



PAIA AND POPIA MANUAL

TRAUMACALL (PROPRIETARY) LIMITED

COMPANY REGISTRATION NUMBER : 2016/237737/07

EFFECTIVE DATE : 22 JUNE 2021

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013.

1 THE ACT

The Promotion of Access to Information Act, 2000 (“PAIA”) gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by the State, as well as information held by another person (or private body) when such privately held information is required to exercise a right or to protect a right.

PAIA, provides that a person requesting information must be given access to any record of a private body, if that record is required for the exercise or the protection of a right. However, such request has to comply with the procedural requirements laid down by the Act.

2 COMPANY INFORMATION AND CONTACT DETAILS OF THE INFORMATION OFFICER

TraumaCall (Proprietary) Limited is a private company that offers a nationwide trauma counselling service that is accessible via a smartphone app, website or contact centre.

This PAIA Manual is available at its premises at 25A Eaton Avenue, Bryanston, 2152 and on its website, www.traumacall.co.za.

CONTACT DETAILS

Name of Body	TraumaCall (Proprietary) Limited
Head of Body	Aubrey Neville Pieterse (CEO)
Information Officer	Aubrey Neville Pieterse
Deputy Information Officer	Hertzog Smit Viljoen
Postal address	P O Box 1468, Sunninghill, 2157
Street address	25A Eaton Avenue, Bryanston, 2152
Telephone numbers	(010) 020 2425
Fax numbers	(0)86 652 3817

Company Email Address	info@traumacall.co.za
CEO's Email Address	aubrey@traumacall.co.za
Information Officer's Email Address	aubrey@traumacall.co.za
Company registration number	2016/237737/07

3 PURPOSE OF THE PAIA MANUAL

3.1 The purpose of PAIA is to promote the right of access to information, to foster a culture of transparency and accountability within TraumaCall by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.

3.2 In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in relation to public and private bodies.

3.3 Section 9 of the Act recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- 3.3.1 Limitations aimed at the reasonable protection of privacy;
- 3.3.2 Commercial confidentiality; and
- 3.3.3 Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

3.4 This PAIA Manual complies with the requirements of the guide mentioned in section 10 of the Act and recognizes that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.

4 THE GUIDE

The PAIA guide is available in all official South African languages at no cost, and any person may request a copy of the guide. A copy of the guide may be obtained by contacting the Information Regulator of South Africa at:

JD House

27 Stiemens Street

Braamfontein, 2001

P O Box 31533

Braamfontein, 2017

Complaints emails : complaints.IR@justice.gov.za

General enquiries email : infoereg@justice.gov.za

Website: www.justice.gov.za

5 RECORDS HELD BY TRAUMACALL

5.1 Records held by TraumaCall

For the purposes of this clause 5.1, “Personnel” refers to any person who works for, or provides services to, or on behalf of TraumaCall and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of TraumaCall. This includes, without limitation, directors (executive and non-executive) and staff.

This clause serves as a reference to the categories of information that TraumaCall holds. The information is classified and grouped according to records relating to the following subjects and categories:

Subject	Category
Companies Act Records	<ul style="list-style-type: none"> • Documents of Incorporation; • Index of names of Directors; • Memorandum and Articles of Association • Memorandum of Incorporation; • Minutes of meetings of the Board of Directors • Minute Book and internal resolutions; • Proxy forms; • Register of director’s shareholdings • Share certificates, • Share Register and other statutory registers and/or records and/or documents; • Special resolutions/Resolutions passed at General meetings; • Records relating to the appointment of : <ul style="list-style-type: none"> ○ Auditors; ○ Directors; ○ Public Officer ○ Company Secretary
Correspondence	<ul style="list-style-type: none"> • Correspondence of TraumaCall, including internal and external memoranda
Financial Records	<ul style="list-style-type: none"> • Accounting Records; • Annual Financial Reports; • Annual Financial Statements • Asset Registers; • Bank Statements; • Banking details and bank accounts; • Banking Records; • Debtors / Creditors statements and invoices; • General ledgers and subsidiary ledgers; • General reconciliation; • Invoices; • Paid Cheques; • Policies and procedures; • Rental

