

PAIA Manual

PROMOTION OF ACCESS TO
INFORMATION ACT (PAIA)

SECTION 51 MANUAL OF

J29 Business Simplified

Table of Contents

1. Cover
2. Introduction and Contact Details
3. Definitions
4. Definitions 2
5. Procedure to Access Records or Information and Fees Payable
6. Records Automatically Available
7. Records Held
8. Security and Privacy

Introduction

This PAIA manual is published in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000. The Act gives effect to the provisions of section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right, constitutional right to privacy, by safeguarding and preserving the integrity of personal information collected from natural and juristic persons. The manual applies in respect to all trading entities and or divisions of J29 Business Development (J29 Business Simplified and J29 Digital Agency).

Contact Details

Registered Entity: J29 Business Development CC

Location: Edenvale, Johannesburg, South Africa

Contact Designation: Information Office

Email: info@j29.co.za

Website: <https://www.j29.co.za>

Definitions

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them here in after:

“Act” means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time;

“Data subject” means the person to whom the personal information relates;

“Information Officer” means the person acting on behalf of J29 Business Development and discharging the duties and responsibilities assigned to the “head” of J29 Business Development by the Act.

The Information Officer is duly authorised to act as such and such authorisation has been confirmed by the “head” of J29 Business Simplified in writing;

“Manual” means this manual published in compliance with Section 51 of the Act;

“J29 Business Development” means the Closed Corporation and its South African subsidiaries, divisions associated companies and associated entities. This Manual applies to all such South African entities, both jointly and severally, and such entities are referred to both individually and collectively “J29 Business Development”

“Personal Information” means information about a data subject’s race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language, education, medical information, financial information, criminal or employment history, an identifying number, e-mail address, physical address, telephone number, biometric information, personal opinions, views or preferences of a data subject; correspondence of a private or confidential nature; and the name of the person if it appears with other Personal Information relating to the data subject.

Definitions Continued

The personal information collected will only be used for the purpose for which it was collected, and may include but is not limited to:

Digital Marketing Services

Business Consulting, Coaching, Mentoring

Education and Training – Learning Programmes & Workshops which may be online and offline

Tracking progress and documenting outcomes of services provided

Reporting to partners and stakeholders

Conducting research;

Collecting and reporting statistics;

“Personnel” means any person who works for or provides services to or on behalf of J29 Business Development and receives or is entitled to receive any remuneration. This includes, without limitation, directors (both executive and non-executive), all permanent, temporary, and part-time staff as well as contract workers and external consultants.

“SAHRC” means the South African Human Rights Commission.

Any one gender includes the other genders and vice versa; and natural persons include juristic persons.

“Special Personal Information”:

The religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or biometric information.

The criminal behavior of a Data Subject to the extent that such information relates to but is not limited to: The alleged commission by a Data Subject of any offence; or any proceedings in respect of any offence allegedly committed by a Data Subject or the disposal of such proceedings.

Access to Records

J29 Business Development support the constitutional right of access to information, and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of our law.

Process to Access Records

Access to records must be made on the request forms that are available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.justice.gov.za) (under “regulations”).

Any person wishing to obtain the Guide may either access it through the website of the SAHRC at <https://www.sahrc.org.za/home/21/>

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, South Africa

Postal Address: PO Box 31533, Braamfontein, Johannesburg, South Africa 2017

Email: infoleg@justice.gov.za

Requests for access to records must be made to our **Information Officer** at the electronic mail address provided.

Reasonably suspicious or fraudulent requests through the submission of materially false or misleading information, may lead to legal proceedings may be instituted against such requestors.

The requestor must provide all relevant information required to access the requested records and the form of communication. Feedback will be provided within 30 working days however this period may be extended based on the type of request and access to the records requested. The requester is required to pay a fee for evaluating the request and then providing the records requested.

J29 Business Development reserve the right to provide the information requested which will be determined by evaluating each request and the risks associated. **Third Party requests** will be determined by and processed by entities outside of J29 Business Development. Third parties may choose to consent or deny requests and these reasons will be assessed by the Information Officer.

If all reasonable steps have been taken to find a record and there are reasonable grounds to believe that **record cannot be found or does not exist**, the requester will be notified that access to that record cannot be granted.

Records Generally Available

Information is retained in terms of the following legislation. The information retained in terms of this legislation will only be made available to the persons or entities specified in the legislation:

Companies Act 71 of 2008

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Act 97 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 63 of 2001

Unemployment Contributions Act 4 of 2002

Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Occupational Health & Safety Act 85 of 1993

Protection of Businesses Act 99 of 1978

Regional Services Councils Act 109 of 1985

Electronics Communication Act 36 of 2005

Records Held by Us

Generic Records relating to day-to-day business processes

Operational Records

Marketing Records

Internal and External Electronic Communications

Statutory Records

Internal Policies and Procedures

Financial Records

Company Legislation and Compliance

External Records

Records include but are not limited to third parties include; finance and taxation practitioners, banks, consultants, suppliers, service providers. Furthermore, third parties may possess records and request access to records that belong to J29 Business Development.

Personnel Records

“Personal information” and “Special personal information”

Information required for legislative compliance

Job Applicants

“Personal information” and “Special personal information”

Information required for legislative compliance

Supplier, Contractors and Vendors

“Personal information” and “Special personal information”

Information required for legislative compliance

Advertising Records

“Personal Information provided electronically by the end-user”

Security of Information

J29 Business Development is committed to security of personal information internally and externally, measures to secure data have been taken using online cloud storage. Credible service providers have been selected for cloud storage and this means servers may or may not be based in the borders of South Africa.

Kindly contact the “Information Officer” for additional information should this be required.

Contact Us

[Visit our Website](#)