

Data Prime Solutions Proprietary Limited
(Registration Number: 2007/019346/07
("Data Prime"))

Promotion of Access to Information Act Manual

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA") and to address requirements of the Protection of Personal Information Act, 4 of 2013 ("POPI").

1 Introduction

- 1.1 PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by any 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 (a) if the requester is able to show that the record is required for the exercise or protection of any rights; and (b) no grounds of refusal contained in PAIA are applicable.
- 1.2 This manual has been compiled in accordance with section 51 of PAIA, as amended by POPIA, which promotes the protection of personal information processed by both private and public bodies. This manual includes information regarding the lodging of objections to the processing of personal information and requests to destroy or delete personal information held by Data Prime.
- 1.3 The objectives of this manual are to list of all records held by Data Prime, set out the requirements with regard to who may request information in terms of PAIA and the grounds on which such a request may be denied, define the manner and form in which a request for information must be submitted and to comply with the additional requirements imposed by POPIA.

2 Information Regulator Guide

- 2.1 The Information Regulator (established in terms of POPIA) has compiled an official guide which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. Copies of the updated Guide are available from the Information Regulator free of charge.
- 2.2 The contact details of the Information Regulator are as follows:

Physical address:	The Information Regulator (South Africa) JD House, 27 Stiemens Street Braamfontein 2001
Postal address:	PO Box 31533, Braamfontein, 2017
Telephone number:	+27 10 023 5207
Fax number:	+27 11 403 0668
PAIA Complaints email:	PAIAComplaints@inforegulator.org.za
POPIA Complaints email:	POPIAComplaints@inforegulator.org.za
General enquiries email:	enquiries@inforegulator.org.za

3 Data Prime

Data Prime is a provider of a desktop and SaaS solution for auditors and accountants which enables them to produce and automate financial statements in compliance with applicable standards e.g. IFRS as well as providing a working paper solution for assurance engagements, e.g. Audit (ISA).

4 Contact Details

- 4.1 Physical Address: Stoneridge Office Park
Block C
Greenstone
Gauteng
South Africa
1609
- 4.2 Postal Address: The same as above
- 4.3 Telephone: +27 (86) 151 5153
- 4.4 E-mail: info@dataprime.co.za
- 4.5 Website Address: www.draftworx.com
- 4.6 Managing Director: Earl Steyn

5 Information Officer

- 5.1 Data Prime has duly authorised and appointed the information officer below to whom requests for access to information must be made in terms of PAIA:

Information Officer: Earl Steyn

Telephone: +27 (86) 151 5153

E-mail: earl@draftworx.com

- 5.2 The Information Officer appointed in terms of PAIA is the same person appointed as the Information Officer in terms of POPIA. The Information Officer oversees the functions and responsibilities as required for in terms of both PAIA as well as the duties and responsibilities in terms of section 55 of POPIA.
- 5.3 All requests for information in terms of PAIA and POPIA must be addressed to the Information Officer marked for his attention.

6 Requests for Information

- 6.1 A request for information may only be made if the information is required for the exercise or protection of a legitimate right.
- 6.2 All requests for information must include sufficient particulars to enable Data Prime to identify the right that the requester is seeking to protect together with an explanation as to why the information requested is required to exercise or protect such right.

- 6.3 Requests for information in terms of this manual may not be used to access a record for criminal or civil proceedings, nor should a record be requested after the commencement of such proceedings.

7 Records available in terms of POPIA

- 7.1 Personal information is collected and processed by Data Prime for the specified purpose ordinarily disclosed when the information is collected. For more information on the purposes for which personal information is collected and processed, please refer to Data Prime's privacy policy (which is available at <https://draftworx.com/DataPrime%20Privacy%20Policy.pdf>) ("the Privacy Policy").
- 7.2 Data Prime collects the following personal information:

