



Express Chef Sauces (Pty) Ltd
(Registration Number: 1992/001363/07)
(the "Company")

MANUAL

Prepared in terms of section 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (as amended)
(the "Act")

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1. List of Acronyms and Abbreviations

1.1.	"CEO"	Chief Executive Officer
1.2.	"DIO"	Deputy Information Officer
1.3.	"IO"	Information Officer
1.4.	"Minister"	Minister of Justice and Correctional Services
1.5.	"PAIA"	Promotion of Access to Information Act No.2 of 2000 as Amended
1.6.	"POPIA"	Protection of Personal Information Act No.4 of 2013
1.7.	"Regulator"	Information Regulator
1.8.	"Republic"	Republic of South Africa

2. Purpose of PAIA Manual

This PAIA Manual is useful for the public to –

- Check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 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;
- Know the description of the records of the body which are available in accordance with any other legislation;
- 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;
- Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 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;
- Know the description of the categories of data subjects and of the information or categories of information relating thereto;
- Know the recipients or categories of recipients to whom the personal information may be supplied;
- Know if the body has planned to transfer or process personal information outside of the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied, and
- Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

2.1. Availability of PAIA Manual

The manual has been published on the Company website, www.expresschefsauces.co.za, or alternatively a copy may be requested from the Information Officer/Deputy Information Officer, whose details can be found under section 3 of this manual.

3. Key Contact Details

Key contact details for access to Information of Express Chef Sauces

3.1. Chief Information Officer

Name: Vigandren Rungiah (Managing Director)
Tel: 011 613 5832
Email: vigandren@expresschef.co.za

3.2. Deputy Information Officer

Name: Nondumiso Mchunu
Tel: 011 613 5832
Email: accounts@expresschef.co.za

Name: Jasmain Tasdhary
Tel: 011 613 5832
Email: reception@expresschef.co.za

3.3. Access to information generals contacts

Email: info@expresschef.co.za

3.4. Head Office

Postal Address: Unit W2 124 Outspan Road
City Deep Mini Park
City Deep
2197

Physical Address: Unit W2 124 Outspan Roaa
City Deep Mini Park
City Deep
2197

Telephone: 011 613 5832

Email: info@expresschef.co.za

Website: www.expresschefsauces.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 addresses of –
 - The Information Officer of every public body, and
 - Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA
 - 4.3.3. The manner and form of a request for –
 - Access to a record of a public body contemplated in section 11, and
 - Access to a record of a private body, contemplated in section 50,
 - 4.3.4. The assistance available from the IO of a private 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-
 - An internal appeal
 - A complaint to the Regulator, and
 - 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

¹

Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

²

Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³

Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴

Section 50(1) of PAIA- A requester must be given access to any record of a private body if a) that record is required for the exercise or protection of any rights;

b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 4.3.7. the provisions of sections 14 and 51 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 15 and 52 providing for the voluntary disclosure of categories of records by a public and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92.

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//infoereg//>)

4.6. A copy of the Guide is also available in the following two official languages for public inspection during normal office hours –

4.6.1. English

4.6.2. Afrikaans

Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

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Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

7 Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

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Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

9 Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

10 Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

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Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-
(a) any matter which is required or permitted by this Act to be prescribed;
(b) any matter relating to the fees contemplated in sections 22 and 54;
(c) any notice required by this Act;
(d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and

(e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

5. Categories of Records

Categories of records of Express Chef Sauces which are available without a person having to request access

Category of records	Types of the Record	Available on the Website	Available upon request
Certification	Food Safety System Certification	X	X
Manual and Guide	Company PAIA manual and Regulator’s Guide on how to use PAIA	X	X
Human Resources	-HR Policies -Advertised posts -Employee Records -Skills Development and Training Plans -Employment Equity -B-BBEEE		X
Registration	Information Officers	X	X

6. Description of Records in Accordance with other legislation

Categories of Records	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
SARS Registration, including UIF	Companies Act 71 of 2008; and Unemployment Insurance Act 2001
Letter of Good Standing	The Compensation for Occupational Injuries and Diseases Act (COIDA) No. 130 of 1993

7. Description of the subjects on which the body holds records and categories of records held on each subject

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans and Proposals	Strategic Plans, Performance Plans
Human Resources	HR Policies and Procedures Advertised Posts Employee Records Employment Equity Records Skills Development Records B-BBEEE records Health and Safety incidents and near misses
Health and Safety	COIDA Letter of Good Standing Safety policies and procedures Registers – Training and reports
Customers	Order details Company records for invoicing purposes Contact details
Finance	Annual financial reports Budget forecasts Investment management reports Payroll reports Financial activities of the business including tax, bank records, contracts
Supply Chain	Inventory Supplier Agreements Shipping and logistics records

8. Processing of Personal Information

8.1. Purpose of Processing Personal Information

The Company processes personal information for a variety of purposes, including but not limited to the following:

- To maintain member records
- For recruitment purposes
- For employment purposes
- For general admin, financial and tax purposes
- For legal or contractual purposes
- For health and safety purposes
- To monitor access to, secure and manage the property and facilities
- To transact with suppliers and business partners

- To assist in improving the quality of facilities and services

8.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

CATEGORIES OF DATA SUBJECTS	PERSONAL INFORMATION PROCESSED
Customers and potential customers	Contact information of interfacing employees, Contracts, Juristic individual invoicing information incl but not limited to trading name, physical address, VAT number
Suppliers	Personal Information of supplier and supplier representative contact information, contracts
Employment candidates	Curriculum vitae of candidate, copy of SA ID document, criminal check, employment background check
Employees	Personal Information, medical information and next of kin personal information, employment contracts, performance records, health and safety records, time keeping and attendance records, payroll records, training records, pension / provident fund records where applicable
Visitors	Physical access records including full name and contact number

8.3. The recipients or categories of recipients to whom the personal information may be supplied

The Company may share the Personal Information of data subjects for any of the purposes outlined in Section 4.1. with the below listed:

- Our third-party service providers who perform services on our behalf
No personal information of data subjects will be shared with any third-party, unless we have written consent to do so, or where:
- We are obliged to provide such information for legal or regulatory purposes
- We are required to do so for purposes of existing or future legal proceedings
- We are involved in the prevention of fraud, loss, bribery or corruption
- They perform a service on our behalf that requires the processing of personal information
- The sharing of information is required to provide or manage a service to the data subjects

8.4. Information security measures

Express Chef Sauces will always endeavor to implement processes and systems to protect the personal information we hold.

The following procedures are in place to protect your personal information:

- The Information Officer is responsible for the compliance with the conditions of the lawful processing of personal information and other provisions of POPIA;
- Personal information that is collected is securely stored and only permitted persons have access to the information, that is only processed for the purpose for which it is required.

9. Availability of the Manual

9.1. A copy of the Manual is available –

- On www.expresschefsauces.co.za
- At the head office premises of Express Chef Sauces for public inspection during normal business hours
- To any person upon request and upon the payment of a reasonable prescribed fee; and
- 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 Express Chef Sauces will on a regular basis update this manual.

Issued by



Vigandren Rungiah
Managing Director and Information Officer