

**The Moonstone Group of Companies**  
**PAIA MANUAL**

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Manual Owner	The Moonstone Group of Companies
Responsible Business Unit	MCOM, MIR, MSS, MBSE, MBS

## MANUAL STATEMENT

- This manual forms part of the manual owner's internal business processes and procedures.
- Any reference to "Moonstone", "the organisation" or "we/us" is a direct reference to "The Moonstone Group of Companies", which in turn refers to Moonstone Information Refinery (Pty) Ltd, Moonstone Compliance (Pty) Ltd, Moonstone Business School of Excellence (Pty) Ltd, Moonstone Software Solutions (Pty) Ltd, Moonstone Business Solutions (Pty) Ltd and any subsequent subsidiary or holding company of the Moonstone Group which may be incorporated or registered after the date on which this Manual was adopted.
- Moonstone's governing body, its employees, volunteers, contractors, suppliers and any other persons acting on behalf of the Moonstone are required to familiarise themselves with the manual's requirements and undertake to comply with the stated processes and procedures.
- Risk owners and control owners are responsible for overseeing and maintaining control procedures and activities.

## MANUAL ADOPTION

By signing this document, I authorise the manual owner's approval and adoption of the processes and procedures outlined herein.

Name & Surname	Hjalmar Bekker
Capacity	Chief Executive Officer / Director
Signature	
Date	05-05-2022

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## 1 DEFINITIONS

### 1.1 Data Subject

The person to whom personal information relates.

### 1.2 Deputy Information Officer

The person to whom any power or duty conferred or imposed on an Information Officer by POPI has been delegated.

### 1.3 Head

In relation to a private body means:

- in the case of a natural person, that natural person or any person duly authorised by that natural person;
- in the case of a partnership, any partner of the partnership or any person duly authorised by the partnership;
- in the case of a juristic person:
  - the chief executive officer or equivalent officer of the juristic person or any person duly authorised by that officer; or
  - the person who is acting as such or any person duly authorised by such acting person

### 1.4 Information Officer

The head of a private body.

### 1.5 Information Regulator

The Regulator established in terms of Section 39 of POPI.

### 1.6 PAIA

The Promotion of Access to Information Act 2 of 2000

### 1.7 Person

A natural person or a juristic person

### 1.8 Personal Information

- Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to: information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- Information relating to the education or the medical, financial, criminal or employment history of the person;
- Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person, the biometric information of the person;
- The personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the person; and the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

### 1.9 Personal Requester

A requester seeking access to a record containing personal information about the requester

### 1.10 POPIA

The Promotion of Personal Information Act 4 of 2013

### 1.11 Private body

- a natural person who carries or has carried on any trade, business or profession, but only in such capacity
- a partnership which carries or has carried on any trade, business or profession; or
- any former or existing juristic person, but excludes a public body

### 1.12 Processing

Any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including the collection, receipt, recording, collation, storage, updating or modification, retrieval, alteration, consultation or use, dissemination by means of transmission, distribution or making available in any other form, or merging, linking, as well as restriction, degradation, erasure or destruction of information.

### 1.13 Public body

- any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere of government; or
- in any other functionary or institution when:
  - exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
  - exercising a public power or performing a public function in terms of any legislation

### 1.14 Requester

In relation to a private body, means any person, including, but not limited to public body or an official thereof, making a request for access to a record of the Moonstone or a person acting on behalf of such person

### 1.15 Request for access

A request for access to a record of the Moonstone in terms of section 50 of PAIA.

### 1.16 Record

Any recorded information regardless of the form or medium, in the possession or under the control of the Moonstone irrespective of whether or not it was created by the Moonstone

### 1.17 Third Party

In relation to a request for access to a record held by the Moonstone, means any person other than the requester

## 2 MANUAL PURPOSE

The Promotion of Access to Information Act, 2000, gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State or any other person (or private body), when that information is required for the exercise or protection of any rights.

The purpose of PAIA is to:

- foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information, and to
- actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.