Data Subject	Type of Personal Information	Purpose
Employees	Name and contact details, identity numbers and documents, employment history, qualifications, references, banking details, payroll information, payment records, employment contracts, medical aid records, performance assessments, disciplinary records, leave records, training records, marital status, criminal records, CVs.	Verification of prospective employees' information for purposes of recruitment, to register employees on the Data Prime's payroll, payments to employees, compliance with applicable labour laws, maintain necessary employment records.
Directors	Name and contact details, identity numbers and documents	Deliver notices to directors, maintain Data Prime's statutory compliance.
Service Providers	Company registration details, income tax and VAT registration details, BEE certificates, payment details including bank accounts, invoices, contractual agreements, addresses, contact details, any records provided by service providers to Data Prime and records generated by Data Prime internally relating to the services provided.	Verification of information, to register or engage with suppliers, including payment of invoices.
Consultants or contractors	Dependant on the nature of the consultant or contractor but may include information identified under employees or service providers.	Same purposes listed above.
Customers	Name and contact details, identity or registration numbers, date of birth or registration, banking / credit card information.	Create and maintain an account for each customer, provide the customer with access to Data Prime's software and for billing purposes.
Shareholders and Beneficial Owners	Name and contact details, identity or registration numbers, date of birth or registration.	Maintain securities register and statutory compliance.

8 Records available in terms of other legislation

Records are kept by Data Prime in accordance with the following legislation:

- 8.1 Basic Conditions of Employment Act, 75 of 1997;
- 8.2 Companies Act, 71 of 2008;
- 8.3 Compensation for Occupational Injuries and Diseases Act, 130 of 1993;
- 8.4 Consumer Protection Act, 68 of 2008;
- 8.5 Electronic Communications and Transactions Act, 25 of 2002;
- 8.6 Employment Equity Act, 55 of 1998;
- 8.7 Financial Intelligence Centre Act, 38 of 2001;
- 8.8 Income Tax Act; 58 of 1962;
- 8.9 Labour Relations Act, 66 of 1995;
- 8.10 National Credit Act, 34 of 2005;
- 8.11 Skills Development Act, 97 of 1998;
- 8.12 Skills Development Levies Act, 9 of 1999;
- 8.13 Unemployment Insurance Act, 63 of 2001;
- 8.14 Unemployment Insurance Contributions Act, 4 of 2002;
- 8.15 Value-Added Tax Act, 89 of 1991.

9 Subjects and Categories of Records Held

This section of the manual sets out the subjects and categories of records held by Data Prime. The inclusion of any subject or category of records should not be construed as an indication that records falling within that subject or category shall be made available. In particular, certain grounds of refusal, as set out in the Act, may be applicable to such records.

- 9.1 Statutory Company Documents:
 - 9.1.1 memoranda of incorporation and registration certificates;
 - 9.1.2 proxy forms;
 - 9.1.3 records relating to the appointment of directors;
 - 9.1.4 resolutions;
 - 9.1.5 share certificates;

- 9.1.6 share registers; and
- 9.1.7 other statutory registers.
- 9.2 Accounting Records:
 - 9.2.1 accounting records, books and documents;
 - 9.2.2 annual financial statements;
 - 9.2.3 bank statements;
 - 9.2.4 management accounts;
 - 9.2.5 interim and annual financial reports;
 - 9.2.6 invoices in respect of creditors and debtors;
 - 9.2.7 tax returns;
 - 9.2.8 banking information; and
 - 9.2.9 other financial records.
- 9.3 Information Technology:
 - 9.3.1 computer and telecommunications software, support and maintenance agreements; and
 - 9.3.2 other documentation pertaining to computer and printer systems, telecommunications and computer programmes.
- 9.4 Intellectual Property:
 - 9.4.1 trade marks and copyright;
 - 9.4.2 records relating to domain names; and
 - 9.4.3 licences and other agreements relating to intellectual property rights.
- 9.5 Personnel Records:
 - 9.5.1 list of employees;
 - 9.5.2 contracts and/or documentation pertaining to arrangements with directors;
 - 9.5.3 personnel files in respect of the employees;
 - 9.5.4 other information relating to employees; and
 - 9.5.5 internal phone lists.
- 9.6 Governance records:

- 9.6.1 minutes of meetings;
- 9.6.2 policies;
- 9.6.3 directives; and
- 9.6.4 resolutions.

