

# **CONCRETE SLAB SUPPLIES (PTY) LTD**

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**(Registration Number: 2006/036169/07)**

**Manual in terms of section 51 of the Promotion of  
Access to Information Act, 2 of 2000**

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### PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

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# PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

## SECTION 51 MANUAL OF CONCRETE SLAB SUPPLIES (PTY) LTD (REGISTRATION NUMBER: 2006/036169/07)

### 1. CONTACT PARTICULARS

<b>Head of business:</b>	R.J. Vasconcelos	<b>Information officer:</b>	R.J. Vasconcelos
<b>Postal Address:</b>	134 Eccleston Crescent Bryanston 2056	<b>Physical Address:</b>	Po Box 364 Paulshof 2056
<b>Telephone Number:</b>	011 706-4560		
<b>E-mail Address:</b>	micheleh@concreteslab.co.za		

### 2. INTRODUCTION

Concrete Slab Supplies (Pty) Ltd was incorporated on 20 November 2006 under registration number 2006/036169/07. The company is engaged in supplying of precast slab components to the building and construction industry. The company is a private body as defined in the act.

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

- 3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in section 53 and 54 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

<b>Postal Address:</b>	Private Bag 2700, Houghton, 2041
<b>Telephone Number:</b>	(+27)11 877 3600
<b>Fax Number:</b>	(+27)11 403 0625
<b>Website:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

Initial 

#### **4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from **CONCRETE SLAB SUPPLIES (PTY) LTD.**

#### **5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION**

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Consumer Protection Act 68 of 2008
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Customs and Excise Act 91 of 1964
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Measurement Units and Measurement Standards Act 18 of 2006
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- Tax Administration Act 28 of 2011
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

#### **6. INFORMATION AUTOMATICALLY AVAILABLE**

- Pamphlets \ Brochures
- Marketing and Promotional Material

#### **7. INFORMATION AVAILABLE IN TERMS OF THE ACT - ON REQUEST**

##### **Statutory Business Records**

- Certificate of Incorporation
- Certificate to Commence Business
- Memorandum of Incorporation
- Minutes of Directors Meetings
- Register of Directors and Officers
- Register of Directors Shareholding

- Minute Books
- Resolutions Passed at Meetings

### **Accounting Records**

- Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements, cheque books, cheques
- Customer and supplier statements and invoices
- Deposit slips
- Cash books and petty cash books
- Fixed asset register
- Tax returns and assessments
- VAT returns
- Lease or instalment sale agreements
- Insurance records
- Investment records
- Auditor's reports
- Internal auditors' reports
- Inventory records
- Systems documentation
- Management reviews
- Capital expenditure
- Credit agreements

### **Distribution and Transportation**

- Permits and licenses
- Transportation system delivery plan and routing

### **Environment, Health and Safety**

- Emergency response plans
- Employee public health emergency action plans
- Permits, licenses, approvals and registrations for operations of sites and business
- Safety management systems, data and audits

### **Fixed Property**

- Building plans
- Leases
- Mortgage bonds or other encumbrances
- Title deeds

### **Information Technology**

- Agreements
- Capacity and utilisation of current systems
- Client database
- Disaster recovery



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- Hardware
- Internet
- Licenses
- Systems support, programming and development
- LAN Installations
- Operating systems
- Software packages
- Telephone exchange equipment
- Telephone lines, leased lines and data lines

### **Insurance**

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

### **Intellectual Property**

- Agreements relating to intellectual property
- Copyrights
- Litigation and other disputes involving intellectual property
- Patents, patent applications and inventions
- Designs, trademarks, trade names and protected names

### **Legal, Agreements and Contracts**

- Acquisition or disposal documentation
- Agreements with contractors, suppliers and clients
- Agreements with customers
- Agreements with governmental agencies
- Agreements with shareholders, officers or directors
- Complaints, pleadings, briefs and other documents pertaining to actual, pending or threatened litigation, arbitration or investigation
- Distributor, dealer or agency agreements
- Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements
- Material agreements relating to provision of services or materials
- Material licenses, permits and authorisations
- Contracts, including lease agreements and finance agreements
- Restraint agreements
- Sale agreements
- Settlement agreements
- Warranty agreements

### **Personnel Records**

- Arbitration awards
- Attendance register
- Collective agreements
- Disability schemes

- Disciplinary records
- Employee evaluation and performance records
- Employee information records
- Employee loans
- Employment applications
- Employment contracts
- Employment equity plan
- Expense accounts
- Funeral insurance scheme
- Group life
- Group personal accident
- Health and safety records
- Incentive schemes
- Industrial training records
- IRP 5 and IT 3 certificates
- Letters of appointment
- Leave applications
- Maternity leave policy
- Medical aid records
- Micro loan scheme
- Organisational design
- Payroll
- Pension fund information
- Personnel File
- Policies and procedures
- Provident fund information
- Records of foreign employees
- Records of strikes, lockouts or protest action
- Recruitment and appointments
- Salary and wage registers
- Salary slips and wage cards
- Scholarships and bursaries
- Staff loan schemes
- Staff records after employment
- Tax returns of employees
- Time records
- Training and development
- UIF, PAYE and SDL returns
- Workmen's Compensation Documents

#### **Sales and Marketing**

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Media releases
- Products



- Public relations policies and procedures
- Sales
- Service and product information

## 8. GENERAL

N/A

## 9. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of CONCRETE SLAB SUPPLIES (PTY) LTD, or can be accessed on [www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg). The completed request form must be sent to the address or fax number provided in this manual and marked for the attention of the Information Officer.

