

M & IC Distributors a division of Bidvest Office  
(Registration Number:1997/010942/07)

(hereafter “the company”)

## **MANUAL**

Published in terms of section 51 of the  
Promotion of Access to Information Act 2 of  
2000  
(hereafter “PAIA”)

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## 1. Introduction

The “Company” is a wholesaler of homeware.

This Promotion of Access to Information Manual (“Manual”) provides an outline of the type of records and the personal information it holds, and explains how to submit requests for access to these records in terms of the Promotion of Access to Information act 2 of 2000 (“PAIA”).

PAIA gives effect to everyone’s constitutional right of access to information held by private sector or public bodies, if the record or personal information 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. Requests shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in section 6.

### 1.1 Availability of this Manual

This manual is published on the company website at <https://www.micsa.co.za> or alternatively, a copy can be requested from the Information Officer (see contact details in section 2).

### 1.2 Availability of guides to PAIA

Guides to the PAIA can be obtained and queries directed to:

The South African Human Rights Commission

PAIA Unit – The Research and Documentation Department

**Postal Address** Private Bag 2700, Houghton, 2041

**Telephone Number** +27 11 877 3600

**Fax Number** +27 11 484 7146

**Wed Address** [www.sahrc.org.za](http://www.sahrc.org.za)

**Email Address** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 2. Company Contact Details

**Physical address:** Unit 4B, Omni Park, Aerodrome Road, Aeroton, Johannesburg, South Africa, 2190

**Telephone number** 011 494 6540

**Fax Number:** 086 666 3855

**Information Officer:** Fritz du Toit

**E-mail address:** [infoofficer@interbrand.co.za](mailto:infoofficer@interbrand.co.za)

**Website address:** [www.micsa.co.za](http://www.micsa.co.za)

### 3. Company Records

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.

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.

### 4. Applicable legislation

Records (as amended) that are available in terms of other legislation are as follows:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Copyright Act No. 98 of 1978
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

### 5. Categories of data subjects and personal information processed

Categories of Data Subjects	Personal Information processed
Customers and potential customers	Customer personal information
	Customer contracts, and warranties
	Customer location information
Employees	Employees Employee personal information
	Employee medical information
	Employee disability information
	Employee Pension and Provident Fund Information
	Employee contracts
	Employee performance records
	Payroll records
	Electronic access records
	Physical access records
	Surveillance records
	Health and safety records
	Training records
	Employment history
	Time and attendance records
Biometric information	
Job applicants	Curriculum vitae and application forms
	Criminal checks
	Background checks
Visitors	Physical access records
	Surveillance records

## 6. Request Procedure

### Form of Request:

- The Requester must use the prescribed form (Annexure A) to make the request for access to a record. This request must be made to the Information Officer of the private body. This request must be made to the address or electronic mail address of the body concerned [section 53(1)].
- The Requester must provide sufficient detail on the request form to enable the Information Officer of the private body to identify the record and the requester. The Requester should also indicate which form of access is required. The Requester should also indicate if any other manner is to be used to inform the Requester and state the necessary particulars to be so informed [section 53(2)(a) and (b) and (c)].
- 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 [section 53(2)(d)].
- 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 of the private body [section 53(2)(f)].

### Fees:

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:

- The Information Officer of the private body 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 [section 54(1)].
- The fee that the Requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [section 54(3)(b)].
- After the Information Officer of the private body has made a decision on the request, the Requester must be notified in the required form.
- 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 to search and prepare the record for disclosure [section 54(6)].

**Annexure A:**

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / Email address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ Email address:	
<b>C</b>	<b>DETAILS OF RECORD REQUESTED</b>