

PROMOTION OF ACCESS TO INFORMATION (PAIA) MANUAL

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION (ACT 2 OF 2000)**

(Hereinafter Referred to As “The Act”)

Incorporating additional requirements of

The Protection of Personal Information Act (No 4 of 2013)

(Hereinafter Referred to As POPIA)

For

UCL Company (Pty) Ltd

1. Introduction

UCL is a manufacturer of Wattle Bark Extract, Sugar & Pine Products and is based in Dalton, in the picturesque Kwa-Zulu Natal Midlands. UCL Company (Pty) Ltd has grown from a wattle bark milling company in 1924 to becoming a large-scale enterprise specialising in the manufacture of wattle tannin extracts, sugar and pine lumber. In addition, the company operates 6500 hectares of farmland and runs a Trading division for the supply of requisite agricultural input materials.

UCL's operations primarily serve the interests of its raw material suppliers who are also the company's shareholders. The organisation's objectives encompass the long-term sustainability of its supply base and their supporting communities.

UCL Company (Pty) Ltd is committed to the observance of and compliance with the directives and

This manual is compiled in accordance with section 51 of the PAIA as amended by the Protection of Personal Information Act, 2013 (POPIA). POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need to access to information against the need to ensure the protection of personal information.

The PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

2. COMPANY PARTICULARS IN TERMS OF SECTION 51

CONTACT DETAILS {Section 51(1) (a)}

- a. **NAME OF THE COMPANY AND REGISTRATION NUMBER:**
UCL COMPANY (PTY) LTD
Registration Number: 2005/017711/7
- b. **COMPANY SECRETARY**
Ms. Z.B. Sibuyi
- c. **POSTAL ADDRESS OF THE COMPANY:**
P. O. BOX 1 DALTON, 3236
KWA-ZULU-NATAL
- d. **STREET ADDRESS OF THE COMPANY**
16 NOODSBERG ROAD DALTON
KWA-ZULU-NATAL
- e. **CONTACT TELEPHONE NUMBER FOR COMPANY:**
(033) 501-1600

- 6.4 Basic Conditions of Employment Act 75 of 1997;
- 6.5 Compensation for Occupational Injuries and Disease Act 130 of 1993
- 6.6 Companies Act 71 of 2008
- 6.7 Unemployment Insurance Act 63 of 2001;
- 6.8 Value Added Tax Act 89 of 1991;
- 6.9 Income Tax Act 58 of 1962; and
- 6.10 Skills Development Act 9 of 1999.

The fee for such access is determined by the Board of Directors from time to time.

7. CATEGORIES OF REQUESTORS

The capacity under which a Requestor makes a request for records defines the category in which the Requestor will fall into. There are four categories of Requestors:

- 7.1 A data Subject who makes requests about themselves;
- 7.2 Representative who makes a request on behalf of the Data subject(s);
- 7.3 Third Party who requests information about a Data Subject; or
- 7.4 Public Body who requests information in the public interest.

8. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

The request must be made to the person specified in 1.2 above and at the contact details specified in 1 above.

Any request for access to records in terms of the Act must be completed on the prescribed form, Form C, in terms of the Act and the Regulation thereto.

The requester must provide:-

1. Sufficient particulars on the request form to enable the Company Secretary to identify the record/s requested and the identity of the requester;
2. What form of access is required;
3. Specify a postal address or fax number of the requester in the Republic;
4. Identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right;
5. If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner;
6. If the request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Company Secretary.

The Company Secretary must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee which for a private body is R50-00 before further processing the request. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

- The Company Secretary will then make a decision whether to grant the request or not and notify the requester on the required form.

9.5 WEB PAGES

The web page www.uclweb.co.za is accessible to anyone who has access to the Internet.

10. AVAILABILITY OF THE MANUAL [Section 51 (3)]

This manual is available from the South African Human Rights Commission (see details above), UCL COMPANY (PTY) LTD, and in electronic format from the web page www.uclweb.co.za

11. FEES IN RESPECT OF PRIVATE BODIES

The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

ACCESS FEES:

		<u>R</u>
(a)	For every photocopy of an A4-size page of part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or inelectronic or machine readable form	0,75
(c)	For a copy in computer-readable form on –	
	(i) Stiffy disk	7,50
	(ii) Compact disc	70,00
(d)	(i) For a transaction of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	40,00 60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	20,00 30,00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

11.1 The access fee payable by a requester referred to in regulation 11 (3) are as follows :-

11.5 The fees for reproduction referred to in the regulation 11(1) are as follows

13. CATEGORIES OF PERSONAL INFORMATION COLLECTED BY UCL

UCL may collect information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

- information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- Information relating to the education or the medical, financial, criminal or employment history of the person;
- any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person:
- The biometric information of the person;
- The personal opinions, views or preferences of the person;
- Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the person; and
- The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

The purpose of processing personal information

In terms of POPIA, data must be processed for a specified purpose. The purpose for which data is processed by UCL will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. For more information please visit the company web page at www.uclweb.co.za.

CATEGORIES OF DATA SUBJECTS

UCL holds information and records on the following categories of data subjects:

- Customers of UCL;
- Employees / personnel of UCL;
- Independent contractors of UCL;
- Suppliers of UCL;
- Growers of UCL, and
- Any third party with whom UCL conducts business.

CATEGORIES OF RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED

Depending on the nature of the personal information, UCL may supply information or records to the following categories of recipients:

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules;
- South African Revenue Services, or another similar authority; and
- Anyone making a successful application for access in terms of PAIA or POPIA.

	3. Any further particulars of record ;		
E.	Fees		
	<p>(a) A request for access to a record, other than record containing personal information about yourself, will be processed only after a REQUEST FEE has been paid.</p> <p>(b) 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.</p> <p>(c) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p>		
	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 hereunder, 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 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 :		
	<input type="checkbox"/>	Copy of record	<input type="checkbox"/> Inspection of record
	2. If record consists of visual images (This included photographs, slides, video recordings, computer-generated images, sketches etc);		
	<input type="checkbox"/>	View images	<input type="checkbox"/> Copy of images <input type="checkbox"/> Transcription of the images
	3. If record consists of recorded words or information which can be reproduced in sound :		
	<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/> Transcription of soundtrack (written or printed document)
	4. If record is held on computer or in an electronic or machine-readable form :		
	<input type="checkbox"/>	Printed copy of record	<input type="checkbox"/> Printed copy of information derived from the record <input type="checkbox"/> Copy in computer readable form (stiffy or compact disc.)
G.	Particulars of right to be exercised or protected		
	<p>If the provided space is inadequate, please continue on a separate folio and attach it to this form. THE REQUESTER MUST SIGN ALL ADDITIONAL FOLIOS.</p>		
	1. Indicate which right is excersised or protected :		

APPENDIX B: POPIA FORM 1

FORM 1 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION - SECTION 11(3) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

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

Complete as is applicable.

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

APPENDIX C: POPIA FORM 2

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 (ACT NO.4 OF 2013) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

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

Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

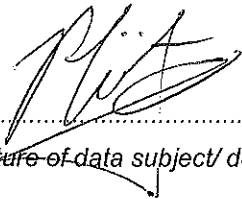
Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

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 THE DATA SUBJECT
Name(s) and Surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	

<i>D</i>	<p>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</p> <p>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>(Please provide detailed reasons for the request)</p>

Signed at Dalton this 21st day of December 2021



.....
 Signature of data subject/ designated person