

RecruitmentPartner (Pty) Ltd
(Registration Number 2017/494957/07)



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

DATE OF COMPILATION: 01/06/2021
DATE OF REVISION: 01/06/2021

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1. Introduction

RecruitmentPartner (Pty) Ltd is a registered Company with registration number (2017/494957/07) providing talent solutions in the realms of talent acquisition.

This manual has been compiled to help any potential requesters with the procedural and other requirements which a request for information must meet as prescribed by the Act. PAIA requires us to make it available to you so that you:

- Know what types of information we have; and
- Can request access to it.

2. Purpose Of 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 and Deputy 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. Company Contact Details & Information Officer

3.1. Chief Information Officer

Name: James Makhala
Tel: +27 11 051-6147
Email: Jamesm@recruitmentpartner.co.za

3.2. Deputy Information Officer

All requests to RecruitmentPartner for information in terms of the Act must be addressed to the Information Officer named above.

3.3 Access to information general contacts

Email: Jamesm@recruitmentpartner.co.za

3.4 National or Head Office

Postal Address: 43 Montrose Street, Vorna Valley, Midrand
Physical Address: 43 Montrose Street, Birchwood Court, Vorna Valley, Midrand
Telephone: +27 11 051-6147
Email: Contact@recruitmentpartner.co.za
Website: www.recruitmentpartner.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 Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 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 14⁵ and 51⁶ 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 15⁷ and 52⁸ 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 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
 - 4.3.10. the regulations made in terms of section 92¹¹.
- 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/inforeg/>).
- 4.6 A copy of the Guide is also available in English and will be available on our website, and at our company offices for public inspection during normal office hours.

5. Access to Records held by RecruitmentPartner (Pty) Ltd

Category of records	Types of the Record	Available on Website	Available upon request
PAIA Manual	Promotion of Access to Information Act 2 of 2000	X	
Public Affairs	Public Service Information	X	
Company records	<ul style="list-style-type: none"> • Memorandum of incorporation • Directors' names • Documents of incorporation • public officer, or other officers 		X
Financial records	<ul style="list-style-type: none"> • Tax returns • Accounting records • Banking records • Banking details 		X
Income tax records	<ul style="list-style-type: none"> • PAYE Records • Skills Development Levies • UIF 		X
Personnel records	<ul style="list-style-type: none"> • Employee personal information • Operating manuals 		X
Customer information	<ul style="list-style-type: none"> • Customer details • Transactional information 		X

6. Records available in terms of other legislation

- Companies Act, 71 of 2008
- Income Tax Act, 58 of 1962
- Labour Relations Act, 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997
- Employment Equity Act, 55 of 1998
- Unemployment Insurance Act, 63 of 2001
- Electronic Communications and Transactions Act, 25 of 2002
- Promotion of Access to Information Act, 2 of 2002
- Skills Development Levies Act 9 of 1999

7. Processing Of Personal Information

7.1 Purpose of Processing Personal Information

We process the personal information to fulfil your account, as well as any services that you may purchase from us and for any other purposes set out in this policy <https://www.recruitmentpartner.co.za/privacy-policy>

In general, personal information is processed for purposes of dealing with customers, complaints, procurement purposes, records management, security, employment and related matters

7.2 Categories of Data Subjects

RecruitmentPartner holds information and records on various categories of data subjects. The list includes, but not limited to:

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients Recruiters	name, address, registration numbers, contact details and background Information
Service Providers / Suppliers	name, address, registration numbers, contact details and background Information
Employees / Job seekers	Contact details, qualifications, personal details, and demographic details

7.3 Categories of Personal Information

- contact details, such as phone numbers, physical and postal addresses, and email addresses;
- personal details, such as names and ages;
- demographic details, such as races and age groups;
- health information;
- biometric information;
- account numbers;
- background information;
- contract information;
- credit information;
- market intelligence information;
- learner information; and
- debt and debtor information.

8. Grounds For Refusal of Access To Records Of A Private Body

We may have to refuse you access to certain records in terms of PAIA to protect:

- The privacy of another person
- Commercial information of another company
- Confidential information of another person
- Unreasonable nature of request
- Records privileged from production in legal proceedings

9. Availability Of the Manual

9.1 A copy of the Manual is available-

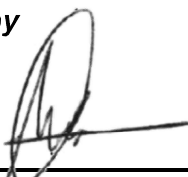
- 9.1.1 On www.recruitmentpartner.co.za
- 9.1.2 head office of the RecruitmentPartner (Pty) Ltd for public inspection during normal business hours.
- 9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.1.4 to the Information Regulator upon request.

9.2 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.

10. Updating Of the Manual

The head of RecruitmentPartner (Pty) Ltd will on a regular basis update this manual.

Issued by



James Makhala
Director