	<p>Agreements;</p> <ul style="list-style-type: none"> • Tax Returns
Income Tax Records	<ul style="list-style-type: none"> • PAYE Records; • Documents issued to employees for income tax purposes; • Records of payments made to SARS on behalf of employees; • All other statutory compliances: <ul style="list-style-type: none"> • VAT • Regional Services Levies • Skills Development Levies • UIF • Workmen’s Compensation
Information relating to legal proceedings	<ul style="list-style-type: none"> • Records relating to legal proceedings involving TraumaCall
Insurance Records	<ul style="list-style-type: none"> • Insurance policies taken out for the benefit of TraumaCall and its employees • Claims records
Intellectual Property	<ul style="list-style-type: none"> • Trade-marks, copyrights held by TraumaCall
IT Department	<ul style="list-style-type: none"> • Agreements with internet service providers and other telecommunication entities; • Computer / mobile device usage policy documentation; • Disaster recovery plans; • Hardware asset registers; • Information security policies / standards / procedures; • Information technology systems and user manuals • Leased line agreements; • Computer software support and maintenance agreements; • Project implementation plans; • Software licensing; and • System documentation and manuals.
Operations	<ul style="list-style-type: none"> • Policies & procedures • Call Flows • Reports and supporting documentation
Personnel Documents And Records	<ul style="list-style-type: none"> • Address Lists; • CCMA records

	<ul style="list-style-type: none"> • Disciplinary Code and Records; • Employee benefits arrangements rules and records; • Employment Contracts; • Employment Equity Plan • Expenditure or reimbursement agreements with directors; • Forms and Applications; • Grievance Procedures; • Leave Records; • List of employees; • Medical Aid Records; • Payroll reports/ Wage register; • Pension Fund Records; • Personnel files; • Safety, Health and Environmental records; • Salary Records; • SETA records • Standard letters and notices • Training Manuals; • Training Records; • Workplace agreements and records.
Procurement Department	<ul style="list-style-type: none"> • Standard Terms and Conditions for supply of services and products; • Client, Supplier, Counsellor, Agency and Broker agreements; • Lists of suppliers, products, services and distribution; • Policies and Procedures.
Risk Management and Audit	<ul style="list-style-type: none"> • Audit reports; • Risk management frameworks; • Risk management plans.
Records pertaining to clients of TraumaCall	<ul style="list-style-type: none"> • Agreements with TraumaCall clients • Service Level Agreements • Business strategies • Budgets • Creative artwork • Signed cost estimates • Contact Lists

	<ul style="list-style-type: none"> • Brand / Corporate Identity documents • Client briefs • Client emails • Clients' contact details
Safety, Health and Environment	<ul style="list-style-type: none"> • Complete Safety, Health and Environment Risk Assessment • Environmental Managements Plans
Sales Department	<ul style="list-style-type: none"> • Customer details • Information and records provided by a third party

5.2 Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA manual. Amongst other, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before TraumaCall will consider access.

6 RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT

6.1 Records of a public nature, typically those disclosed on the TraumaCall website, may be accessed without the need to submit a formal application.

6.2 Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

7 DESCRIPTION OF THE RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION (SECTION 51(1) (d))

7.1 Where applicable to its operations, TraumaCall retains records and documents in terms of the legislation below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be done in accordance

with the prescriptions of the Act.

7.2 It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in this PAIA Manual.

NO	REFENCE	ACT
1	No 42 of 1965	Arbitration Act
2	No 75 of 1997	Basic Conditions of Employment Act
3	No 53 of 2003	Broad Based Black Economic Empowerment Act
4	No 71 of 2008	Companies Act
5	No 3 of 2011	Companies Amendment Act
6	No 98 of 1978	Copyright Act
7	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
8	No 68 of 2008	Consumer Protection Act
9	No 9 of 1933	Currency and Exchanges Act
10	No 114 of 1998	Debt Collectors Act
11	No 25 of 2002	Electronic Communications and Transactions Act
12	No 55 of 1998	Employment Equity Act
13	No 37 of 2002	Financial Advisory and Intermediary Services Act
14	38 of 2001	Financial Intelligence Centre Act
15	No 95 of 1967	Income Tax Act
16	No 24 of 1936	Insolvency Act
17	No 38 of 1997	Intellectual Property Laws Amendment Act
18	No 66 of 1995	Labour Relations Act
19	No 34 of 2005	National Credit Act
20	No 24 of 1956	Pension Funds Act
21	No 121 of 1998	Prevention of Organised Crime Act
22	No 2 of 2000	Promotion of Access of Information Act
23	No 53 of 1998	Short Term Insurance Act
24	No 9 of 1999	Skills Development Levies Act
25	No 97 of 1998	Skills Development Act
26	No 30 of 1996	Unemployment Insurance Act

