

Index

Purpose Of PAIA Manual

To promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of PAIA, in order for them to exercise their rights in relation to public and private bodies.

Wherever reference is made to “Private Body” in this manual, it will refer to ICM Auto Parts (Pty) Ltd.

This PAIA Manual is useful for the public to -

check the categories of records held by a body which are available without a person having to submit a formal PAIA request;

have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;

know the description of the records of the body which are available in accordance with any other legislation;

access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;

know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;

know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;

know the description of the categories of data subjects and of the information or categories of information relating thereto;

know the recipients or categories of recipients to whom the personal information may be supplied;

know if the body 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

know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

Key contact details for access to information of the Private Body:

3.1. Information Officer:

Name: Liezel Camacho

Telephone No: 021 946 1038

E-mail: liezel@icmautoparts.co.za

3.2. Deputy Information Officer

Name: N/A

Telephone No: N/A

E-mail: N/A

3.3 Access to information general contacts

Email: liezel@icmautoparts.co.za

3.4. Head Office

Postal Address: 19 Palmiet Street, Stikland, 7530

Physical Address: 19 Palmiet street, Stikland, 7530

Telephone No: 021 946 1038

E-mail: liezel@icmautoparts.co.za

Website: www.icmautoparts.com

Guide On How To Use PAIA And How To Obtain Access To The Guide

The Regulator has, in terms of section 10(1) of PAIA, as amended, updated, and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

The Guide is available in each of the official languages and in braille.

The aforesaid Guide contains the description of-

the objects of PAIA and POPIA;

the postal and street address, phone and fax number and, if available, electronic mail address of -

the Information Officer of every public body, and

every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

the manner and form of a request for-

access to a record of a public body contemplated in section 11; and

access to a record of a private body contemplated in section 50;

the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;

the assistance available from the Regulator in terms of PAIA and POPIA;

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-

an internal appeal;

a complaint to the Regulator; and

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;

the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

the regulations made in terms of section 92.

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.

The Guide can also be obtained-

upon request to the Information Officer;

from the website of the Regulator (<https://info regulator.org.za/>).

A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours - In English and Afrikaans.

Categories Of Records Of The Private Body Which Are Available Without A Person Having To Request Access

Description Of the Records of The Private Body Which Are Available In Accordance With Any Other Legislation

Labour relations Act 66 of 1995

Electronic communications and transactions Act 36 of 2005

Basic conditions of employment Act 75 of 1997

Broad based black economic empowerment Act 53 of 2003

Compensation for occupational injuries and diseases Act 130 of 1993

Companies Act 61 of 1973

Unemployment Insurance Act 63 of 2001

Consumer protection Act 68 of 2008

Value added tax Act 89 of 1991

Income Tax Act 58 of 1962

Protection of personal information Act 4 of 2013

Promotion of Access to Information Act 2 of 2000

Description Of The Subjects On Which The Body Holds Records And Categories Of Records Held On Each Subject By the Private Body

Processing Of Personal Information

Purpose of processing personal information

Description of the categories of Data Subjects and of the information or categories of information relating thereto.

The recipients or categories of recipients to whom the personal information may be supplied.

Planned transborder flow of personal information.

N/A

General description of information security measures to be implemented by the responsible party to ensure the confidentiality, integrity, and availability of the information.

We ensure that information security measures are adhered to such as restricted access to all hard copies

All our computers are password protected, and equipped with anti-virus and anti-malware software

We ensure that all information is only kept for as long as required and disposed of as soon not longer needed

We ensure that all staff are equipped with POPIA awareness

Request procedure to obtain access to records held by the Private Body

To access records held by ICM Auto Parts (Pty) Ltd, the requester must complete Form 2 (Annexure B) and submit it, along with the required request fee and any applicable deposit (as set out in Annexure A), to the Information Officer using the contact details provided.

The form must include enough detail to identify the record;

the requester's identity;

The preferred method of access, and the reason the information is needed to exercise or protect a specific right

Requests submitted on behalf of another person must be accompanied by proof of authority.

Where the requester is unable to complete the form due to illiteracy or disability, the request may be made orally at the address of ICM Auto Parts (Pty) Ltd.

Upon receipt of the request, the Information Officer will notify the requester of any fees due and will only proceed once payment has been received.

If access is granted, additional fees may apply for reproduction or preparation. In cases where access is denied, any deposit paid will be refunded. The requester will be informed of the outcome within 30 days using Form 3 (Annexure C).

Availability Of The Manual

A copy of the manual is available at:

The manual of the Private Body is available at the premises of the Private body as well as on the website (www.icmautoparts.com) of the Private Body.

At the Head Office of ICM Auto Parts (Pty) Ltd for public inspection during normal business hours

To any person upon request upon the payment of a reasonable prescribed fee.

To the Information Regulator upon request.

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.

Updating of the Manual

The head of ICM Auto Parts (Pty) Ltd will on a regular basis update this manual.

Issued by: Liezel Camacho

ANNEXURE A:

The table below sets out the fees applicable to any request for a record of information held by ICM Auto Parts (Pty) Ltd:

ANNEXURE B: FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

Proof of identity must be attached by the requester.

If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Signed at _____ this day of 20

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Signature of Information Officer

ANNEXURE B: FORM 3

OUTCOME OF REQUEST AND FEES PAYABLE

[Regulation 8]

Note:

If your request is granted the—

amount of the deposit, (if any), is payable before your request is processed; and requested record/portion of the record will only be released once proof of full payment is received.

Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: The Information Officer

Your request dated , refers.

You requested:

OR

You requested:

To be submitted:

Kindly note that your request has been:

Approved

Denied, for the following reasons:

Fees payable with regard to your request:

Deposit payable (if search exceeds six hours):

Yes No

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference No.: _____

Submit proof of payment to: _____

Signed at this day of 20

INFORMATION OFFICER