



**Address:** Unit 28 Ground Floor  
Waterford Office Park Waterford Road  
Fourways JHB 2191  
**Tel:** 011 447 6518  
**Co Reg Number:** 2015/320613/07  
**VAT Number:** 4500278546

**EDGEEXEC (Pty) Ltd**  
**[ A wholly owned subsidiary of**  
**EDGE EXECUTIVE SEARCH (Pty) Ltd]**

**PAIA MANUAL**  
**in terms of**  
**Section 51 of**  
**The Promotion of Access to Information Act**  
**2/2000**  
**(the "ACT")**

As per GOVERNMENT GAZETTE, 27 August 2021

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. R. 757

DATE OF COMPILATION: 25 June 2020

DATE OF REVISION: 18 October 2023

**Edgexec (Pty) Ltd**  
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## 1. Introduction

### **EDGEEXEC (Pty) Ltd [ A wholly owned subsidiary of EDGE EXECUTIVE SEARCH (Pty) Ltd]**

Edge provides professional and efficient permanent and short-term staff recruitment solutions across Africa and globally. Our services include:

- Executive Search
- Headhunting
- Talent Mapping
- Permanent Recruitment
- and Flexible Staffing Solutions (temporary, contract or fixed term staffing)

Edge started as a female owned business in 2011 and 12 years later has grown to a Group of companies.

Executive Search – this is our focus.

## 2. Key contact details for access to information of Edgexec (Pty) Ltd

### 2.1. Chief Information Officer

Name: Miss. Janice Clare Wagner

Tel: +27 11 4476518

Email: [janice@edgexec.co.za](mailto:janice@edgexec.co.za)

### 2.2. Deputy Information Officer

Name: Mr. Schalk Verwey

Tel: +27 11 4476518

Email: [schalk@edgexec.co.za](mailto:schalk@edgexec.co.za)

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### 2.3 Access to information general contacts

Email: [info@edgexec.co.za](mailto:info@edgexec.co.za)

### 2.4 National Head Office

Postal Address: 463 Rugby Avenue, Ferndale Randburg 2194

Physical Address: Unit 28 Ground Floor, Waterford Office Park, Sheringham Drive, Maroeladal 2155

Telephone: +27 11 4476518

Email: [info@edgexec.co.za](mailto:info@edgexec.co.za)

Website: <https://edgexec.co.za/about-us/>

## **3. Purpose of PAIA Manual**

This PAIA Manual is useful for the public to-

- 3.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 3.2 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;
- 3.3 know the description of the records of the body which are available in accordance with any other legislation;
- 3.4 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;
- 3.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it
- 3.6 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;

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- 3.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.9 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
- 3.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

#### **4. Guide on how to use PAIA and how to obtain access to the guide**

- 4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on 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.
  - 4.1.1 The Guide is available in each of the official languages and in braille.
  - 4.1.2 The aforesaid Guide contains the description of-
    - 4.1.2.1 the objects of PAIA and POPIA;
    - 4.1.2.2 the postal and street address, phone and fax number and, if available, electronic mail address of-
    - 4.1.2.3 the Information Officer of every public body, and
    - 4.1.2.4 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

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- 4.1.3 the manner and form of a request for-
  - 4.1.3.1 access to a record of a public body contemplated in section 11<sup>3</sup>; and
  - 4.1.3.2 access to a record of a private body contemplated in section 50<sup>4</sup>;
- 4.1.4 the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.1.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.1.6 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-
  - 4.1.6.1 an internal appeal;
  - 4.1.6.2 a complaint to the Regulator; and
  - 4.1.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision<sup>5</sup> on by the Regulator or a decision of the head of a private body;
- 4.1.7 provisions of sections 14<sup>6</sup> and 51<sup>7</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

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<sup>3</sup> Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

<sup>4</sup> Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

<sup>6</sup> Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

<sup>7</sup> Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

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- 4.1.8 the provisions of sections 15<sup>8</sup> and 52<sup>9</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.1.9 the notices issued in terms of sections 22<sup>10</sup> and 54<sup>11</sup> regarding fees to be paid in relation to requests for access; and
- 4.1.10 the regulations made in terms of section 92<sup>12</sup>.
- 4.2 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/>).
- 4.6 A copy of the Guide is also available in the following official language, for public inspection during normal office hours-
  - 4.6.1 English

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<sup>8</sup> 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

<sup>9</sup> 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

<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> 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;  
(c) any notice required by this Act;  
(d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and  
(e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

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#### 4.7 Applicable Legislation