The Moonstone recognises everyone's right to access to information and is committed to provide access to the Moonstone's records where the proper procedural requirements as set out by PAIA and POPI have been met.

The Moonstone's PAIA manual is compiled in accordance with section 51 of the Act and contains the following provisions:

**Annexure A : Contact Details & Business Type**

This section provides Moonstone's postal and street address, phone and fax number and, if available, the e-mail address of the head of Moonstone

**Annexure B : Section 10 PAIA Guide**

This section provides a description of the guide referred to in Section 10 of PAIA and how you may obtain access to it

**Annexure C : Statutory Records**

This section provides a description of the various statutes in terms of which Moonstone is required to maintain records

**Annexure D : Availability of Records**

This section provides a list of records held by Moonstone along with an indication of whether the record is freely available or only accessible by way of a formal request in terms of the provisions of PAIA. The section also provides a description of the category of data subject(s) to whom the respective records relate along with an indication of the purpose for which the record is being kept. Records that are indicated as "Freely Available" can be accessed by contacting the Deputy Information Officer (see Annexure A), without having to follow any formal procedures. Records that are indicated as a "PAIA Request", requires the requester to lodge a formal request as provided for in Annexure E

**Annexure E : Request Procedure**

This section sets out the procedure required to obtain access to a record indicated as a "PAIA Request" in Annexure D

**Annexure F : Prescribed Fees**

This section sets out the fees that are payable to Moonstone prior to processing a request to obtain access to a record held by Moonstone

**Annexure G : Processing of Personal Information**

This section sets out the applicable aspects for the processing of personal information

**Annexure H : Deputy Information Officer Appointment**

This section provides for the formal appointment of a Deputy Information Officer where so required

**3 DUTIES OF THE INFORMATION OFFICER**

The Information Officer and the Deputy Information Officer of Moonstone are responsible for:

- Publishing and proper communication of the manual i.e. creating manual awareness
- The facilitation of any request for access
- Providing adequate notice and feedback to the requester
- Determining whether to grant a request for access to a complete/full record or only part of a record
- Ensuring that access to a record, where so granted, is provided timeously and in the correct format
- Reviewing the manual for accuracy and communicating any amendments

**Right of Access**

The Information Officer and Deputy Information Officer may only provide access to any record held by Moonstone to a requester if:

- The record is required for the exercise or protection of any right, and
- The requester complies with the procedural requirements relating to a request for access to that record, and
- Access to that record is not refused in terms of any of the grounds for refusal listed below

**Grounds for Refusal**

The Information Officer and Deputy Information Officer must assess whether there are any grounds for refusing a request for access.

Where any grounds for refusal are found, a request for access will not be granted.

However, despite finding any grounds for refusal, access to the record(s) will be provided where:

- the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with the law or imminent and serious public or environmental risk, and
- the public interest in disclosing record, will clearly outweigh the harm contemplated in the provision in question,.

Where there are no grounds for refusal, request for access will be granted.

If a request for access is made with regards to a record containing information that would justify a ground for refusal, every part of the record which

- does not contain, and
- can reasonably be severed from any part that contains, any such information must, despite any other provision of PAIA, also be disclosed

The grounds for refusal, or absence thereof, are set out below:

**A: Mandatory Protection of privacy of a Third Party who is a Natural Person**

Grounds for Refusal:

- The disclosure would involve the unreasonable disclosure of personal information about a third party that is a natural person (including a deceased individual)

No Grounds for Refusal:

- The record consists of information that concerns an individual who has already consented in writing to its disclosure to the requester concerned
- The record consists of information that is already publicly available
- The record consists of information that was given to the Moonstone by the individual to whom it relates and the individual was informed by or on behalf of the Moonstone, before it is given, that the information belongs to a class of information that would or might be made available to the public
- The record consists of information about an individual’s physical or mental health, or well-being, who is under the care of the requester and who is under the age of 18; or incapable of understanding the nature of the request, and if giving access would be in the individual’s best interest
- The record consists of information about an individual who is deceased and the requester is the individual’s next of kin or making the with the written consent of the individual’s next of kin
- The record consists of information about an individual who is or was an official of the Moonstone and which relates to the position or functions of the individual, including, but not limited to the title, work address, work phone number, the classification, salary scale or remuneration and responsibilities of the position heled or services performed by the individual and the name of the individual on a record prepare by the individual in the course of employment

