



KEEP ACCESS CONTROL SYSTEMS (PTY) LTD

Unit 59A Allandale Exchange
Morkels Close
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www.keepasc.co.za

KEEP ACCESS CONTROL SYSTEMS PTY LTD

2024/201882/07

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act 2/2000

(the "ACT")

INDEX

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1. INTRODUCTION

Keep Access Control Systems Pty Ltd conducts business as security and access control specialist in Africa.

2. COMPANY CONTACT DETAILS

Member: Cornelia Mocke

Postal Address: 59A Allandale Exchange, Morkels Close, Midrand

Street Address: 59A Allandale Exchange, 917 Morkels Close 1685

Telephone Number: +27 11 805 0175

Email: sales@keepacs.co.za

3. THE REQUEST

- 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 paragraphs 6 and 7 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.
- 3.4 The contact details of the Commission are
- Postal Address: Private Bag 2700, Houghton, 2041
- Telephone Number: +27-11-877 3600
- Fax Number: +27-11-403 0625
- Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act
13	No 85 of 1993	Occupational Health and Safety Act
14	No 56 of 2001	Private Security Industry Regulation act

5. SCHEDULE OF RECORDS

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Public Corporate Records• Media Releases	Freely available on website www.keepacs.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Proprietary Information
Marketing	<ul style="list-style-type: none">• Market Information• Public Customer Information• Product Sales Records• Marketing Strategies• Customer Database	Limited Information available on website. (see above) Request in terms of PAIA
Client	<ul style="list-style-type: none">• Client Files	Proprietary Information

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY to identify:
 - a. The record(s) requested;
 - b. The requester (and if an agent is lodging the request, proof of capacity);
 - c. The form of access required;
 - i. The postal address or fax number of the requester in the Republic;
 - ii. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - d. 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

SOUTH AFRICAN HUMAN RIGHTS DISCLAIMER

The South African Human Rights Commission reserves all rights and makes no warranty, either express or implied, with respect to the information and/or promotional material contained herein and is not responsible for any expenses, inconvenience, damage (whether special or consequential) or claims arising out of posting, time and costs incurred and or associated with this information and will not be liable for the latter.

Specific exemption from any liability is claimed with regard to the following:

1. The SAHRC does not endorse any third-party private service provider and will not bear any costs related to your transaction to compile the manual on your behalf.
2. Submission to the SAHRC is free and the SAHRC does not charge any fees for advice or administration however all cost to lodge manuals is at the relevant private entities own cost e.g. registered mail etc.

Manuals are subject to review and comment with the possibility of manuals being rejected on the basis of not meeting the minimum requirements and the SAHRC is not liable for the amendment costs if any and resubmission if any of any manuals.

ANNEXURE A: POPI NOTICE AND CONSENT FORM

POPI NOTICE AND CONSENT FORM

We understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.

We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

Our Information Officer's Contact Details

Name

Contact Number

Email Address:

Purpose for Processing your Information

We collect, hold, use and disclose your personal information mainly to provide you with access to the services that we provide. We will only process your information for a purpose you would reasonably expect, including:

- Providing you with services that suit your needs as requested
- To notify you of new services that may be of interest to you
- To verify your identity where necessary
- To confirm, verify and update your details
- To comply with any legal and regulatory requirements

Some of your information that we hold may include, your first and last name, email address, a home, postal or other physical address, other contact information, your title, birth date, occupation, or any other legal matter related information

Consent to Disclose and Share your Information

We may need to share your information to provide advice, reports, analyses, or services that you have requested. Due to the nature of our business we will be required to share some of your information with installers and suppliers (e.g. warranty, etc.)

Where we share your information, we will take all precautions to ensure that the third party will treat your information with the same level of protection as required by us. Your information may be hosted on servers managed by a third-party service provider, which may be located outside of South Africa.

I hereby authorise and consent to the organisation sharing my personal information with the following persons:

Name & Surname

Signature

Date

ANNEXURE B: PERSONAL INFORMATION REQUEST FORM

PERSONAL INFORMATION REQUEST FORM

Please submit the completed form to the Information Officer:

Name	
Contact Number	
Email Address:	

Please be aware that we may require you to provide proof of identification prior to processing your request. There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject

Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	

B. Request

I request the organisation to:

- | | |
|--|--------------------------|
| (a) Inform me whether it holds any of my personal information | <input type="checkbox"/> |
| (b) Provide me with a record or description of my personal information | <input type="checkbox"/> |
| (c) Correct or update my personal information | <input type="checkbox"/> |

C. Instructions

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

D. Signature Page

Signature _____

Date _____

ANNEXURE C: POPI COMPLAINT FORM

POPI COMPLAINT FORM

We are committed to safeguarding your privacy and the confidentiality of your personal information and are bound by the Protection of Personal Information Act.

Please submit your complaint to the Information Officer:

Name	
Contact Number	
Email Address:	

Where we are unable to resolve your complaint to your satisfaction, you have the right to complain to the Information Regulator.

The Information Regulator: Ms Mmamoroke Mphelo

Physical Address: SALLI Building , 316 Thabo Sehume Street, Pretoria

Email: inforreg@justice.gov.za

Website: <http://www.justice.gov.za/inforeg/index.html>

A. Particulars of Complainant

Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	

B. Details of Complaint

C. Desired Outcome

D. Signature Page

Signature:
Date