**Online PAIA Manual**

This is what you get for the princely sum of R199:

The Manual is compiled, using the information you supply online. Once compiled, a copy is sent electronically to the Commission for Human Rights. This fulfils the client obligation to file a copy with the Commission as required in the Act. A copy of the email to the Commission is also sent to the client as proof of submission.

A copy of the Manual is loaded onto the *accesstoinfo* website and clients are given a unique location (URL) that will allow any person to view the Manual online. If clients do not have a website of their own, they are able to use this unique URL in all correspondence and business documents as a demonstration of compliance with the Act and as a destination for any enquiries.

Clients are given a username and password will enable them to go login and amend their Manual at any time.  After any amendment, the amended Manual will again be sent to the Human Rights Commission with a request to update its records. Clients will receive a copy of this mail for their records. All records are permanently maintained for the benefit of clients.

The website and processes have been updated to comply with the amendments to the PAIA that are included in the Protection of Personal Information Act 2013.

Compiling and filing your own personal PAIA manual has been made as simple as possible.

Please [**click here**](http://www.accesstoinfo.co.za) to access the website and set the ball rolling.