

ONDERSTEPOORT BIOLOGICAL PRODUCTS SOC (PTY) LTD

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

**DATE OF REVISION: 07/09/2022**

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**1. LIST OF ACRONYMS AND ABBREVIATIONS**

* 1. **“CEO”** Chief Executive Officer
	2. **“PAIA”** Promotion of Access to Information Act No. 2 of 2000 (as amended)
	3. **“POPIA”** Protection of Personal Information Act No.4 of 2013.
	4. **“Regulator”** Information Regulator; and

**1.5 “Republic”** Republic of South Africa

**2. PURPOSE OF PAIA MANUAL**

This PAIA Manual is useful for the public to-

* 1. check the categories of records held by a body which are available without a person having to submit a formal PAIA request.
	2. 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.
	3. know the description of the records of the body which are available in accordance with any other legislation.
	4. 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.
	5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it.
	6. 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.
	7. know the description of the categories of data subjects and of the information or categories of information relating thereto.
	8. know the recipients or categories of recipients to whom the personal information may be supplied.
	9. know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
	10. know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

**3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ONDERSTEPOORT BIOLOGICAL PRODUCTS SOC (PTY) LTD**

* 1. **Chief Information Officer**

Name: Ms René Kanosi

Tel: +27 (0) 12 522 1500

Fax number: +27 (0) 12 522 1591

3.1.1 Access to information general contacts

 ordersloc@obpvaccines.co.za (please add the relevant email here)

* 1. **National or Head Office**

**Postal Address**:

Private Bag X07

Onderstepoort
0110
Pretoria
South Africa

**Physical Address**:

100 Old Soutpan Rd
Onderstepoort
0110
Pretoria
South Africa

**Telephone**:

**Main Switchboard:**+27 (0) 12 522 1500

**Fax:**+27 (0) 12 522 1591

**Local Sales:**+27 (0) 12 522 1684

**Local Sales Fax:**+27 (0) 12 565 5260

**International Sales:**+27 (0) 12 522 1621

**International Sales Fax:**+27 (0) 86 558 5206

Email:

**Local Sales:**ordersloc@obpvaccines.co.za

**International Sales:**exportorders@obpvaccines.co.za

Website: [obpvaccines.co.za](https://www.obpvaccines.co.za/)

**4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

* 1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guideon 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.
	2. The Guide is available in each of the official languages and in braille. The aforesaid Guide contains the description of-
		1. the objects of PAIA and POPIA, the postal and street address, phone and fax number and, if available, electronic mail address of-
			1. the Information Officer of every public body, and
			2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA[[1]](#footnote-1) and section 56 of POPIA[[2]](#footnote-2);
		2. the manner and form of a request for-

4.2.2.1. access to a record of a public body contemplated in section 11; and

4.2.2.2. access to a record of a private body contemplated in section 50.

4.2.2.3 the assistance available from the IO of a public body in terms of PAIA and POPIA.

4.2.2.5 the assistance available from the Regulator in terms of PAIA and POPIA.

4.2.2.6 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-

4.2.2.6 (a) an internal appeal.

4.2.2.6 (b) a complaint to the Regulator; and

4.2.2.6 (c) 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.

4.2.3 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.

4.2.4 the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively.

4.2.5 the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

4.2.6 the regulations made in terms of section 92.

4.2.7 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.

4.3 The Guide can also be obtained-

4.3.1 upon request to the Information Officer.

4.3.2 from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

4.4 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.4.1 English; Sesotho

*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*

 *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*

*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.*

*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.*

 *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.*

**5. CATEGORIES OF RECORDS OF THE (INSERT THE NAME OF THE BODY) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Records** | **Types of Records** | **Available on website** | **Available on request** |
| **Statutory Information**  | Memorandum & articles of association, director/board appointments, public officer | Board and Executive | Subject to restrictions and right of refusal |
| **Financial Records** | Accounting, tax, employee records, administration, contracts, legal, insurance | No | Subject to restrictions and right of refusal |

**6. DESCRIPTION OF THE RECORDS OF (INSERT THE NAME OF THE BODY) WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

|  |  |
| --- | --- |
| **Category of Records** | **Applicable Legislation** |
| **Memorandum of incorporation** | **Companies Act 71 of 2008** |
| **PAIA Manual** | **Promotion of Access to Information Act 2 of 2000** |

**7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE (INSERT THE NAME OF THE BODY)**

|  |  |
| --- | --- |
| **Subjects on which the body holds records** | **Categories of Records** |
| **Strategic Documents, Plans, Proposals** | **Annual Reports, Strategic Plan, Annual Performance Plan** |
| **Human Resources** | - **HR policies and procedures****- Advertised posts****- Employees records** |
|  |  |

**8.PROCESSING OF PERSONAL INFORMATION**

**8.1** **Purpose of Processing Personal Information**

NB: Describe the purpose or reasons for processing personal information in your organisation.

**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 that may be processed** |
| **Customers / Clients** | name, address, registration numbers or identity numbers, employment status and bank details |
| **Service Providers** | names, registration number, vat numbers, address, trade secrets and bank details |
| **Employees**  | address, qualifications, gender, and race |

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

|  |  |
| --- | --- |
| **Category of personal information** | **Recipients or Categories of Recipients** **to whom the personal information may be supplied** |
| **Identity number and names, for criminal checks** | South African Police Services |
| **Qualifications, for qualification verifications** | South African Qualifications Authority |
| **Credit and payment history, for credit information**  | Credit Bureaus |

* 1. **Planned transborder flows of personal information**

OBP stores electronic information, including personal information of data subjects, on

servers and systems, which may be located outside of the borders of the Republic of South

Africa. Due care is taken to ensure that the relevant countries offer the necessary protection

for the personal information as required by law. Certain employee information is made

available to employees of group companies world-wide. Transfers of any other data subject’s

personal information to third parties in foreign countries will occur in accordance with the

requirements of the law

**8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

8.5.1 We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information.

8.5.2 We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

• Physical security

• Computer and network security

• Access to personal information

• Secure communications

• Security in contracting out activities or functions

• Retention and disposal of information

• Acceptable usage of personal information

• Governance and regulatory issues

• Monitoring access and usage of private information

• Investigating and reacting to security incidents

**9. AVAILABILITY OF THE MANUAL**

9.1 A copy of the Manual is available-

9.1.1 on [obpvaccines.co.za](https://www.obpvaccines.co.za/)

9.1.2 head office of ONDERSTEPOORT BIOLOGICAL PRODUCTS SOC (PTY) LTD for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 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 a (insert the name of private body) will on a regular basis update this manual.

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.*  [↑](#footnote-ref-1)
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.* [↑](#footnote-ref-2)