



## 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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The head of AUTOMOTIVE SOUTHAFRICA will on a regular basis update this manual	

## 1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1.	CEO	Chief Executive Officer
1.2.	IO	Information Officer
1.3.	Minister	Minister of Justice and Correctional Services
1.4.	PAIA	Promotion of Access to Information Act No. 2 of 2000 (as amended)
1.5.	POPIA	Protection of Personal Information Act No. 4 of 2013
1.6.	Regulator	Information Regulator
1.7.	Republic	Republic of South Africa

## 2. Purpose of the PAIA Manual

This PAIA Manual is useful for the public to -

- 2.1. check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2. 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;
- 2.3. know the description of the records of the body which are available in accordance with any other legislation;
- 2.4. access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access;
- 2.5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6. 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;
- 2.7. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8. know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9. 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
- 2.10. know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

### 3. Key Contact Details for Access to Information for Automotive SouthAfrica

#### 3.1. Chief Information Officer

Name : Sean Claase  
Tel : 011 025 8301  
Email : [sean@automotivesa.co.za](mailto:sean@automotivesa.co.za)

#### 3.2. Access to information general contacts

Email : [finance@gdcc.co.za](mailto:finance@gdcc.co.za)

#### 3.3. Head Office

Physical Address : 407 Eton Avenue  
Ferndale  
Randburg  
2194

Website : [automotivesa.co.za](http://automotivesa.co.za)

### 4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1. 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.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of-

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

4.3.2.1. the postal and street address, phone and fax number and, if available, electronic mail address of-

4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;

4.3.3. the manner and form of a request for-

- 4.3.3.1. access to a record of a public body contemplated in section 113; and
    - 4.3.3.2. access to a record of a private body contemplated in section 504;
  - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
  - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
  - 4.3.6. 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-
    - 4.3.6.1. An internal appeal
    - 4.3.6.2. A complaint to the Regulator; and
    - 4.3.6.3. 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;
  - 4.3.7. 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;
  - 4.3.8. 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;
  - 4.3.9. the notices issued in terms of sections 22/9 and 54/10 regarding fees to be paid in relation to requests for access; and
  - 4.3.10. the regulations made in terms of section 92/11
- 4.4. 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.
- 4.5. The Guide can also be obtained-
  - 4.5.1. upon request to the Information Officer;
  - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>)
- 4.6. A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours
  - 4.6.1. English
  - 4.6.2. Afrikaans

## 5. CATEGORIES OF RECORD OF AUTOMOTIVE SOUTHAFRICA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Where to get the information	Category
Website	Contact Details Physical Address Trading hours Article link for information on the owner Available stock list POPI Act Notice PAIA Manual
Calling in	Policies available Email and contact number of sales persons

6. DESCRIPTION OF THE RECORDS OF AUTOMOTIVE SOUTHAFRICA WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
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 AUTOMOTIVE SOUTHAFRICA

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Training records, Sales Statistics
Human Resources	HR Policies and procedures Employment Records

## 8. PROCESSING OF PERSONAL INFORMATION

### 8.1. Purpose of Processing Personal Information

We collect personal information for the sole purpose of selling and buying vehicles. Only the necessary information is collected for verification and administrative purposes.

We also collect necessary information about employees and service providers to be able to fulfill our duties as a motor dealership.

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

These documents include the following:

#### 8.2.1. Natural Persons

- 8.2.1.1. Identifications Documents (ID card/ Green ID book, Passport)
- 8.2.1.2. Proof of address
- 8.2.1.3. Banking Details
- 8.2.1.4. Contact details ( cell phone number and email address)

#### 8.2.2. Juristic Persons

- 8.2.2.1. Company registration documents
- 8.2.2.2. Proof of business address
- 8.2.2.3. Proof of address for each director
- 8.2.2.4. Identification documents for each director
- 8.2.2.5. BRNC certificate
- 8.2.2.6. Banking Details

#### 8.2.3. Employees

- 8.2.3.1. Identification Documents
- 8.2.3.2. Address
- 8.2.3.3. Contact details
- 8.2.3.4. Emergency Contact details
- 8.2.3.5. Qualifications
- 8.2.3.6. Employment Record

#### 8.2.4. Service Provider

- 8.2.4.1. Names
- 8.2.4.2. Registration number
- 8.2.4.3. VAT number
- 8.2.4.4. Contact details
- 8.2.4.5. Address
- 8.2.4.6. Bank details

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verification	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

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

Physical proof of the information is stored on the premises for up to 5 years after conclusion of the transaction, which is only accessible by authorised personnel. Electronic data is stored by VMG, which is the stock and CRM system that we make use of. This system is password protected and an audit trail can be pulled to establish who assessed certain information.

- 8.5. If any information not readily available is required, FORM 2 (available on the website, or can be sent via email) can be filled in, and sent to [Sean@automotivesa.co.za](mailto:Sean@automotivesa.co.za) for review.

## 9. AVAILABILITY OF THE MANUAL

- 9.1. A copy of the Manual is available -
- 9.1.1. On [automotivesa.co.za](http://automotivesa.co.za)
  - 9.1.2. Head office of AUTOMOTIVE SOUTH AFRICA for public inspection during normal business hours
  - 9.1.3. An electronic copy can be emailed upon request
  - 9.1.4. To the Information Regulator upon request



## 10. UPDATING OF THE MANUAL

The head of AUTOMOTIVE SOUTHAFRICA will on a regular basis update this manual

Issued by  
Sean Gavin Claase  
Managing Director