4.1.5.1. Records of employee's unemployment Insurance claims and history where relevant.

4.1.6. Value Added Tax Act 89 of 1991:

- 4.1.6.1. Records of Value Added Tax claims and reports.

4.1.7. Deeds Registry Act 47 of 1937

- 4.1.7.1. Title Deeds.
- 4.1.7.2. Lease Agreements.
- 4.1.7.3. Rental Agreements.
- 4.1.7.4. Hire Purchase Agreements.
- 4.1.7.5. Credit Agreements.

5. REQUEST FOR ACCESS TO INFORMATION

- 5.1. A request for information held by the Company is to be made and submitted to the information officer at the Company's address or e-mail address on the form annexed hereto as "**Annexure F**".
- 5.2. For purposes of facilitating a request for access to information, a description and category of the records available by the Company are held in paragraph 4 above.
- 5.3. The form will be processed, and an outcome will be notified to the requester within 30 days after the request has been received.
- 5.4. Should the request be approved, the Company will notify the requester of the following:
 - 5.4.1. The outcome of the request.
 - 5.4.2. The access fee required to be paid by the requester for the information requested.
 - 5.4.3. The format in which the information will be provided by the Company should the requester not require a specific format.
- 5.5. Should the Company refuse the request for access to the information as requested by the requester, the Company will notify the requester of the following:
 - 5.5.1. Reasons for the refusal.
 - 5.5.2. The requester's right to lodge an application with a competent court against the refusal of the request, and the procedure for lodging such application.
- 5.6. Process
 - 5.6.1. Should a notice of request be made on behalf of another person:
 - 5.6.1.1. The Company requires a request fee of R50.00 before further processing of the request.
 - 5.6.1.2. If the preparation of the record for disclosure, would in the opinion of the head of the Company require more than the hours prescribed the head will, by notice, require the requester, to pay as a deposit no more than one third of the access fee which would be payable if the request is granted.

6. FEES

Item	Description	Amount

1.	Copy per A4 page	R1.10
2.	Printing per A4 page	R0.75
4.	Transcription of visual images per A4 page	R40.00
5.	Copy of visual image	R60.00
6.	Transcription of audio recording per A4 page	R20.00
7.	Copy of audio recording	R30.00
8.	Search and preparation of the record for disclosure	R30.00 per hour or part thereof, excluding the first hour reasonably required for the search and preparation
9.	Access fee	R50.00

7. RECORDS NOT FOUND OR THAT DO NOT EXIST

7.1. The Company will take all reasonable steps in finding a record requested.

7.2. Should the record not be found or does not exist, despite steps taken to find the record or determine its existence, this will be notified to the requester and such notice will be deemed to be a decision to refuse access to information.

7.3. Should a notice in terms of paragraph 7.3 be issued to a requester and it is subsequently found, the requester will be granted access thereto unless such access was refused as a part of the outcome of an application for access to information in terms of paragraph 5. above.

7.4. Process:

7.5. Should the Company not find the record/s as requested for reason of the record not being found (although being in the possession of the practice), or does not exist, the head of the Company will by affidavit or affirmation notify the requester that it is not possible to give access to the record.

7.6. The affidavit or affirmation will give full account of all steps taken to find the relevant record or to determine whether the record exists. Such affidavit will include all communication with every person who conducted the search on behalf of the head.

8. EXTENSION OF PERIOD

- 8.1. The head of the Company may extend the period of thirty (30) days referred to in paragraph 5 once for a further period of not more than thirty (30) days, if—
 - 8.1.1. the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the Company;
 - 8.1.2. the request requires a search for records in, or collection thereof from, an office of the Company not situated in the same town or city as the office of the head that cannot reasonably be completed within the original period;
 - 8.1.3. consultation among divisions of the Company or with another private body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
 - 8.1.4. more than one of the circumstances contemplated exist in respect of the request making compliance with the original period not reasonably possible; or the requester consents in writing to such extension.²

9. Procedure:

- 9.1. If a period is extended, the head of the Company will, as soon as reasonably possible, but in any event within thirty (30) days, after the request is received, notify the requester of that extension, the period of the extension and the reasons for the extension.
- 9.2. The notice must state:
 - 9.2.1. the period of the extension.
 - 9.2.2. adequate reasons for the extension, including the provisions of this Act relied upon.
 - 9.2.3. that the requester may lodge an application with a court against the extension, and the procedure (including the period) for lodging the application.

² (Promotion of Access to Information Act 2 of 2002, South Africa)

Annexure F



J752

REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
 (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
 [Regulation 10]

A. Particulars of private body

The Head:

Person: Martha Johanna (Biebie) Hardy

Email address: hr@harvestbags.co.za

Contact Number: 012 941 1803

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: (_____) _____

Fax number: (_____) _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**D. Particulars of record**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: 	Form in which record is required:
Mark the appropriate box with an X.	
NOTES: (a) Compliance with your request for access in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
☐	copy of record*	☐	inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
☐	view the images	☐	copy of the images*	☐	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
☐	listen to the soundtrack (audio cassette)	☐	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
☐	printed copy of record*	☐	printed copy of information derived from the record*	☐	copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES ☐	NO ☐
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of year

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

REFERENCES

- Promotion of Access to Information Act 2 of 2002, South Africa. (n.d.). Promotion of Access to Information Act 2 of 2002.
- South Africa, Protection of Information Act. (2013, No. 4). Protection of Personal Information Act. *Protection of Personal Information Act*.
- South African Human Rights Commission. (2014). *Sahrc*. Retrieved from Sahrc/21/files: https://www.gov.za/sites/default/files/gcis_documents/SAHRC-PAIA-guide2014.pdf