27	No 4 of 2002	Unemployment Contributions Act
28	No 89 of 1991	Value Added Tax Act

8 DETAIL TO FACILITATE A REQUEST FOR ACCESS TO A RECORD OF TRAUMACALL (SECTION 51(1) (e))

- 8.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 8.2 The requester must complete the prescribed form enclosed herewith, and submit same as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number or electronic mail address as noted in clause 2 above.
- 8.3 The prescribed form must be filled in with sufficient information to enable the Information Officer to identify:
 - a. the record or records requested; and
 - b. the identity of the requester.
- 8.4 The requester should indicate which form of access is required and specify a postal address, email address or fax number of the requester in the Republic;
- 8.5 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right (section 53(2)(d)).
- 8.6 TraumaCall will process the request within 30 (thirty) days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods cannot be complied with.
- 8.7 The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required.
- 8.8 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (section 53(2)(f)).
- 8.9 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

- 8.10 The requester must pay the prescribed fee, before any further processing can take place.
- 8.11 All information as listed in clause 8 herein should be provided and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information. The Information Officer shall sever a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

9 REFUSAL OF ACCESS TO RECORDS

9.1 Grounds to Refuse Access

A private body such as TraumaCall is entitled to refuse a request for information.

9.1.1 The main grounds for TraumaCall to refuse a request for information relates to the:

- a) mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63) or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person;
- b) mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013;
- c) mandatory protection of the commercial information of a third party (section 64) if the record contains:
 - i. trade secrets of the third party;
 - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - iii. information disclosed in confidence by a third party to TraumaCall, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- d) mandatory protection of confidential information of third parties (section 65) if it is protected in terms of any agreement;
- e) mandatory protection of the safety of individuals and the protection of property (section 66);
- f) mandatory protection of records which would be regarded as privileged in legal proceedings (section 67).

- 9.1.2 The commercial activities (section 68) of a private body, such as TraumaCall, which may include:
- a) trade secrets of TraumaCall;
 - b) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of TraumaCall;
 - c) information which, if disclosed could put TraumaCall at a disadvantage in negotiations or commercial competition;
 - d) a computer program which is owned by TraumaCall and which is protected by copyright;
 - e) the research information (section 69) of TraumaCall or a third party, if its disclosure would disclose the identity of TraumaCall, the researcher or the subject matter of the research and would place the research at a serious disadvantage.
- 9.1.3 Requests for information that are clearly frivolous or vexatious, or which involves an unreasonable diversion of resources shall be refused.
- 9.1.4 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 9.1.5 If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

10 REMEDIES AVAILABLE WHEN TRAUMACALL REFUSES A REQUEST

10.1 Internal Remedies

TraumaCall does not have internal appeal procedures. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

10.2 External Remedies

10.2.1 A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

10.2.2 A third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status and a Magistrate's Court designated by the Minister of Justice and Constitutional Development and which is presided over by a designated Magistrate.

11 ACCESS TO RECORDS HELD BY TRAUMACALL

11.1 Prerequisites for Access by Personal / Other Requester

11.1.1 Records held by TraumaCall may be accessed by requests only once the prerequisite requirements for access have been met.

11.1.2 A requester is any person making a request for access to a record of TraumaCall. There are two types of requesters:

a) Personal Requester

- i. A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- ii. TraumaCall will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

b) Other Requester

- i. This requester (other than a personal requester) is entitled to request access to information on third parties.
- ii. In considering such a request, TraumaCall will adhere to the provisions of the Act. Section 71 requires that the Information Officer takes all reasonable steps to inform a third party to whom the requested record relates of the request, informing him/her that he/she may make a written or oral representation to the Information Officer why the request should be refused or, where required, give written consent for the disclosure of the Information.

TraumaCall is not obliged to voluntarily grant access to such records. The requester must fulfil the prerequisite requirements, in accordance with the requirements of the Act and as stipulated in Chapter 5; Part 3, including the payment of a request and access fee.

12 PRESCRIBED FEES (SECTION 51 (1) (f))

Fees Provided by the Act

12.1 The Act provides for two types of fees, namely:

- a) A request fee, which is a form of administration fee to be paid by all requesters except personal requesters, before the request is considered and is not refundable; and
- b) An access fee, which is paid by all requesters in the event that a request for access is granted. This fee is inclusive of costs involved by the private body in obtaining and preparing a record for delivery to the requester.

