



PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

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1. Acronyms and Abbreviations

Acronym	Full Description
CEO	Chief Executive Officer
IO	Information Officer
DIO	Deputy Information Officer
PAIA	Promotion of Access to Information Act No. 2 of 2000 (as amended)
POPIA	Protection of Personal Information Act No. 4 of 2013
Regulator	Information Regulator

2. Purpose of the PAIA Manual

This PAIA Manual is designed to help members of the public understand how to access information held by *Southern African Institute of Steel Construction NPC* and what information is available without needing to submit a formal request. Specifically, this manual aims to:

- Identify the types of records the organisation makes available without requiring a formal PAIA request
- Explain how to request access to information, including the subjects the organisation holds records on and the categories of records under each subject
- List records that are available in terms of other applicable legislation
- Provide the contact details of the Information Officer and Deputy Information Officer(s) who are responsible for assisting the public with information access
- Describe the official PAIA Guide developed by the Information Regulator and how to obtain it
- Outline whether the organisation processes personal information, the purpose of such processing, and the categories of data subjects and types of personal information held
- Indicate the recipients (or categories of recipients) to whom personal information may be disclosed
- State whether the organisation intends to transfer or store personal information outside of South Africa, and who the recipients of that information may be, and
- Describe the security measures in place to protect the confidentiality, integrity, and availability of the personal information processed by the organisation.

3. Contact Details

Information Officer:

Name: *Amanuel Gebremeskel*

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Email: *amanuel@saisc.co.za*

Deputy Information Officer(s):

Name(s): *Elrika Boshoff*

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General Contact Email for PAIA Requests:

elrika@saisc.co.za

Physical Address: Suite 129, The Link Rosebank, 173 Oxford Road, Rosebank, Johannesburg, 2196

Postal Address: PO Box 291724, Mellville, Johannesburg, 2109

Telephone: *011 726 6111*

Website: *www.saisc.co.za*

4. Guide on How to Use PAIA and How to Access the Official Guide

In accordance with Section 10(1) of the Promotion of Access to Information Act (PAIA), the Information Regulator has published a comprehensive Guide on how to exercise rights under PAIA and POPIA (the Protection of Personal Information Act). This Guide is written in plain language and aims to help any person—whether a member of the public or an organisation—understand and use the rights granted by these laws.

4.1 What the Guide Covers

The Guide provides practical information on:

- The purpose and objectives of both PAIA and POPIA;
- How to contact Information Officers and Deputy Information Officers of public and private bodies;
- How to make a valid request for access to information—whether from a public or private body;
- The support available from both the organisation’s Information Officer and the Information Regulator;
- Legal remedies available to individuals where access to information is denied, including:

- Lodging internal appeals (for public bodies),
- Filing complaints with the Information Regulator,
- Taking the matter to court if necessary;
- The requirement for public and private bodies to compile a PAIA manual and how the public can access these manuals;
- Rules for voluntary disclosure of records;
- Information about fees payable for access to records;
- Regulations made under PAIA to ensure consistent application of the law.

4.2 Availability of the Guide

- The Guide is available in all official South African languages, as well as in braille.
- It can be viewed or copied from the offices of public or private bodies, including this organisation's office, during normal working hours.

4.3 How to Obtain the Guide

Members of the public can obtain a copy of the Guide in the following ways:

- By requesting it directly from the organisation's Information Officer;
- From the Information Regulator's website at: <https://www.justice.gov.za/inforeg/>

4.4 Languages Available at This Organisation

This organisation makes the Guide available for public inspection in the following two official languages:

- *English*
- *Afrikaans*

5. Records Available Without Request

Category	Type of Record	On Website	Available on Request
Policies	Code of Conduct	✓	✓
	Code of Ethics	✓	✓
	BBBEE Certificate		✓
	Financial Records		✓
	PAIA Manual		✓

6. Records Available Under Other Laws

Category	Law
MOI	Companies Act 71 of 2008
Employee Records	Basic Conditions of Employment Act
CIPC Documents	Companies Act 71 of 2008
PAIA Manuel	Promotion of Access to Information Act 2 of 2000

7. Subjects & Record Categories

Subject Area	Types of Records
HR	Contracts, Payslips, Leave Records
Finance	Invoices, Bank Statements, Credit Notes, Reports

8. Processing of Personal Information

8.1 Purpose of processing personal information

For HR management and Service delivery

8.2 Data Subjects & Categories

Data Subject	Personal Info
Customers / Clients	name, address, identity numbers, email address, certification (if any) contact number
Service Providers	names, registration number, vat numbers, address and bank details
Employees	address, qualifications, gender and race, identity number, contact number

8.3 Recipients of Personal Info

Personal Info	Recipients
ID, ontact nr, email, address ect	For office use only (internal)
Qualifications	For office use only (internal)

8.4 Transborder Flows

No personal information is stored overseas. All stored in South Africa on our internal servers

8.5 Security Measures

All information is password-protected with firewalls, encryption all managed by Qwerti a security company under VOX

9. Accessing the Manual

This Manual is available:

- At our offices during business hours
- Upon request from the Information Officer
- To the Information Regulator upon request

10. Updating the Manual

This manual is updated regularly by the Information Officer.

Issued by:

Elrika Boshoff

Financial & Procurement Manager



30 June 2025