**B: Mandatory Protection of Commercial Information of a Third Party**

Grounds for Refusal

- The record consists of information that contains trade secrets of a third party
- The record consists of information that contains financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party
- The record consists of information supplied in confidence by a third party, the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations or to prejudice that third party in commercial competition

#### No Grounds for Refusal

- The record consists of information about a third party who has consented who has already consented in writing to its disclosure to the requester concerned
- The record consists of information about the results of any product or environmental testing or other investigation supplied by a third party or the results of any such testing or investigation carried out by or on behalf of a third party and its disclosure would reveal a serious public safety or environmental risk (the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation)

### **C: Mandatory Protection of certain Confidential Information of a Third Party**

#### Grounds for Refusal

- The record consists of information the disclosure of which would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement

### **D: Mandatory Protection of Safety of Individuals and Protection of Property**

#### Grounds for Refusal

- The record consists of information that if disclosed could reasonably be expected to endanger the life or physical safety of an individual
- The record consists of information that if disclosed would likely prejudice or impair the security of a building, a structure or system, a computer or communication system, a means of transport, any other property
- The record consists of information that if disclosed would likely prejudice or impair the security of methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme, the safety of the public, or any part of the public, or the security of property

### **E: Mandatory Protection of Records privileged from Production in Legal Proceedings**

#### Grounds for Refusal

- The record consists of information privileged from production in legal proceedings unless the person entitled to the privilege has waived the privilege

### **F: Commercial Information of Moonstone**

#### Grounds for Refusal

- The record consists of information that contains trade secrets of Moonstone
- The record consists of information that contains financial, commercial, scientific or technical information, other than trade secrets, of the Moonstone, the disclosure of which would likely cause harm to the commercial or financial interests of Moonstone
- The record consists of information, the disclosure of which, could reasonably be expected to put Moonstone at a disadvantage in contractual or other negotiations or prejudice Moonstone in commercial competition
- The record is a computer program as defined in section 1(1) of the Copyright Act (Act 98 of 1978), owned by Moonstone, except insofar as it is required to give access to a record to which access is granted in terms of PAIA

#### No Grounds for Refusal

- The record consists of information about the results of any product or environmental testing or other investigation supplied by Moonstone or the results of any such testing or investigation carried out by or on behalf of Moonstone and its disclosure would reveal a serious public safety or environmental risk (the results of any product or environmental testing or other investigation do not include the results of preliminary testing or other investigation conducted for the purpose of developing methods of testing or other investigation)

### **G: Mandatory Protection of Research Information of a Third Party and Moonstone**

#### Grounds for Refusal

- The record consists of information that contains information about research being or to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose the third party, a person that is or will be carrying out the research on behalf of the third party, or the subject matter of the research to serious disadvantage
- The record consists of information that contains information about research being or to be carried out by or on behalf of the Moonstone, the disclosure of which would be likely to expose Moonstone, a person that is or will be carrying out the research on behalf of the Moonstone, or the subject matter of the research to serious disadvantage

## **4 NOTICE**

Where a request for access has been received, the Information Officer or Deputy Information Officer will notify the requester of receipt and the prescribed fee (if any) that is payable prior to processing the request. Please refer to Annexure F for a full breakdown of fees payable. Personal requesters will not be charged a request fee.

