



STAINLESS STEEL DESIGNS CC

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act
2 of 2000

Date of Compilation: 02/09/2025
Date of Revision: 02/09/2025

1) LIST OF ACRONYMS AND ABBREVIATIONS

1.1	"CC"	Closed Corporation
1.2	"PAIA"	Promotion of Access to Information Act o 2 of 2000 (as amended)
1.3	"POPIA"	Protection of Personal Information Act No 4 of 2013
1.4	"IO"	Information Officer
1.5	"Regulator"	Information Regulator

2) PURPOSE OF PAIA MANUAL

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 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 in ensure confidentiality, integrity and availability of the personal information which is to be processed

3) KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF STAINLESS STEEL DESIGNS CC

CHIEF INFORMATION OFFICER

NAME: PATRICIA BRAUN
TEL: 012 666 7764
EMAIL: pat@stainlesssteeldesigns.co.za

DEPUTY INFORMATION OFFICER -

NAME: KARL BRAUN
TEL: 012 666 7764
EMAIL: karl@stainlesssteeldesigns.co.za

Access to information general contacts

EMAIL: pat@stainlesssteeldesigns.co.za

NATIONAL OR HEAD OFFICE

POSTAL ADDRESS: 779 WIERDA PARK, 0149
PHYSICAL ADDRESS: 43 RUDOLPH STREET, SUNDERLAND RIDGE, CENTURION, 0157
TELEPHONE: 012 666 7764
EMAIL: pat@stainlesssteeldesigns.co.za
WEBSITE: www.stainlesssteeldesigns.co.za

4) 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 personal 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 electronic mail address of:

the information Officer of every public body and
every Deputy Information Officer of every public and private body
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(3) and
access to a record of a private body contemplated in section 50(4)

The assistance available from the IO 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(5) and 51(6) 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(7) and 52(8) 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(9) and 54(10) regarding fees to be
paid in relation to requests for access and

The regulations made in terms of section 92(11)

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 Office
from the website of the Regulator

A copy of the Guide is also available in the following official language
for public inspection during normal office hours:

ENGLISH

5) CATEGORIES OF RECORDS OF STAINLESS STEEL DESIGNS CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS:

CATEGORY OF RECORDS	TYPE OF RECORD	AVAILABLE WEBSITE	ON REQUEST
Company Information	Contact details Email address telephone and cellphone	X	

	number		
	Address		
	Contact person		

6) DESCRIPTION OF THE RECORDS OF STAINLESS STEEL DESIGNS CC WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

CATEGORY OF RECORDS	APPLICABLE LEGISLATION
Closed Corporation	Closed Corporations Act of 1984
PAIA Manual	Promotion of Access to Information Act 2 of 2000

7) DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY STAINLESS STEEL DESIGNS CC

SUBJECTS ON WHICH THE BODY HOLDS RECORDS	CATEGORIES OF RECORDS
DOCUMENTS	CUSTOMER CREDIT APPLICATION FORMS
HUMAN RESOURCES	EMPLOYEE RECORDS

8) PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

Customer Credit Application Forms for purpose of opening an account we need to do the relevant credit checks with financial institutions or third parties

Employee Records for purpose of employment contracts and salary information for accounting purposes/SARS.

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto:

CATEGORIES OF DATA SUBJECTS	PERSONAL INFORMATION THAT MAY BE PROCESSED
Customers/Clients	name,address,registration number employment status, bank details, vat number cellphone/telephone number, email address
Employees	name,address,identity number, tax number, gender race, qualifications, contact details, email address

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

CATEGORY OF PERSONAL INFORMATION	RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED
Identity number and names for criminal checks Tax related queries Company credit checks	South African Police Services Legal SARS, Accounting Financial institutions, Credit Bureas Third party for trade reference

8.4 Planned transborder flows of personal information:

N/A

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

We may hold your personal information in electronic or in hard copy form. We may keep this information at our own premises.

We are committed to keeping your personal information safe.

We use physical and electronic safeguards such as Norton anti Virus which we renew annually,

We implement appropriate security measures to protect your personal information that is our possession against accidental or unlawful destruction, loss, alteration unauthorized disclosure, unauthorized disclosure, unauthorized access in accordance with applicable law.

We will inform you and the regulatory if we believe that your personal information has been accessed or acquired by an unauthorized person.

9) **AVAILABILITY OF THE MANUAL**

A copy of the Manual is available on www.stainlesssteeldesigns.co.za

At the office of Stainless Steel Designs cc for public inspection during normal business hours

to any personal upon request and upon the payment of a reasonable prescribed fee and

To the information Regulator upon request.

A fee for a copy of the Manual, as contemplated i annexure B of the Regulations

shall be payable per each A4 size photocopy made.

10) UPDATING OF THE MANUAL

The head of Stainless Steel Designs cc will update the manual on a regular basis.

Issued by

PATRICIA BRAUN
MEMBER