



## TIMBALI TECHNOLOGY INCUBATOR NPC

# PAIA Manual

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This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 and to address the requirements of the Protection of Personal Information Act 4 of 2013.

## Table of Contents

|   |    |
|---|----|
| 1. DEFINITIONS.....                                       | 3  |
| 2. INTRODUCTION.....                                      | 5  |
| 3. CONTACT DETAILS.....                                   | 5  |
| 4. GUIDE OF INFORMATION REGULATOR.....                    | 5  |
| 5. LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA ..... | 6  |
| 6. AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA.....  | 6  |
| 7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION.....   | 8  |
| 8. REQUEST PROCESS.....                                   | 8  |
| 9. GROUNDS FOR REFUSAL.....                               | 9  |
| 10. REMEDIES SHOULD A REQUEST BE REFUSED .....            | 10 |
| 11. FEES .....  | 10 |
| 12. POPI.....   | 12 |

## 1. DEFINITIONS

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| Client                           | Any natural or juristic person that received or receives services from the Company.   |
| Conditions for Lawful Processing | The conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 12 of this Manual.  |
| Data Subject                     | The person to whom Personal Information relates.  |
| Information Officer              | The individual who is identified in paragraph 3 of this manual.   |
| Manual                           | This manual.  |
| PAIA                             | The Promotion of Access to Information Act 2 of 2000.   |
| Personal Information             | Means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to – <ul style="list-style-type: none"> <li>a. 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;</li> <li>b. Information relating to the education or the medical, financial, criminal or employment history of the person;</li> <li>c. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li> <li>d. The biometric information of the person;</li> <li>e. The personal opinions, views or preferences of the person;</li> <li>f. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or</li> </ul> |