The notice must state:

- The amount of the deposit payable (if any)
- That the requester may lodge a complaint with the Information Regulator or an application with a court against the tender or payment of the request fee, or the tender or payment of a deposit, as the case may be
- The procedure (including the period) for lodging the complaint with the Information Regulator or the application

Except to the extent that the provisions regarding third party notification may apply, the Information Officer or Deputy Information Officer to whom the request is made, must as soon as reasonably possible, but in any event within 30 days, after the request has been received in the prescribed format:

- Decide in accordance with PAIA whether to grant the request, and
- Notify the requester of the decision and, if the requester stated that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner, if it is reasonably possible

If the request for access is granted, the notice must state:

- The access fee (if any) to be paid upon access
- The form in which access will be given, and

- That the requester may lodge a complaint with the Information Regulator or an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint with the Information Regulator or the application

If the request for access is refused, the notice must:

- State adequate reasons for the refusal, including the relevant provision of PAIA that was relied on
- Exclude, from any such reasons, any reference to the content of the records' and
- State that the requester may lodge a complaint with the Information Regulator or an application with a court against the refusal of the request, and the procedure (including the period) for lodging a complaint with the Information Regulator or the application

Should all reasonable steps have been taken to find a record requested, and there are reasonable grounds for believing that the record:

- Is in Moonstone's possession, but cannot be found, or
- Simply does not exist,

the head of Moonstone must, by way of affidavit or affirmation, notify the requester that it is not possible to provide access to that record. The affidavit or affirmation must provide full account of all steps taken to find the record in question or to determine whether the record exists, as the case may be, including all communication with every person who conducted the search on behalf of the head.

## 5 AVAILABILITY OF THE MANUAL

A copy of the Manual is available-

- on the websites of the Moonstone Group of Companies, which include:
  - o <https://www.moonstonecompliance.co.za/>
  - o <https://www.mbse.ac.za/>
  - o <https://www.moonstone.co.za/services/information-refinery/>
- head office of the Moonstone Group of Companies for public inspection during normal business hours;
- to any person 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 in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## ANNEXURE A: CONTACT DETAILS & BUSINESS TYPE

### A. Moonstone Contact Details

Postal address:	25 Quantum Street, Technopark, Stellenbosch
Street address:	25 Quantum Street, Technopark, Stellenbosch
Phone number:	021 883 8000
Email address:	info@moonstoneinfo.com

### B. Head of Moonstone

Full names & surname:	Hjalmar Francois Otto Bekker
Email address:	Hbekker@moonstoneinfo.com
Phone number:	021 883 8000

### C. Deputy Information Officer

Full names & surname	Jean-Marié Potgieter
Email address:	Jmpotgieter@moonstonecompliance.co.za
Phone number:	021 883 8000

### D. Business Type

The Moonstone conducts its main type of business in the following sector(s):

Agriculture	<input type="checkbox"/>
Mining and Quarrying	<input type="checkbox"/>
Manufacturing	<input type="checkbox"/>
Electricity, Gas & Water	<input type="checkbox"/>
Construction	<input type="checkbox"/>
Retail & Motor Trade and Repair Services	<input type="checkbox"/>
Wholesale Trade, Commercial Agents & Allied Services	<input type="checkbox"/>
Catering, Accommodation & Other Trade	<input type="checkbox"/>
Finance & Business Services	<input checked="" type="checkbox"/>
Community, Special & Personal Services	<input type="checkbox"/>
If other, please specify: Private Higher Education, Compliance Services	<input checked="" type="checkbox"/>

Head signature:	
Date:	

## ANNEXURE B: SECTION 10 PAIA 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 person 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 fax number and, if available, electronic mail address of-  
the Information Officer of every public body, and  
every Deputy Information Officer of every public and private body designated 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 ; and  
access to a record of a private body contemplated in section 50 ;
- 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 and 51 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 and 52 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 and 54 regarding fees to be paid in relation to requests for access; and
- the regulations made in terms of section 92 .

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 Officer;
- from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. Where a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of PAIA shall be made in accordance with the prescribed procedures at the rates provided.

