



PSCBC

PUBLIC SERVICE COORDINATING BARGAINING COUNCIL

PAIA MANUAL

PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL
(Registration Reference LR2/6/6/126)
("PSCBC")
THE PROMOTION OF ACCESS TO INFORMATION MANUAL
("Manual")

1. PREAMBLE

- 1.1. The *Promotion of Access to Information Act, 2000* ("**PAIA**") came into operation on 9 March 2001. PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a private body, that private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.
- 1.2. Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such private body and stipulates the minimum requirements that the manual has to comply with.
- 1.3. This Manual constitutes the Public Service Co-ordinating Bargaining Council's ("**PSCBC**") PAIA manual ("**Manual**"). This Manual is compiled in accordance with section 51 of PAIA as amended by the *Protection of Personal Information Act, 2013* ("**POPIA**"), which gives effect to everyone's Constitutional right to privacy. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.4. This Manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

VERSION	POLICY OWNER	DATE
1.0	PSCBC Office of the General Secretary	1 September 2023

2. ABOUT THE PSCBC

2.1. The PSCBC is an independent organisation established in terms of Section 35 of the Labour Relations Act 66 of 1995 (“**LRA**”), read with Sections 36 and 37. The main objective of the organisation is to maintain good labour relations in the Public Service. In particular, the PSCBC aims to provide a platform, both nationally and provincially, for Public Service parties to:

2.1.1. negotiate resolutions on transverse matters, including terms and conditions of the employment of public servants,

2.1.2. prevent and resolve disputes through mediation and arbitration,

2.1.3. facilitate hearings to resolve disputes that arise in the Public Service (over which the PSCBC has jurisdiction), and

2.1.4. promote good governance, inclusive of research and strategic partnerships.

2.2. The PSCBC designated the following Bargaining Councils in terms of Section 37 of the LRA:

2.2.1. The General Public Service Sectoral Bargaining Council (GPSSBC),

2.2.2. The Public Health and Social Development Sector Bargaining Council (PHSDSBC),

2.2.3. The Safety and Security Sector Bargaining Council (SSSBC) and

2.2.4. The Education Labour Relations Council (ELRC).

3. CONTACT DETAILS

Name of Private Body:	PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL
Designated Information Officer:	Oomang Parag
Email address of Information Officer:	oomangp@pscbc.org.za
Postal address:	Public Service Coordinating Bargaining Council Building B&D 260 Basden Avenue Lytellton 0176
Street address:	Public Service Coordinating Bargaining Council Building B&D

260 Basden Avenue
Lytellton
0176

Phone number: +27 12 644 8100

Fax number: +27 12 664 5834

4. **INFORMATION REGULATOR'S GUIDE**

An official guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA ("**Guide**"). This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the Guide are available from Information Regulator and the Information Officer free of charge. Any request for public inspection of the Guide at the office of PSCBC's Information Officer ("**Information Officer**") or a request for a copy of the Guide from the Information Officer must substantially correspond with Form 1 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to Annexure C.

5. **OBJECTIVES OF THIS MANUAL**

The objectives of this Manual are:

- 5.1. to provide a list of all records held by the legal entity,
- 5.2. to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied,
- 5.3. to define the manner and form in which a request for information must be submitted, and
- 5.4. to comply with the additional requirements imposed by POPIA.

6. **ENTRY POINT FOR REQUESTS**

- 6.1. PAIA provides that a person may only make a request for information if the information is required for the exercise or protection of a legitimate right.
- 6.2. Information will therefore not be furnished unless a person provides sufficient particulars to enable the PSCBC to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.

- 6.3. The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.
- 6.4. The Information Officer will facilitate the liaison with the PSCBC's appointed legal team on all of these requests as necessary.
- 6.5. All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in paragraph 3 above.

7. AUTOMATICALLY AVAILABLE INFORMATION

- 7.1. Information that is obtainable via the PSCBC website about the PSCBC is automatically available and need not be formally requested in terms of this Manual.
- 7.2. The following categories of records are automatically available for inspection, purchase or photocopying:
 - 7.2.1. brochures,
 - 7.2.2. press releases,
 - 7.2.3. publication, and
 - 7.2.4. various other marketing and promotional material.