12.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request (section 54(1)).

12.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

12.4 The Information Officer shall withhold a record until the requester has paid the fees as indicated below.

12.5 A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

12.6 If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

13 REPRODUCTION FEE

13.1 Where TraumaCall has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

Reproduction of Information Fees and Access of Information Fees	Fees to be charged
Information in an A-4 size page photocopy or part thereof	R 1,10
A printed copy of an A4-size page or part thereof	R 0,75
A copy in computer-readable format, eg. CD	R 70,00
A transcription of visual images, in an A4-size page or part thereof	R 40,00
A copy of visual images	R 60,00
A transcription of an audio record for an A4-size page or part thereof	R 20,00
A copy of an audio record *Per hour or part of an hour reasonably required for such search	R 30,00*

13.2 Request Fees

Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up front before TraumaCall will further process the request received.

13.3 Access Fees

13.3.1 An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of section 54(8).

The applicable access fees which will be payable are reflected in the table in 13.1 above:

13.4 Deposits

13.4.1 Where the institution receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more

than 6 (six) hours, a deposit is payable by the requester.

13.4.2 The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

13.5 Collection Fees

13.5.1 The initial "request fee" of R50,00 should be deposited into TraumaCall bank account, which can be obtained by contacting TraumaCall on Tel. (010) 020 2425 and a copy of the deposit slip, application form and other correspondence / documents, forwarded to the Information Officer via email.

13.5.2 The officer will collect the initial "request fee" of applications received directly by the Information Officer via email.

13.5.3 All fees are subject to change as allowed for in the Act and as a consequence such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

14 DECISION

14.1 Time Allocated

14.1.1 TraumaCall will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

14.1.2 The 30 (thirty) day period within which TraumaCall has to decide whether to grant or refuse the request, may be extended for a further period of not more than (30) thirty days if the request is for a large amount of information.

14.1.3 TraumaCall will notify the requester in writing should an extension be sought.

15 PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY TRAUMACALL

15.1 Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

15.2 TraumaCall needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions. The manner in which this information is Processed and the purpose for which it is Processed is determined by TraumaCall. TraumaCall is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data

Subject:

- 15.2.1 is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by TraumaCall, in the form of privacy or data collection notices. TraumaCall must also have a legal basis (for example, consent) to process Personal Information;
- 15.2.2 is processed only for the purposes for which it was collected;
- 15.2.3 will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
- 15.2.4 is adequate, relevant and not excessive for the purposes for which it was collected;
- 15.2.5 is accurate and kept up to date;
- 15.2.6 will not be kept for longer than is necessary;
- 15.2.7 is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by TraumaCall, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
- 15.2.8 is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
 - (a) be notified that their Personal Information is being collected by TraumaCall. The Data subject also has the right to be notified in the event of a data breach;
 - (b) know whether TraumaCall holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
 - (c) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
 - (d) object to TraumaCall' use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to TraumaCall' record keeping requirements);
 - (e) object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
 - (f) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPI and to institute civil proceedings regarding the alleged non-compliance with the protection of his / her or its personal information.

15.3 Purpose of the Processing of Personal Information by the Company

As outlined above, Personal Information may only be processed for a specific purpose. The purposes for which TraumaCall processes or will process Personal Information is set out in Part 1 of Appendix 2.

15.4 Categories of Data Subjects and Personal Information/special Personal Information relating thereto

As per section 1 of POPI, a Data Subject may either be a natural or a juristic person. Part 2 of Appendix 2 sets out the various categories of Data Subjects that TraumaCall Processes Personal Information on and the types of Personal Information relating thereto.

15.5 Recipients of Personal Information

Part 3 of Appendix 2 outlines the recipients to whom TraumaCall may provide a Data Subjects Personal Information to.

15.6 Cross-border flows of Personal Information

TraumaCall may from time to time need to share personal information of data subjects with third parties in other countries. Transborder sharing of information may be necessary where services need to be arranged for an individual in another country.

15.6.1 Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa if the:

- a) recipient country can offer such data an “adequate level” of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPI; or
- b) Data Subject consents to the transfer of their Personal Information; or
- c) transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
- d) transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- e) the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would in all likelihood provide such consent.

15.6.2 Part 4 of Appendix 2 sets out the planned cross-border transfers of Personal Information and the condition from above that applies thereto.