Head signature:	
Date:	

## ANNEXURE C: STATUTORY RECORDS

Head signature:	
Date:	

Moonstone maintains statutory records and information in terms of the following legislation:

Administration of Estates Act	<input type="checkbox"/>
Arbitration Act	<input checked="" type="checkbox"/>
Auditing Professions Act	<input checked="" type="checkbox"/>
Basic Conditions of Employment Act	<input checked="" type="checkbox"/>
Closed Corporations Act	<input type="checkbox"/>
Collective Investment Schemes Control Act	<input type="checkbox"/>
Companies Act	<input checked="" type="checkbox"/>
Compensation of Occupational Injuries & Diseases Act	<input checked="" type="checkbox"/>
Consumer Protection Act	<input checked="" type="checkbox"/>
Copyright Act	<input checked="" type="checkbox"/>
Customs and Excise Act	<input type="checkbox"/>
Electronic Communications and Transactions Act	<input checked="" type="checkbox"/>
Employment Equity Act	<input checked="" type="checkbox"/>
Financial Advisory & Intermediary Services Act	<input checked="" type="checkbox"/>
Financial Institutions (Protection of Funds) Act	<input type="checkbox"/>
Financial Intelligence Centre Act	<input checked="" type="checkbox"/>
Friendly Societies Act	<input type="checkbox"/>
Income Tax Act	<input checked="" type="checkbox"/>
Insolvency Act	<input type="checkbox"/>
Labour Relations Act	<input checked="" type="checkbox"/>
Long-term Insurance Act	<input checked="" type="checkbox"/>
Medical Schemes Act	<input checked="" type="checkbox"/>
National Credit Act	<input checked="" type="checkbox"/>
Occupational Health and Safety Act	<input checked="" type="checkbox"/>
Patents Act	<input type="checkbox"/>
Pension Funds Act	<input type="checkbox"/>
Prevention of Organised Crime Act	<input type="checkbox"/>
Prevention and Combatting of Corrupt Activities Act	<input type="checkbox"/>
Promotion of Equality and Prevention of Unfair Discrimination Act	<input checked="" type="checkbox"/>
Protection of Constitutional Democracy against Terrorist and related Activities Act	<input type="checkbox"/>
Short-term Insurance Act	<input checked="" type="checkbox"/>
Skills Development Act	<input checked="" type="checkbox"/>
Trademarks Act	<input type="checkbox"/>
Unemployment Insurance Act	<input checked="" type="checkbox"/>
Value Added Tax Act	<input checked="" type="checkbox"/>
Higher Education Act	<input checked="" type="checkbox"/>
National Qualifications Framework Act	<input checked="" type="checkbox"/>

## ANNEXURE D: AVAILABILITY OF RECORDS

Head signature:	
Date:	

Moonstone maintains the following categories of records and related subject matter. The status of the record's availability, the purpose for its processing and the relevant data subject category to who the record relates are set out below:

Category:	Record:	Availability:	Purpose:	Data Subject:
Public Affairs	Public Product Information	Freely Available	Convey Public Information	Moonstone
	Public Corporate Records	Freely Available	Convey Public Information	Moonstone
	Media Releases	Freely Available	Convey Public Information	Moonstone
	Published Newsletters	Freely Available	Convey Public Information	Moonstone
	Magazine Articles	Freely Available	Convey Public Information	Moonstone
Regulatory & Administrative	Permits, Licenses or Authorities	Freely Available	Statutory Requirement	Moonstone
	Health & Safety Plan	PAIA Request	Statutory Requirement	Moonstone
	Memorandum of Incorporation	PAIA Request	Statutory Requirement	Moonstone
	Minutes of Board or Directors Meetings	PAIA Request	Statutory Requirement	Moonstone
	Register of Members	PAIA Request	Statutory Requirement	Moonstone
	Register of Board of Directors	PAIA Request	Statutory Requirement	Moonstone
	Internal correspondence (e-mails/memos)	PAIA Request	Internal Communications	Employees
	Insurance Policies held by Moonstone	PAIA Request	Risk Management	Moonstone
Human Resources	Employment Applications	PAIA Request	Internal Referencing	Employees
	Employment Contracts	PAIA Request	Contractual Agreement	Employees
	Personal Information of Employees	PAIA Request	Internal Referencing	Employees
	Employment Equity Plan	PAIA Request	Statutory Requirement	Moonstone
	Medical Aid Records	PAIA Request	Internal Referencing	Employees
	Disciplinary Records	PAIA Request	Statutory Requirement	Employees
	Performance Management Records	PAIA Request	Internal Referencing	Employees
	Salary Records	PAIA Request	Internal Referencing	Employees
	Employee Benefit Records	PAIA Request	Internal Referencing	Employees
	PAYE Records	PAIA Request	Statutory Requirement	Employees
	Seta Records	PAIA Request	Statutory Requirement	Employees
	Disciplinary Code	PAIA Request	Statutory Requirement	Moonstone
	Leave Records	PAIA Request	Internal Referencing	Employees
	Training Records	PAIA Request	Internal Referencing	Employees
Training Manual	PAIA Request	Internal Referencing	Moonstone	
Financial	Financial Statements	PAIA Request	Internal Referencing	Moonstone
	Financial and Tax Records	PAIA Request	Statutory Requirement	Moonstone
	Asset Register	PAIA Request	Internal Referencing	Moonstone
	Management Accounts and Reports	PAIA Request	Internal Referencing	Moonstone