8. INFORMATION AVAILABLE IN TERMS OF POPIA

- 8.1. In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by PSCBC will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected.
- 8.2. **Categories of personal information collected by PSCBC**
 - 8.2.1. name and surname,
 - 8.2.2. contact number and email address,
 - 8.2.3. physical address,
 - 8.2.4. identity or passport number,
 - 8.2.5. date of birth,
 - 8.2.6. levy amounts,

- 8.2.7. bank details,
- 8.2.8. log files,
- 8.2.9. cookies and web beacons,
- 8.2.10. DoubleClick DART Cookies,
- 8.2.11. information we infer about you based on your interaction with products and services,
- 8.2.12. device information (for example the type of device you're using, how you access platforms, your browser or operating system and your Internet Protocol ("IP") address), and
- 8.2.13. location information.

8.3. The purpose of processing personal information

- 8.3.1. to provide you with information, products or services you request from us,
- 8.3.2. in order to refer you to an appropriate third-party service provider,
- 8.3.3. to communicate with you,
- 8.3.4. to provide you with support, and
- 8.3.5. to provide you with communications related to the work we do (for example to provide you with news and general information about other services and events which we offer, that are similar to those that you have already procured or enquired about).

8.4. A description of the categories of data subjects and of the information or categories of information relating thereto

- 8.4.1. visitors of the PSCBC website,
- 8.4.2. people who make use of the PSCBC 's services, and
- 8.4.3. all data subjects whose personal information is processed by the PSCBC.

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

PSCBC may share your information with:

- 8.5.1. other bargaining councils which are affiliated with us,

- 8.5.2. a limited number of our employees and third-party service providers (other than those who we refer you to), who interact with you on our behalf,
- 8.5.3. other parties in response to a legal or regulatory obligation we may have,
- 8.5.4. other parties when we perform an obligation we have towards you,
- 8.5.5. other parties in response to legal process or when necessary to conduct or protect our legal rights,
- 8.5.6. companies that provide services to us or act on our behalf may have access to information about you. These companies are limited in their ability to use information they receive in the course of providing services to us or you,
- 8.5.7. third parties where you provide consent. In some cases, third parties (often advertisers) may wish to attain information about you in order to promote their products to you, or for whatever other reason. We may share information with third parties where you provide consent in the form of an explicit opt-in. Before we ask you to opt-in, we will endeavour to provide you with a clear description of what data would be shared with the third-party. Remember that once you have opted in to allow us to send your information to the third-party, we cannot control what they do with your data; therefore, be sure to investigate their privacy policies before providing permission for us to share your information; and
- 8.5.8. third parties in the course of a business transfer. Where all or a part of our business is merged, sold or reorganised, personal information about you may be shared with the successor entity. The PSCBC will use reasonable measures to help ensure that any successor entity processes personal information in accordance with this Policy.

8.6. Planned transborder flows of personal information

PSCBC might transfer your personal information to places outside of South Africa and store it there, where our suppliers might process it. If this is required, the PSCBC will comply with applicable data privacy laws and the PSCBC privacy policy before effecting the transfer of your personal Information.

8.7. A general description of information security measures to be implemented by PSCBC

- 8.7.1. PSCBC takes extensive information security measures to ensure the confidentiality, integrity and availability of personal information in our possession. PSCBC takes appropriate technical and organisational measures designed to

ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

8.7.2. The following security measures have been instituted to ensure confidentiality, integrity and availability of information:

8.7.2.1. dedicated hosting of servers at a secure off-site data centre,

8.7.2.2. daily cloud back up services of all servers,

8.7.2.3. ransomware protection of all information through ASE-256-bit encryption of PSCBC information,

8.7.2.4. anti-virus software with live monitoring and management; and

8.7.2.5. set up of secure firewalls on all servers.

9. **INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of certain provisions of the following legislation to the persons or entities specified in such legislation:

- Basic Conditions of Employment Act, 1997.
- Compensation for Occupational Injuries and Health Diseases Act, 1993.
- Employment Equity Act, 1998.
- Estate Agency Affairs Act, 1976.
- Income Tax Act, 1962.
- Insolvency Act, 1936.
- Labour Relations Act, 1995.
- Occupational Health and Safety Act, 1993.
- Pension Funds Act, 1956.
- Skills Development Act, 1998.
- Skills Development Levies Act, 1999.
- Unemployment Contributions Act, 2002.
- Unemployment Insurance Act, 2001, and
- Value Added Tax Act, 1991.

