

PRIME
MOLECULAR
TECHNOLOGIES

PAIA MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT



PRIME MOLECULAR TECHNOLOGIES AFRICA (PTY) LTD PAIA MANUAL

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

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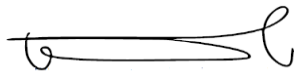
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1 Description of Guide Referred to in Section 10

A Guide has been compiled in terms of Section 10 of PAIA by the South African Human Rights Commission (SAHRC). It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights Commission at The Guide is available for inspection, *inter alia*, at the office of the South African Human Rights Commission at Braampark Forum 3, 33 Hoofd Street, Braamfontein, Johannesburg, Gauteng and at www.sahrc.org.za.

For further information please contact the SAHRC:

Postal Address: Private 2770
Houghton
2041
Tel: (011) 877-3600
Email: mnyuswa@sahrc.org.za

2 RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Records available in terms of other legislation are as follows:

Administration of Estates Act, No. 66 of 1965
Arbitration Act No. 42 of 1965
Basic Conditions of Employment Act No. 75 of
1997 Broad-based Black Economic Empowerment
Act 53 of 2003 Companies Act No 71 of 2008 and
Applicable Regulations
Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

3 RECORDS AUTOMATICALLY AVAILABLE

No notice has been submitted by the practice to the Minister of Justice and Constitutional Development regarding the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of the business is automatically available without having to request access in terms of PAIA.

4 SUBJECTS AND CATEGORIES OF RECORDS HELD BY

General information about Prime Molecular Technologies Africa can be accessed via the internet on www.pm-tech.co.za, which is available to all persons who have access to the internet.

Established in 2009, Prime Molecular Technologies Africa (Pty) Ltd, is an ICT company specializing also in Public WIFI infrastructure and Management and therefore holds records of Public WIFI users which comprises the following categories:-

A. PERSONAL INFORMATION

- Full Names
- Gender
- Email Address;
- Cellphone Number
- Device Name
- Device Model

5 PURPOSE OF PROCESSING OF PERSONAL INFORMATION

To support our systemic activities in access control;
To support sales and marketing activities;
To support recruitment and management of staff;
To support engagement with suppliers;
To support engagement with the general public;
To support engagement with investors and the media;
To promote sales and marketing items;

6 DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

- Customers: record of customer life cycle.
- Employees: record of employee life cycle.
- Suppliers: record of supplier life cycle.
- General public: tracking general enquiries and web site visits.
- Investors: records as maintained by the Company Secretary.
- Media: records of media interactions.

7 PLANNED RECIPIENTS OF PERSONAL INFORMATION

- Statutory authorities;
- Customers;
- Suppliers;
- Law enforcement;
- Tax authorities;
- Financial institutions;
- Retail Companies
- Industry bodies.

8 TRANS-BORDER FLOWS OF PERSONAL INFORMATION

PRIME MOLECULAR TECHNOLOGIES AFRICA (PTY) LTD does not have any trans-border flow of information. Should this situation change, then we would plan flows that can include:

- Flows to service providers/operators;
- Flows to business partners;
- Flows to customers;
- Flows to suppliers;
- Flows through the use of social media.

9 SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- Physical security measures;
- Cyber security measures;
- Training in information security;
- Policies in information security;
- Audits of information security;
- Any particular security framework implemented.

10 DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

10.1 Form of request

Internal and external correspondence between each member of PRIME MOLECULAR TECHNOLOGIES AFRICA (PTY) LTD, its staff and customers, including letters, faxes, memos, emails and the like, to the extent that same are not covered by the records described in paragraph 4.

- A requester must use the form C to make a request for access to a record. This must be made to the designated head. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic of South Africa. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

10.2 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 will by written notice require each requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing any request.
- The fee that the requester must pay to a private body is R50, provided that the requester may lodge an application to the court against the tender or payment of the request fee.
- After the Information Officer has made a decision on the request, the requester will be notified in the required form. If the request is granted, then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Prime Molecular Technologies Africa has the right to reject any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.

11 AVAILABILITY OF THE MANUAL

This manual is available for inspection at the office of Prime Molecular Technologies Africa free of charge.

12 FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

In terms of Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation 10]

A. Particulars of private body

The Head (name of body):

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and/or fax number in the Republic to which the information is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number

if

that is known to you, to enable the record to be located.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

(b) The standard fee required for basic information is R 50 excluding computer media that may be required for storage. (USB, Flash drives, etc.)

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

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:

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.*

Mark the appropriate choice with an X.

1. If the record is in written or printed

- form:** copy of record
 inspection of record

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

- view the images
 copy of the images
 transcription of the images

3. If record consists of recorded words or information which can be reproduced in sound:

- listen to the soundtrack (audio file)
 transcription of soundtrack (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

- printed copy of record
 printed copy of information
 derived from the record
 copy in computer readable form (computer media)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.

- YES
 NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to _____ the _____ record?

Signed at _____ this _____ day of

13 Contact Us

If you have questions or comments about this notice, you may contact our Information Officer (IO) and Deputy Information Officers as follows: -

Information Officer	:	Thabiso Mashego 7 Fricker Road Illovo Sandton
Email	:	thabiso@pm-tech.co.za support@pm-tech.co.za
Contact	:	(011) 018 9907 (Office) 065 922 8793 (Cell)
Deputy Information Officer	:	Sibusiso Langa 7 Fricker Road Illovo Sandton
Email	:	sibu@pm-tech.co.za support@pm-tech.co.za
Contact	:	(011) 018 9907 (Office) 072 265 6443 (Cell)

NB: You can also visit our website @ www.pm-tech.co.za for further contact details and to engage with us.