	Vouchers, Cash Books and Ledgers	PAIA Request	Internal Referencing	Moonstone
	Banking Records and Statements	PAIA Request	Internal Referencing	Moonstone
	Electronic Banking Records	PAIA Request	Internal Referencing	Moonstone
Marketing	Market Information	PAIA Request	Internal Referencing	Moonstone
	Product Brochures	PAIA Request	Internal Referencing	Moonstone
	Advertisements	PAIA Request	Internal Referencing	Moonstone
	Field Records	PAIA Request	Internal Referencing	Moonstone
	Performance Records	PAIA Request	Internal Referencing	Moonstone
	Product / Service Sales Records	PAIA Request	Internal Referencing	Moonstone
	Marketing Strategies	PAIA Request	Internal Referencing	Moonstone
Client Customer	Customer / Client Database	PAIA Request	Internal Referencing	Customers
	Customer / Client agreements	PAIA Request	Internal Referencing	Customers
	Customer / Client Files	PAIA Request	Internal Referencing	Customers
	Customer / Client Instructions	PAIA Request	Internal Communications	Customers
	Customer / Client Correspondence	PAIA Request	External Communications	Customers
Third Party	Rental agreements	PAIA Request	Contractual Agreement	Third Party
	Franchise agreements	PAIA Request	Contractual Agreement	Third Party
	Non-disclosure agreements	PAIA Request	Risk Management	Third Party
	Letters of Intent	PAIA Request	Contractual Agreement	Third Party
	Supplier Contracts	PAIA Request	Contractual Agreement	Third Party

**ANNEXURE E: REQUEST PROCEDURE**

Head signature:	
Date:	

To facilitate the processing of your request, kindly complete and submit the form below to the e-mail address of the Deputy Information Officer indicated in Annexure A.

The Deputy Information Officer will notify the requester that a request for access has been received and that the prescribed fee (if any) is payable prior to processing the request. Please refer to Annexure F for a full breakdown of fees payable. Personal requesters will not be charged a request fee.

Once the request has been processed, the Deputy Information Officer will inform you of the outcome of your request and any additional fees that may fall due.

Please be advised that PAIA provides a number of grounds on which a request for access to information must be refused. These grounds mainly comprise instances where:

- the privacy and interests of other individuals are protected
- where such records are already otherwise publicly available
- instances where public interest are not served
- the mandatory protection of commercial information of a third party
- the mandatory protection of certain confidential information of a third party

When completing the form below please:

- indicate the identity of the person seeking access to the information
- provide sufficient particulars to enable the deputy information officer to identify the information requested
- specify the format in which the information is required
- indicate the contact details of the person requiring the information
- indicate the right to be exercised and/or to be protected, and specify the reasons why the information required will enable the person to protect and/or exercise the right
- where the person requesting the information wishes to be informed of the decision of the request in a particular manner, state the manner and particulars to be so informed
- if the request for information is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so