10. **CATEGORIES OF RECORDS AVAILABLE UPON REQUEST**

10.1. PSCBC maintains records on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA.

- 10.2. Please note further that many of the records held by PSCBC are those of third parties, such as clients and employees, and PSCBC takes the protection of third-party confidential information very seriously. In particular, where PSCBC acts as professional advisors to clients, many of the records held are confidential and others are the property of the client and not of the PSCBC. For further information on the grounds of refusal of access to a record please see paragraph 11.5 below. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Category of records	Records
Internal records The records listed pertain to PSCBC's own affairs	• Incorporation documents (MOI, articles of association), • financial records, • operational records, • intellectual property, • marketing records, • internal correspondence, • service records, • statutory records, • internal policies and procedures, and • minutes of meetings.
Personnel records For the purposes of this section, " personnel " means any person who works for or provides services to or on behalf of the PSCBC and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of the PSCBC. This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and contract workers.	• any personal records provided to us by our personnel, • any records that a third-party has provided to us about any of their personnel, • conditions of employment and other personnel-related contractual and quasi legal records, • employment policies and procedures, • internal evaluation and disciplinary records, and • other internal records and correspondence.
Investee/Portfolio company-related records	• documents processed during the assessment and review of prospective investment opportunities, and • contracts with investees/portfolio companies and between such entities and other persons.
Other third-party records Records are kept in respect of other parties, including without limitation joint ventures and consortia to which the PSCBC is a party, contractors and sub-contractors, suppliers, service providers, and providers of information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to the PSCBC.	• personnel, client, or PSCBC records which are held by another party as opposed to being held by PSCBC, and • records held by PSCBC pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers.
Other records	• information relating to PSCBC, and • research information belonging to PSCBC or carried out on behalf of a third party.

11. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**11.1. Completion of the prescribed form**

- 11.1.1. Any request for access to a record in terms of PAIA must substantially correspond with Form 2 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations and should be specific in terms of the record requested. Please refer to Annexure A.
- 11.1.2. A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.
- 11.1.3. POPIA provides that a data subject may, upon proof of identity, request PSCBC to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 11.1.4. POPIA also provides that where the data subject is required to pay a fee for services provided to them, PSCBC must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.
- 11.1.5. Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.
- 11.1.6. POPIA provides that a data subject may object, at any time, to the processing of personal information by PSCBC, on reasonable grounds relating to their particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Annexure E and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.
- 11.1.7. A data subject may also request PSCBC to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that PSCBC is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 11.1.8. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address,

facsimile number or electronic mail address set out above on the form attached hereto as Annexure F.

11.2. Proof of identity

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

11.3. Payment of the prescribed fees

11.3.1. There are two categories of fees which are payable:

11.3.1.1. The request fee: R140.00.

11.3.1.2. The access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in Annexure B.

11.3.2. Section 54 of PAIA entitles the PSCBC to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Annexure B of Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to Annexure D.

11.3.3. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

11.4. Timelines for consideration of a request for access

11.4.1. Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

11.4.2. The Information Officer will inform the requester of the decision, and the fees payable (if applicable) on a form that corresponds substantially with Form 3 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations.

11.4.3. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

11.5. Grounds for refusal of access and protection of information

- 11.5.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:
- 11.5.1.1. the protection of personal information of a third person (who is a natural person) from unreasonable disclosure,
 - 11.5.1.2. the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party),
 - 11.5.1.3. if disclosure would result in the breach of a duty of confidence owed to a third-party,
 - 11.5.1.4. if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person,
 - 11.5.1.5. if the record was produced during legal proceedings, unless that legal privilege has been waived,
 - 11.5.1.6. if the record contains trade secrets, financial or sensitive information or any information that would put the PSCBC (at a disadvantage in negotiations or prejudice it in commercial competition), and/or
 - 11.5.1.7. if the record contains information about research being carried out or about to be carried out on behalf of a third party or by the PSCBC.
- 11.5.2. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- 11.5.3. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

12. **AVAILABILITY OF THIS MANUAL**

Copies of this Manual are available for inspection, free of charge, at the offices of PSCBC and at <https://pscbc.co.za/psc-bc-paia-manual>

Annexure A - FORM 2: REQUEST FOR ACCESS TO RECORD

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO:

Information Officer: Mr Oomang Parag

Email address: oomangp@pscbc.org.za

Postal address: Public Service Coordinating Bargaining Council
Building B&D
260 Basden Avenue
Lytellton
0176

Street address: Public Service Coordinating Bargaining Council
Building B&D
260 Basden Avenue
Lytellton
0176