Please provide sufficient details to enable the company to identify:

- The record(s) requested
- The requester (and if an agent is lodging the request, proof of capacity)
- The form of access required
- The postal address or fax number of the requester in the Republic
- If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
- The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 10. PRESCRIBED FEES

- A requestor is required to pay the prescribed fees before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za) and as an appendix to this manual.

## 11. PROTECTION OF PERSONAL INFORMATION PROCESSED



CONCRETE SLAB SUPPLIES (PTY) LTD is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.

CONCRETE SLAB SUPPLIES (PTY) LTD has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

### 11.1 The purpose of processing of personal information

We process personal information for various reasons, including but not limited to the following:

- To manage information, products and/or services requested by data subjects
- To help us identify data subjects when they contact us
- Manage customers
- To maintain customer records
- Recruitment purposes
- Employment purposes
- Apprenticeship purposes
- Training purposes
- Travel purposes
- General administration
- Financial and tax purposes
- Legal or contractual purposes
- Health and safety purposes
- To monitor access, secure and manage our premises and facilities
- To transact with our suppliers
- To improve the quality of our products and services
- To help us detect and prevent fraud and money laundering under FICA
- To help us recover debts
- Marketing purposes
- Engaging with the public

### 11.2 Data subject categories and personal information processed

<p><b>Business partners</b></p>	<p>Age  Colour  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  Disability  e mail address  Education history  Employment history  Financial history  Gender  ID number  Language and birth of the person  Location information  Marital status  Medical history and health  Name of individual if it appears with other personal information  National, ethnic or social origin  Personal opinions  Physical address  Pregnancy  Race  Sex  Telephone number</p>
<p><b>Customers</b></p>	<p>Age  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  Disability  e mail address  Education history  Employment history  Financial history  Gender  ID number  Language and birth of the person  Location information  Marital status  Name of individual if it appears with other personal information  Physical address  Telephone number  The views or opinions of another individual about the person  Well being</p>

<p><b>Employees</b></p>	<p>Age  Biometric information  Colour  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  Criminal history, alleged commission of offence and proceedings in respect of these offences  Disability  e mail address  Education history  Employment history  Financial history  Gender  ID number  Language and birth of the person  Location information  Marital status  Medical history and health  Name of individual if it appears with other personal information  National, ethnic or social origin  Personal opinions  Physical address  Physical or mental health  Pregnancy  Race  Religion  Sex  Telephone number  The views or opinions of another individual about the person  Trade union membership  Views or preferences of the person  Well being</p>
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**Group companies**

Age  
Biometric information  
Colour  
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  
Criminal history, alleged commission of offence and proceedings in respect of these offences  
Disability  
e mail address  
Education history  
Employment history  
Financial history  
Gender  
ID number  
Language and birth of the person  
Location information  
Marital status  
Medical history and health  
Name of individual if it appears with other personal information  
National, ethnic or social origin  
Personal opinions  
Physical address  
Physical or mental health  
Pregnancy  
Race  
Sex  
Telephone number  
The views or opinions of another individual about the person  
Trade union membership  
Views or preferences of the person  
Well being

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<p><b>Prospective employee</b></p>	<p>Age  Biometric information  Colour  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  Criminal history, alleged commission of offence and proceedings in respect of these offences  Culture  Disability  e mail address  Education history  Employment history  Financial history  Gender  ID number  Language and birth of the person  Location information  Marital status  Medical history and health  Name of individual if it appears with other personal information  National, ethnic or social origin  Personal opinions  Physical address  Physical or mental health  Pregnancy  Race  Religion  Sex  Telephone number  The views or opinions of another individual about the person  Trade union membership  Views or preferences of the person  Well being</p>
<p><b>Suppliers</b></p>	<p>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  Criminal history, alleged commission of offence and proceedings in respect of these offences  e mail address  Financial history  ID number  Language and birth of the person  Location information  Marital status  Name of individual if it appears with other personal information  Personal opinions  Physical address  Telephone number  The views or opinions of another individual about the person  Views or preferences of the person  Well being</p>

<b>Visitors (Walk-in)</b>	<p>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</p> <p>e mail address</p> <p>ID number</p> <p>Location information</p> <p>Name of individual if it appears with other personal information</p> <p>Telephone number</p> <p>The views or opinions of another individual about the person</p> <p>Views or preferences of the person</p> <p>Well being</p>
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**11.3 Recipients with whom personal information is shared**

In processing your personal information, we may share it within the group of companies or with other third parties. These include but are not limited to:

Initial  \_\_\_\_\_

- Statutory authorities
- Law enforcement agencies
- Tax authorities
- Medical schemes
- Employee pension and provident funds
- Group companies

#### **11.4 Security measures implemented to protect personal information**

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

#### **11.5 Trans-border flows of personal information**

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance, we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

#### **11.6 Personal information received from third parties**

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

#### **11.7 Data Breaches**

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, CONCRETE SLAB SUPPLIES (PTY) LTD shall notify:

- a) the Regulator; and
- b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

## **12. AVAILABILITY OF THE MANUAL**

Copies of the manual are available for inspection, free of charge, at the offices of CONCRETE SLAB SUPPLIES (PTY) LTD and from the South African Human Rights Commission.

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Signed on: 13/7/2021