15.7 Description of information security measures to be implemented by TraumaCall

Part 5 of Appendix 2 sets out the types of security measures to be implemented by TraumaCall in order to ensure that Personal Information is respected and protected. A preliminary assessment of

the suitability of the information security measures implemented or to be implemented by TraumaCall may be conducted in order to ensure that the Personal Information that is processed by TraumaCall is safeguarded and Processed in accordance with the Conditions for Lawful Processing.

15.8 Objection to the Processing of Personal Information by a Data Subject

Section 11 (3) of POPI and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as Appendix 3 subject to exceptions contained in POPIA.

15.9 Request for correction or deletion of Personal Information

Section 24 of POPI and regulation 3 of the POPI Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Appendix 4 to this Manual

16 AVAILABILITY AND UPDATING OF THE PAIA MANUAL

16.1 Regulation Number R.187 of 15 February 2002

16.1.1 This PAIA Manual is made available in terms of Regulation Number R.187 of 15 February 2002. TraumaCall will update this PAIA Manual at such intervals as may be deemed necessary.

16.1.2 TraumaCall PAIA Manual is available to view at the offices of TraumaCall and on the TraumaCall website.

Appendix 1: Access Request Form – Form C



J752

REPUBLIC OF SOUTH AFRICA

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

--

B. Particulars of person requesting access to the record

- | |
|--|
| <p>a) The particulars of the person who requests access to the record must be given below.</p> <p>b) The address and / or fax number or email address in the Republic to which the information is to be sent must be given.</p> <p>c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|--|

Full names and surname:														
Identity number:														
Postal address:														
Telephone number:	()											Fax number:	()	
E-mail address:														

Capacity in which request is made, when made on behalf of another person:

--

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person
--

Full names and surname:													
Identity number:													

D. Particulars of record

- | |
|--|
| <p>(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</p> <p>(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</p> |
|--|

1. Description of record or relevant part of the record:

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2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
Mark the appropriate box with an X.			

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audiocassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (CD)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	Yes	No
---	-----	----

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate page and attach it to this form.
The requester must sign all the additional pages.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of year.....

.....
Signature of Requester / Person on Whose Behalf Request is Made

Appendix 2: Part 1 - Processing of Personal Information in Accordance with POPIA

For corporate clients:

- a. Performing duties in terms of any agreement with corporate clients
- b. Communicating with corporate clients by email, SMS, letter, telephone or in any other way about TraumaCall' products and services

For the end user / member / policyholder:

- a. Communicating (including direct marketing) with consumers by email, SMS, letter, telephone or in any other way about TraumaCall's products and services, unless consumers indicate otherwise
- b. To form a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers
- c. Carrying out market research, business and statistical analysis
- d. Performing other administrative and operational purposes including the testing of systems
- e. Complying with TraumaCall's regulatory and other obligations
- f. Rendering services according to instructions given by the end user / member / policyholder
- g. For the provision of trauma counselling services
- h. Maintaining our accounts and records
- i. Verifying identity
- j. Any other reasonably required purpose relating to TraumaCall business

For prospective consumers:

- a. Verifying and updating information
- b. Direct marketing
- c. Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to TraumaCall's business.

For employees:

- a. The same purposes as for consumers (above)
- b. Verification of applicant employees' information during recruitment process
- c. General matters relating to employees:
 - i. Provident fund
 - ii. Medical aid
 - iii. Payroll

- iv. Disciplinary action
- v. Training
- d. Any other reasonably required purpose relating to the employment or possible employment relationship
- e. Use of CCTV systems on the premises to prevent and detect crime

For suppliers /third party sub-contractors:

- a. Verifying information and performing checks;
- b. Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- c. Payment of invoices;
- d. Complying with TraumaCall's regulatory and other obligations; and
- e. Any other reasonably required purpose relating to TraumaCall business.