Phone number: +27 12 644 8100

Fax number: +27 12 664 5834

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION

Full names:	
Identity number:	
Capacity in which request is made (when made on behalf of another person):	
Postal Address:	
Street Address:	
E-mail Address	
Contact numbers:	
Tel. (B):	
Cellular:	

Facsimile	
Full names of person on whose behalf request is made <i>(if applicable)</i> :	
Identity number:	
Postal Address:	
Street Address:	
E-mail Address:	
Contact numbers:	
Tel. (B):	
Cellular:	
Facsimile	
PARTICULARS OF RECORD REQUESTED 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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)	
Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription or virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	

Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language: (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	A request fee must be paid before the request will be considered.
b)	You will be notified of the amount of the access fee to be paid.
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:	

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:

Postal address	Facsimile	Electronic communication (<i>Please specify</i>)

Signed at _____ on this _____ day of _____
20____

Signature of requester / person on whose behalf request is made

.....

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

Annexure B : FEES IN RESPECT OF PRIVATE BODIES**FEES IN RESPECT OF PRIVATE BODIES**

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requester)	R40.00
	(ii) Compact disc	
	• If provided by requester	R40.00
	• If provided to the requester	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by requester)	R40.00
	(ii) Compact disc	
	• If provided by requester	R40.00
	• If provided to the requester	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

Annexure C - Form 1 REQUEST FOR A COPY OF THE GUIDE

REQUEST FOR A COPY OF THE GUIDE

[Regulations 2 and 3]

TO: The Information Regulator
P.O. Box 31533
Braamfontein
2017

Email address:

Tel number: +27 (0) 10 023 5200

OR

Information Officer: Mr Oomang Parag**Email address:** oomangp@pscbc.org.za

Postal address: Public Service Coordinating Bargaining Council
Building B&D
260 Basden Avenue
Lytellton
0176

Street address: Public Service Coordinating Bargaining Council
Building B&D
260 Basden Avenue
Lytellton
0176

Phone number: +27 12 644 8100**Fax number: +27 12 664 5834**

I,

Full names:				
In my capacity as (mark with "x")	Information Officer		Other	
Name of public/private body (if applicable)				
Postal Address:				
Street Address:				
Email Address:				
Facsimile:				
Contact numbers:	Tel. (B):		Cellular:	

hereby request the following copy(ies) of the guide:

Language (make with "X")	No. of copies	Language (make with "X")	No. of copies
☐ Sepedi		☐ Sesotho	
☐ Setswana		☐ siSwati	

	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			IsiXhosa	
	isiZulu				

Manner of collection (mark with "x")

Postal address	Facsimile	Electronic communication (please specify)

Signed at _____ on this _____ day of _____
20_____

Signature of requester

Annexure D - FORM 3: OUTCOME OF REQUEST AND OF FEES PAYABLE**OUTCOME OF REQUEST AND OF FEES PAYABLE**

[Regulation 8]

Note:

1. If your request is granted the-
 - a) amount of the deposit, (if any), is payable before your request is processed; and
 - b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

You requested:

Personal inspection of information at the registered address of the Public Service Co-ordinating Bargaining Council (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you are liable for the fees prescribed in Annexure B.

OR

You requested:

Printed copies of the information (including copies of virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

Kindly note that your request has been:

☐

Approved

☐

Denied for the following reasons:

Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number pages/items	of	Total
Photocopy				
Printed copy				
For a copy in a computer-readable form on:				
(iii) Flash drive (to be provided by requestor)	R40.00			
(iv) Compact disc				
• If provided by requestor	R40.00			
• If provided to the requestor	R60.00			
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.			
Copy of visual images				
Transcription of an audio record, per A4-size page	R24.00			
Copy of an audio record on:				
(iii) Flash drive (to be provided by requestor)	R40.00			
(iv) Compact disc				
• If provided by requestor	R40.00			
• If provided to the requestor	R60.00			
Postage, e-mail or any other electronic transfer:	Actual costs			
TOTAL				

Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

Hours of search		Amount of deposit (Calculated on one third of total amount per request)	
-----------------	--	--	--

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 number: _____
Submit proof of payment to: _____

Signed at _____ on this _____ day of _____
20_____

Signature of Information Officer

Annexure E - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

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.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (<i>Please provide detailed reasons for the objection</i>)

Signed at this day of20.....

.....
Signature of data subject/designated person

**Annexure F - 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)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request 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.*

Mark the appropriate box with an "x".

Request for:

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()

Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; 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. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....

Signature of data subject/ designated person