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 69 of 1984	Close Corporations Act (Edge Executive Search CC only)
8	No 25 of 2002	Electronic Communications and Transactions Act
9	No 2 of 2000	Promotion of Access of Information Act
10	No 30 of 1996	Unemployment Insurance Act

#### **5. Schedule of Records**

<b><u>Records</u></b>	<b><u>Subject</u></b>	<b><u>Availability</u></b>
Public Affairs	<ul style="list-style-type: none"> <li>• Public Product Information</li> <li>• Public Corporate Records</li> <li>• Media Releases</li> </ul>	Freely available on our web site <a href="https://edgexec.co.za/about-us/">https://edgexec.co.za/about-us/</a>
Financial	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Financial and Tax Records (Company &amp; Employees)</li> </ul>	Request in terms of PAIA. Request in terms of PAIA.
Marketing	<ul style="list-style-type: none"> <li>• Market Information</li> <li>• Public Customer Information:               <ul style="list-style-type: none"> <li>○ Product Brochures</li> </ul> </li> <li>• Customer Database</li> <li>• Candidate Database</li> </ul>	Request in terms of PAIA Limited Information is available on Website. (see above) Request in terms of PAIA Request in terms of PAIA

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## **6. Form of Request**

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available

6.2 Address your request to the Head of the Company (The Director).

6.3 Provide sufficient details to enable the Company to identify:

6.3.1 The record(s) requested;

6.3.2 The requester (and if an agent is lodging the request, proof of capacity);

6.3.3 The form of access required;

6.3.3.1 The postal address or fax number of the requester in the Republic;

6.3.3.2 If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

6.3.4 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.

## **7. Prescribed Fees**

The following applies to requests (other than personal requests):

- The fee for the copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R5.00 for every photocopy of an A4-size page or part thereof.
- The fee for a copy of the manual as contemplated in regulation 5(c) is R5.00 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 7 (1) are as follows:

**7.1. For every photocopy of an A4-size page or part thereof R5.00**

**7.2. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R5.00**

**7.3. For a copy in a computer-readable form on:**

7.3.1. Stiffy USB R50.00

7.3.2. Compact disc R80.00

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7.3.3 If provided by requester R50.00

#### **7.4 For a transcription of visual images:**

7.4.1. For an A4-size page or part thereof min R50.00 or actual cost

7.4.2. For a copy of visual images min R100.00 or actual cost

#### **7.5. For a transcription of an audio record:**

7.5.1. For an A4-size page or part thereof: minimum R85.00 or actual cost

7.5.2. For a copy of an audio record R50.00

#### **7. 6. To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation R50.00**

7.6.1 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);

7.6.2 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

7.6.3 Records may be withheld until the fees have been paid

### **8. Processing of Personal Information**

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

The purpose for processing personal information includes providing professional services to clients, receiving goods and services from suppliers and for providing recruitment and staffing opportunities including:

- Executive Search
- Headhunting
- Talent Mapping
- Permanent Recruitment;
- and Flexible Staffing Solutions (temporary, contract or fixed term staffing)

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**8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto**

<b>Categories of Data Subjects</b>	<b>Personal Information that may be processed</b>
Customers / Clients	Contact name and surname, address, company registration numbers, VAT numbers or identity numbers, telephone numbers, email addresses and bank details
Service Providers	Contact name and surname, address, company registration numbers, VAT numbers or identity numbers, telephone numbers, email addresses and bank details
Employees	Name and surname, address, identity number, telephone numbers, email addresses and bank details and tax details

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

<b>Category of personal information</b>	<b>Recipients or Categories of Recipients to whom the personal information may be supplied</b>
Identity number, passport number, names and surnames, for criminal checks	Afiswitch, The South African Police Services and national and international verification agencies through a signed consent form
Qualifications, for qualification verifications	The South African Qualifications Authority, The Department of Higher Education, Umalusi, and all national and international Tertiary institutions through a signed consent form

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Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Credit and payment history, for credit information	All national and international Credit Bureaus through a signed consent form

**8.4 Planned transborder flows of personal information:**

Some personal information may be stored in the cloud outside the Republic of South Africa.

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

Off-site online IT storage, backup and management of all Databases, online Data Encryption, Anti-virus and Anti-malware solutions.

**9. Availability of the Manual**

9.1 A copy of the Manual is available:

9.1.1 on <https://edgexec.co.za/about-us/>

9.1.2 the head office of Edgexec (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.

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## **10. Updating of the Manual**

The Chief Information Officer and Deputy Information Officer of Edgexec (Pty) Ltd will on a regular basis update this manual.

Issued by:

**Janice Wagner**

**Director and Chief information Officer**

Date: 18 October 2023

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