Appendix 2: Part 2 - Categories of Data Subjects and Categories of Personal Information relating thereto

Employees

- a. Name and contact details
- b. Identity number and identity documents including passports and marriage certificates
- c. Employment history and references
- d. Banking and financial details
- e. Details of payments to third parties (deductions from salary)
- f. Employment contracts
- g. Employment equity plans
- h. Family details
- i. Financial details
- j. Medical aid records
- k. Personal employee loans
- l. Provident Fund records
- m. Remuneration/salary records
- n. Performance appraisals

- o. Disciplinary records
- p. Leave records
- q. Training records
- r. Visual images of individuals captured on CCTV cameras

Consumers and prospective consumers (which may include employees)

- a. Postal and/or street address
- b. title and name
- c. contact numbers and/or e-mail address
- d. ethnic group
- e. employment history
- f. age
- g. gender
- h. marital status
- i. nationality
- j. language
- k. financial information
- l. identity or passport number
- m. health data

Vendors /suppliers / counsellors other businesses:

- a. Name and contact details
- b. Identity and/or company information and directors' information
- c. Banking and financial information
- d. Information about products or services
- e. Other information not specified, reasonably required to be processed for business operations

Appendix 2: Part 3 - Recipients of Personal Information

We sometimes need to share the personal information we process with the individual themselves and / or with other organisations. Where this is necessary we are required to comply with all aspects of the Protection of Personal Information Act. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary

or required we share information with :

- a) Family, associates and representatives of the person whose personal information we are processing
- b) Employment and recruitment agencies
- c) Financial organisations
- d) Credit reference agencies
- e) Healthcare, social and welfare organisations
- f) Healthcare professionals
- g) Central government
- h) Police / courts where necessary
- i) Business associates
- j) Persons making an enquiry / complaint
- k) Educators and examining bodies
- l) Suppliers and service providers
- m) Industry bodies
- n) Ombudsman and regulatory authorities
- o) Debt collection and tracing agencies
- p) Auditors
- q) Provident Fund Administrators
- r) Security organisations

Appendix 2: Part 4 – Cross border transfers of Personal Information

Personal Information may be transmitted transborder to TraumaCall's suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. TraumaCall will endeavour to ensure that its suppliers will make all reasonable efforts to secure said data and Personal Information.

Appendix 2: Part 5 – Description of information security measures

TraumaCall undertakes to institute and maintain the data protection measures to accomplish the following objectives outlined below. The details given are to be interpreted as examples of how to achieve an adequate data protection level for each objective. TraumaCall may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

1. Access Control of Persons

TraumaCall shall implement suitable measures in order to prevent unauthorized persons from gaining access to the data processing equipment where the data are processed.

2. Data Media Control

TraumaCall undertakes to implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by TraumaCall and containing personal data of Customers.

3. Data Memory Control

TraumaCall undertakes to implement suitable measures to prevent unauthorized input into data memory and the unauthorized reading, alteration or deletion of stored data.

4. User Control

TraumaCall shall implement suitable measures to prevent its data processing systems from being used by unauthorized persons by means of data transmission equipment.

5. Access Control to Data

TraumaCall represents that the persons entitled to use TraumaCall's data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorisation).

6. Transmission Control

TraumaCall shall be obliged to enable the verification and tracing of the locations / destinations to which the personal information is transferred by utilization of TraumaCall's data communication equipment / devices.

7. Transport Control

TraumaCall shall implement suitable measures to prevent Personal Information from being read, copied, altered or deleted by unauthorized persons during the transmission thereof or during the transport of the data media.

8. Organisation Control

TraumaCall shall maintain its internal organisation in a manner that meets the requirements of this Manual.

Appendix 3: Objection to the Processing of Personal Information in terms of Section 11(3) of the Protection of Personal Information Act, 2013

Regulations Relating to The Protection of Personal Information, 2018

Note:

- 1 Affidavits or other documentary evidence as applicable in support of the objection may be attached.
- 2 If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- 3 Complete as is applicable

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at this day of 20...

.....

Signature of data subject/designated person

Appendix 4: Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information in terms of Section 24(1) of the Protection of Personal Information Act, 2013

Regulations Relating to the Protection of Personal Information, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information

A	Details of Data Subject
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	

Fax number / E-mail address:	
C	<p style="text-align: center;">Reasons for Objection in Terms of Section 11(1)(D) to (F)</p> <p style="text-align: center;">(Please Provide Detailed Reasons for The Objection)</p>
D	<p style="text-align: center;">Reasons for *Correction or Deletion of the Personal Information about the Data Subject in Terms of Section 24(1)(a) which is in Possession or Under the Control of the Responsible Party; and or Reasons for *Destruction or Deletion of a Record of Personal Information about the Data Subject in Terms of Section 24(1)(b) which the Responsible Party is no longer authorised to Retain.</p> <p style="text-align: center;">(Please Provide Detailed Reasons for the Request)</p>