<b>A. Particulars of Private Body</b>	
The Head:	
<b>B. Particulars of person requesting access to the record</b>	
(i) The particulars of the person who requests access to the record must be recorded below	
(ii) Furnish an address and/or fax number in the Republic to which information must be sent	
(iii) Proof of the capacity in which the request is made, if applicable, must be attached	
Full names & surname:	
Identity number:	
Postal address:	

Fax number:	
Telephone number:	
Email address:	
Capacity:	
<b>C. Particulars of person on whose behalf request is made</b>	
This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person	
Full names & surname:	
Identity number:	
<b>D. Particulars of Record</b>	
(i) Provide full particulars of the record to which access is requested, including the reference number if that is known to you	
(ii) If the provided space is inadequate, please continue on a separate page and attach to this form. Please sign any additional pages	
Description of record:	
Reference number:	
Any further particulars:	
<b>E. Fees</b>	
(i) 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	
(ii) You will be notified of the amount required to be paid as the request fee	
(iii) 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	
(iv) If you qualify for exemption of the payment of any fee, please state the reason therefor	
Reason for exemption:	
<b>F. Form of access to record</b>	
If you are prevented by a disability to read, view or listen to the record in the form of access provided hereunder, please state your disability and indicate in which form the record is required	
Disability:	
Form in which required:	
Mark the appropriate box with an "X"	
(i) Your indication as to the required form of access depends on the form in which the record is available	
(ii) Access in the form requested may be refused in certain circumstances, In such a case you will be informed of access will be granted in another form	
(iii) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested	
1) If the record is in written or printed form:	

<input type="checkbox"/> copy of record	
<input type="checkbox"/> inspection of record	
2) If record consists of visual images:	
<input type="checkbox"/> view the images	
<input type="checkbox"/> copy of the images	
<input type="checkbox"/> transcription of the images	
3) If the record consists of recorded words or information which can be reproduced in sound:	
<input type="checkbox"/> listen to the soundtrack	
<input type="checkbox"/> transcription of the soundtrack	
4) If the record is held on computer or in an electronic or machine-readable form:	
<input type="checkbox"/> printed copy of record	
<input type="checkbox"/> copy in computer readable form	
Please indicate the preferred method of delivery	
<input type="checkbox"/> By hand	
<input type="checkbox"/> Email	
<input type="checkbox"/> Post	
<input type="checkbox"/> Fax	
<b>G. Particulars of right to be exercised or protected</b>	
If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.	
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:	
<b>H. Notice of decision regarding the request for access</b>	
You will be notified in writing whether your request has been approved / denied. If you wish to be informed thereof 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?	
<b>I. Signature page</b>	
Signed at:	
Date:	
Signature of Requester / Person on whose behalf request is made:	

Head signature:	
Date:	

**ANNEXURE F: PRESCRIBED FEES**

The following applies to requests (other than personal requests):

- A requester is required to pay a preliminary request fee before a request will be processed
- If the preparation of the record requested requires more than the prescribed hours (six), an additional deposit shall be paid (of not more than one third of the access fee which would be payable if the request was granted)
- A requestor may lodge an application with a court against the render / payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid

No.	Description	Fee
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00
3.	Printed copy of an A4 size page	R2.00
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 requestor	R40.00
	- If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation
6.	Copy of visual images	
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 requestor	R40.00
	- If provided to the requestor	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.	R145.00
	To not exceed a total cost of	R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request to items 2-8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any."