9.7 Marketing:

- 9.7.1 articles and newsletters;
- 9.7.2 educational resources and training materials;
- 9.7.3 educational and training content; and
- 9.7.4 circulars and communications.

9.8 Miscellaneous Agreements

9.9 Movable and Immovable property:

- 9.9.1 agreements for the lease of immovable property;
- 9.9.2 agreements for the purchase of movable property; and
- 9.9.3 other agreements for the purchase, ordinary sale, conditional sale or hire of assets.

10 Right to Refuse Access to Information

- 10.1 Records of a public nature, typically those disclosed on Data Prime's website, may be accessed without the need to submit a formal application.
- 10.2 Data Prime has the right to refuse access to records where:
 - 10.2.1 the record would unreasonably disclose personal information about a natural person, including a deceased individual (unless written permission for access is granted); and
 - 10.2.2 the record contains one of the following:
 - 10.2.2.1 trade secrets;
 - 10.2.2.2 financial, commercial, scientific or technical information whereby the disclosure thereof could likely cause harm to the financial or commercial interests of a third party or Data Prime;
 - 10.2.2.3 information about research by a third party or Data Prime which could put that third party or the entity at a disadvantage in a negotiation or prejudice him in competition, unless written consent is given;
 - 10.2.2.4 access would put the entity in breach of a duty of confidence which we owe a third party unless that third party gives written consent for access to be granted;

- 10.2.2.5 access could be expected to endanger someone's life or physical safety, prejudice or impair the security of a building, structure, system, means of transport or other property;
- 10.2.2.6 the record is privileged from being produced as evidence in legal proceeding, unless the person protected has waived that protection;
- 10.2.2.7 if the request is for access to your personal information and you could not provide adequate proof of identity to Data Prime; and
- 10.2.2.8 requests for information that are frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

11 Procedure for Requesting Documents

11.1 Form of request

- 11.1.1 The requester is required to use the prescribed form annexed hereto as "A" to submit a request for access to a record held by Data Prime. The request is required to be made to the address of the information officer of Data Prime and should be clearly addressed to the information officer.
- 11.1.2 The requester is required to provide sufficient particularity on the request form to enable the information officer to identify the record and the requester. The requester should also indicate which form of access to the record is required and if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- 11.1.3 The requester is required to state the right that he or she is seeking to exercise or protect and provide a written explanation as to why the requested record is required for the exercise or protection of that right.

11.2 Fees

- 11.2.1 The fee for a copy of this manual is R1.10 for every photocopy of an A4-size page or part thereof.
- 11.2.2 The request fee payable by a requester, other than a person seeking access to a record containing his or her personal information, is R50.00.
- 11.2.3 The access fees payable by a requester whose request for access to a record of Kuda has been granted are as follows:

11.2.3.1	For every photocopy of an A4-size page or part thereof	R1.10
11.2.3.2	For every printed copy of an A4- size page or part thereof held on a computer or in electronic or machine readable form	R0.75
11.2.3.3	For a copy in a computer-readable form on – (a) Stiffy disc (b) Compact disc	R7.50 R70.00
11.2.3.4	For a transcription of visual images, for an A4-size page or part thereof	R40.00

11.2.3.5	For a copy of visual images	R60.00
11.2.3.6	For a transcription of an audio record, for an A4-size page or part thereof	R20.00
11.2.3.7	For a copy of an audio record	R30.00

11.2.4 To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

11.2.5 For purposes of section 54(2) of the Act, the following applies:

11.2.5.1 Six hours as the hours to be exceeded before a deposit is payable; and

11.2.5.2 One third of the access fee is payable as a deposit by the requester.

11.2.6 The actual postage is payable when a copy of a record must be posted to a requester.

12 Availability of the Manual

The manual will be available for inspection at the offices of Data Prime free of charge or on Data Prime's website at www.draftworx.com.

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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]

The Head:

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:

[illegible]

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:

[illegible]

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: 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.	Form in which record is required:
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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:

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

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

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?

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Signed at this day..... of year

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