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9.5. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours (6 hours) to search and prepare the record for disclosure [s 54(6)]. 10

9.6. Records may be withheld until the fees have been paid. 10

9.7. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za. www.sahrc.org.za) 10


10. AVAILABILITY OF THE MANUAL (SECTION 51(3)) 10

10.1. This manual is available from the South African Human Rights Commission www.sahrc.org.za)..... 10

10.2. Mamba Cement will update this PAIA Manual at such intervals as may be deemed necessary. 10

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PAIA MANUAL


The Mamba Cement Company (RF) (Pty) Ltd
("Mamba Cement")

**Prepared in accordance with Section 51 of PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000
and the PROTECTION OF PERSONAL INFORMATION ACT, Act 4 of 2013**

September 2021

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1. INTRODUCTION

Mamba Cement is a cement manufacturing plant located in the Waterberg District in the Province of Limpopo. Operations commenced in December 2005.

2. INFORMATION IN TERMS OF SECTION 51

Contact details [Section 51(1)(a)]

Registration number:	2010/022270/07
Postal address:	P.O. Box 87277, Houghton, 2041
Street address:	Wiphold House, 29 Central Street, Houghton, 2198
Phone number:	+27 11 568 2002
Email address:	hr@mambacement.com
Website:	www.mambacement.com
Information Officer	General Manager - Operations
Name:	André Roeloffze

3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT (SECTION 51(1)(B))

- 3.1. The PAIA 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 PAIA Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3. The Guide is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission - PAIA Unit The Research and Documentation Department


Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

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Fax: +27 11 484-7146

4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE (SECTION 51(1)(B)(II))

No notice of such records has been made to the Minister.


5. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (SECTION 51 (1)(B)(III))

Please note that each entity needs to assess which legislation is applicable to it and thereafter list such legislation, below is just an example for ease of reference

Records are kept in accordance with the following legislation:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 71 of 2008
- Companies Amendment Act No 3 of 2011
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Copyright Act No 98 of 1978
- Electronic Communications and Transactions Act No 25 of 2002
- Employment Equity Act No 55 of 1998
- Financial Advisory and Intermediary Services Act No 37 of 2002
- Income Tax Act No. 95 of 1967
- Labour Relations Act No 66 of 1995
- Promotion of Access of Information Act No 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

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6. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY (SECTION 51 (1)(B)(III))

Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(b)(iii)]

Human Resources:

- Employee records both sensitive and confidential information
- Employee banking details for payroll processing
- Legislative deduction records both sensitive and confidential information

Sales & Marketing

- Customer on-boarding documentation containing both sensitive and confidential information
- Customer financial records
- Customer banking details

Procurement:

- Customer on-boarding documentation containing both sensitive and confidential information
- Customer financial records
- Customer banking details
- Contracts and Service Level Agreement with sensitive and confidential information

Operations:

- Confidential information pertaining to the processes

Finances:

- Mamba financial records
- Company Secretarial information

Safety Health and Environment

- Employee medical records both sensitive and confidential information
- Contractor medical records both sensitive and confidential information

7. PROTECTION OF PERSONAL INFORMATION (SECTION 51 (1)(C))

7.1. Purpose of Processing

Mamba Cement collects and uses personal information to:

- On-boarding of Customers and Vendors
- Registration of new employees and processing of payroll and benefits
- Medical data to comply with the Mine Health and Safety Act
- Payment and credits to Vendors and Customers

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- Communication to Customers and Vendors

7.2. A description of the categories of data subjects and of the information or categories of information relating thereto

Categories of data subjects and personal information processed by Mamba Cement include the following

Categories of Data Subjects	Personal Information processed
Employees	Banking details Curriculum Vitae Disciplinary records Emolument Attachment Orders Employment records Identity Number Performance records Physical Address Postal Address Spouse and dependents records Tax Number Medical Records
Suppliers / Vendors	Business Banking details Business BBBEE status Company Registration details Directors Identity details Directors physical address Business Financial records Business Insurance and liability cover Business and Directors Physical Address Business and Directors Postal Address Business Tax Clearance details
Customers	Business Banking details Business BBBEE status Company Registration details Directors Identity details Directors physical address Business Financial records Business Insurance and liability cover Business and Directors Physical Address Business and Directors Postal Address Business Tax Clearance details
Job Applicants	Curriculum Vitae Disciplinary records Employment records Identity Number Physical Address

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	Postal Address Qualifications
Contractors	Curriculum Vitae Disciplinary records Employment records Identity Number Physical Address Postal Address Qualifications

7.3. The recipients or categories of recipients to whom the personal information may be supplied
Mamba Cement may share the information we collect with:

- Directors
- General Managers
- Supply Chain Department
- Human Resources Department
- Finance Department

7.4. Planned transborder flows of personal information

Suppliers / Vendors	Business Banking details Business BBBEE status Company Registration details Directors Identity details Directors physical address Business Financial records Business Insurance and liability cover Business and Directors Physical Address Business and Directors Postal Address Business Tax Clearance details
Customers	Business Banking details Business BBBEE status Company Registration details Directors Identity details Directors physical address Business Financial records Business Insurance and liability cover Business and Directors Physical Address Business and Directors Postal Address Business Tax Clearance details

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Expatriates	Banking details Curriculum Vitae Disciplinary records Emolument Attachment Orders Employment records Identity Number Performance records Physical Address Postal Address Spouse and dependents records Tax Number Medical Records
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7.5. The suitability of the information security measures to be implemented to ensure confidentiality, integrity and availability of the information which is to be processed

- All data is encrypted when sent via e-mail

8. THE REQUEST PROCEDURES

8.1. Form of request:


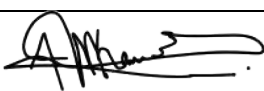

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- 8.1.3. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- 8.1.4. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer [s 53(2)(f)].

9. FEES

- 9.1. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- 9.2. The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- 9.3. The fee that the requester must pay to a private body is R5.00 per page. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
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- 9.6. Records may be withheld until the fees have been paid.
- 9.7. The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.

10. AVAILABILITY OF THE MANUAL (SECTION 51(3))

- 10.1. This manual is available from the South African Human Rights Commission www.sahrc.org.za
- 10.2. Mamba Cement will update this PAIA Manual at such intervals as may be deemed necessary.

	Compiled by	Approved By	Authorised By
Name	L Stander	A Mkansi	A Stephansen
Designation	Workflow Controller	IT Support Technician	Supply Chain Manager
Signature			
Date	06/09/2021	06/09/2021	06/09/2021