## ANNEXURE G : PROCESSING OF PERSONAL INFORMATION

Head signature:	
Date:	

The Moonstone Group of Companies' Section 18 Privacy Notices are available to view here:

<https://www.moonstone.co.za/data-privacy/privacy-notices/>

The Privacy Notices address the following POPIA requirements, stipulated in section 18 of POPIA:

1. If personal information is collected, the responsible party must take [reasonably practicable](#) steps to ensure that the data subject is aware of—
  - a) the information being collected and where the information is not collected from the data subject, the source from which it is collected;
  - b) the name and address of the responsible party;
  - c) the purpose for which the information is being collected;
  - d) whether or not the supply of the information by that data subject is voluntary or mandatory;
  - e) the consequences of failure to provide the information;
  - f) any particular law authorising or requiring the collection of the information;
  - g) the fact that, where applicable, the responsible party intends to transfer the information to a third country or international organisation and the level of protection afforded to the information by that third country or international organisation;
  - h) any further information such as the—
    - I. recipient or category of recipients of the information;
    - II. nature or category of the information;
    - III. existence of the right of access to and the right to rectify the information collected;
    - IV. existence of the right to object to the processing of personal information as referred to in section [11](#)(3); and
    - V. right to lodge a complaint to the Information Regulator and the contact details of the Information Regulator, which is necessary, having regard to the specific circumstances in which the information is or is not to be processed, to enable processing in respect of the data subject to be reasonable.
2. The steps referred to in subsection (1) must be taken—
  - a) if the personal information is collected directly from the data subject, before the information is collected, unless the data subject is already aware of the information referred to in that subsection; or
  - b) in any other case, before the information is collected or as soon as reasonably practicable after it has been collected.
3. A responsible party that has previously taken the steps referred to in subsection (1) complies with subsection (1) in relation to the subsequent collection from the data subject of the same information or information of the same kind if the purpose of collection of the information remains the same.
4. It is not necessary for a responsible party to comply with subsection (1) if—

- a) the data subject or a competent person where the data subject is a child has provided consent for the non-compliance;
- b) non-compliance would not prejudice the legitimate interests of the data subject as set out in terms of this Act;
- c) non-compliance is necessary—
  - VI. to avoid prejudice to the maintenance of the law by any public body, including the prevention, detection, investigation, prosecution and punishment of offences;
  - VII. to comply with an obligation imposed by law or to enforce legislation concerning the collection of revenue as defined in section 1 of the South African Revenue Service Act, 1997 (Act No. 34 of 1997);
  - VIII. for the conduct of proceedings in any court or tribunal that have been commenced or are reasonably contemplated; or
  - IX. in the interests of national security;
- d) compliance would prejudice a lawful purpose of the collection;
- e) compliance is not reasonably practicable in the circumstances of the particular case; or
- f) the information will—
  - I. not be used in a form in which the data subject may be identified; or
  - II. be used for historical, statistical or research purposes.

## ANNEXURE H : DEPUTY INFORMATION OFFICER APPOINTMENT

Head signature:	
Date:	

In terms of the Protection of Personal Information Act the head of a private body is the designated Information Officer for that private body. The Information Officer may delegate any power or duty conferred or imposed in terms of POPI to the Deputy Information Officer.

Moonstone has appointed a Deputy Information Officer to facilitate any requests to access records held by Moonstone. This delegation does not prohibit the person who made the delegation from exercising power concerned or performing the duty concerned himself or herself. The delegation may at any time be withdrawn or amended in writing by the person who made the delegation.

The Deputy Information Officer need not have any specific qualifications but must have a thorough knowledge of Moonstone's functional departments and business processes.

The Deputy Information Officer has the authority to approach all staff members of Moonstone and to request all records held by Moonstone. Where a manager is of the opinion that access to a record should not be granted to the Deputy Information Officer, reasons for this decision shall be given to the Information Officer who will make a final decision on the matter.

Together with the Information Officer, the Deputy Information Officer is responsible for:

- Publishing and proper communication of the manual i.e. creating manual awareness
- The facilitation of any request for access
- Providing adequate notice and feedback to the requester
- Determining whether to grant a request for access to a complete/full record or only part of a record
- Ensuring that access to a record, where so granted, is provided timeously and in the correct format
- Reviewing the manual for accuracy and communicating any amendments

As the Head of the Moonstone, I Hjalmar Francois Otto Bekker, hereby appoint Jean-Marié Potgieter as the Moonstone Group of Companies' Deputy Information Officer.

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Head Signature

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Date

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Deputy Information Officer Signature

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Date