

AERONTEC (PTY) LTD

(Registration Number: 2017/525990/07)

Manual in terms of section 51 of the Promotion of

Access to Information Act, 2 of 2000

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PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

Section 51 Manual of Aerontec (Pty) Ltd
(Registration number: 2017/525990/07)

1. Contact particulars
2. Introduction
3. Guide in terms of section 10 of The Act
4. Facilitation of a request for access to information
5. Information available in terms of other applicable legislation
6. Information automatically available
7. Information available in terms of the act
8. Requesting Procedures
9. Prescribed fees
10. Protection Of Personal Information Processed
11. Availability Of The Manual

PROMOTION OF ACCESS TO INFORMATION ACT, 2 OF 2000 (THE ACT)

SECTION 51 MANUAL

AERONTEC (PTY) LTD

(REGISTRATION NUMBER: 2017/525990/07)

1. CONTACT PARTICULARS

Head of business:	PG Blyth	Information Officer:	PG Blyth
Deputy Information officer:	L Bennett		
Postal Address:	14C Warrington Road Claremont 7708	Physical Address:	14C Warrington Road Claremont 7708
Telephone Number:	021 671 2114		
Email Address:	info@aerontec.co.za		
Website:	https://aerontec.co.za		

2. INTRODUCTION

Supplier and distributor of composite materials and related technologies.

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

- 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 section 53 and 54 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. 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: <https://www.sahrc.org.za>

4. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION

Information which is not readily available as indicated in this manual, may be requested directly from Aerontec (Pty) Ltd in accordance with the procedure prescribed in terms of The Act.

5. INFORMATION AVAILABLE IN TERMS OF OTHER APPLICABLE LEGISLATION

- Banks Act 94 of 1990
- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Businesses Act, 71 of 1991
- Carbon Tax Act, 15 of 2019 and Regulations
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Employment Equity Act, 55 of 1998
- Labour Relations Act, 66 of 1995
- Occupational Health and Safety Act, 85 of 1993
- Skills development Act, 97 of 1998
- Skills Development Levies Act, 9 of 1999
- Income Tax Act, 58 of 1962
- Unemployment Insurance Act, 30 of 1996
- Value Added Tax Act, 89 of 1991

6. INFORMATION AUTOMATICALLY AVAILABLE

- Website
- Pricelists
- Marketing and Promotional Material
- Material Safety Data sheets and product data sheets
- Reports
- Pamphlets / Brochures
- Newsletters

7. INFORMATION AVAILABLE IN TERMS OF THE ACT – ON REQUEST

Statutory Business Records

- Certificate of Incorporation
- Memorandum of Incorporation
- Minutes and resolution

Accounting Records

- Audited Annual financial statements and working papers
- General ledger
- Subsidiary ledgers (receivables, payables, etc.)
- Bank statements
- Budgets
- Asset register
- Management accounts
- Tax records
- VAT returns

Fixed Property

- Lease agreements

Information Technology

- Agreements
- Licences
- Systems support and development
- Software packages
- Disaster recovery processes and procedures
- Capacity and utilization of current systems
- Maintenance agreements
- Operating systems
- Security
- Internet
- Hardware
- Customer database

Insurance

- Claim records
- Details of coverage, limits and insurers
- Insurance policies

Intellectual Property

- Agreements relating to intellectual property
- Patents, patent applications and inventions

Legal, Agreements and Contracts

- Acquisition or disposal documentation
- Agreements with contractors and suppliers
- Agreements with customers
- Agreements with shareholders, officers or directors

Personnel Records

- Attendance register and hours of work
- Disciplinary records and grievance records
- Employee evaluation and performance records
- Employee information records
- Employee loans

- Employee remuneration
- Policies and procedures
- Payroll records
- Employee information records
- UIF, PAYE and SDL returns
- Returns in terms of Occupational Injuries and Diseases Act
- Health and safety records
- Recruitments and appointments
- Organisational design

Sales and Marketing

- Brochures, newsletters and marketing material
- Customers
- Domestic and export orders
- Media releases

Administration

- Correspondence
- Internal policies and procedures

8. REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request forms that is available at the offices of Aerontec (Pty) Ltd, or can be accessed on <https://infoeregulator.org.za/paia-forms/>
The completed request form must be sent to the address provided in this manual and marked for the attention of the Information Officer.

Please 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;
- d) The postal address or email address of the requester in the Republic;
- e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- f) 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.

9. PRESCRIBED FEES

A requestor is required to pay the prescribed fees before a request will be processed;
If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
Records may be withheld until the fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

10. PROTECTION OF PERSONAL INFORMATION PROCESSED

The company is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.

The company has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

10.1. The purpose of processing of personal information

We process personal information for various reasons, including but not limited to the following:

1. To manage information, products and/or services requested by data subjects;
2. To help us identify data subjects when they contact us;
3. Manage customers
4. To maintain customer records;
5. Recruitment purposes;
6. Employment purposes;
7. Training purposes;
8. Travel purposes;
9. General administration
10. Financial and tax purposes;
11. Legal or contractual purposes;
12. Health and safety purposes;
13. To monitor access, secure and manage our premises and facilities;
14. To transact with our suppliers
15. To improve the quality of our products and services;
16. To help us detect and prevent fraud and money laundering under FICA;
17. To help us recover debts;
18. Marketing purposes
19. Engaging with the public

10.2 . Data subject categories and personal information processed

Prospective employees Employees Customers Students Suppliers Business partners Visitors (Walk-in) Group companies	Race Gender Sex pregnancy marital status national, ethnic or social origin colour age
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	<p>physical or mental health</p> <p>well-being</p> <p>disability</p> <p>religion</p> <p>conscience</p> <p>belief</p> <p>culture</p> <p>language and birth of the person</p> <p>Education history</p> <p>medical history, health</p> <p>financial history</p> <p>criminal history, alleged commission of offence and proceedings in respect of these offences</p> <p>employment history</p> <p>ID number</p> <p>symbol</p> <p>e-mail address</p> <p>physical address</p> <p>telephone number</p> <p>Location information</p> <p>online identifier</p> <p>biometric information</p> <p>Personal opinions</p> <p>views or preferences of the person</p> <p>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</p> <p>The views or opinions of another individual about the person</p> <p>Name of individual if it appears with other personal information</p>
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10.3 Recipients with whom personal information is shared

In processing your personal information, we may share it within the group of companies or with other third parties.

These include but are not limited to:

- a) Statutory authorities;
- b) Law enforcement agencies;
- c) Tax authorities;
- d) Industry bodies;
- e) contractors, vendors, or suppliers;
- f) Payment processors
- g) Email management and distribution tools
- h) Data storage providers
- i) Server hosts
- j) Group companies
- k) Agents
- l) Service providers

10.4 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.

We also take steps to ensure that operators that process personal information on behalf of Aerontec (Pty) Ltd apply adequate safeguards as outlined above.

10.5 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

10.6 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.

Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

10.7 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, Aerontec (Pty) Ltd shall notify:

- a) the Regulator; and
- b) the data subject, unless the identity of such data subject cannot be established.

The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

11. AVAILABILITY OF THE MANUAL

Copies of the manual are available for inspection, free of charge, at the offices of Aerontec (Pty) Ltd, from the South African Human Rights Commission and at aerontec.co.za

Head of Business, Aerontec (Pty Ltd)

Signed:  _____

Full Name: Graham Blyth

Date: 7th November 2023