



ROBSON RENTAL
PLANT HIRE & CIVIL CONTRACTOR



Robson RENTAL

PAIA Manual

As required in terms of section 51 of
The Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)
("the Act")



The Act gives natural and/or juristic persons the right to access records held by either a public or private body, subject to certain limitations, to enable them to protect their rights.

Section 51 of the Act obliges private bodies to compile a manual which will assist a person to access information held by such a private body and sets the minimum requirements a manual has to comply with. In terms of section 51 (2) of the Promotion of Access to Information Act (“**PAIA**”), this manual will be updated as the need arises.

The Act provides that a person may only request information in terms of PAIA, if the information is required for the protection of a right. Information will therefore not be provided unless a person clearly provides sufficient particulars to enable the Company to identify the right the requester is seeking to protect as well as an explanation of why the requested information is required for the purpose of protection of that right.

Revision History

DATE	VERSION	DESCRIPTION	AUTHOR
June 2021	1	PAIA Manual	Information Officer

Approved by: C Robinson
Director

Date: June 2021



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1. Introduction to the Company

Robson Rental (“**Company**”) is a plant hire / earthmoving company & civil contractor. Robson Rental is based in Kimberley, NC. The company have completed numerous successful projects. Robson currently employ 55 permanent staff and depending on contracts up to 30 casual labours as needed.

2. Company Details

Registered Name: Robson Rental (Pty) Ltd
Registration Number: 2016/154416/07
Director: Cyril Robinson
Address: 5 Carlstein Street, Kimdustria, Kimberley, NC
Telephone Number: 053 841 0981
E-mail: info@robcivils.co.za

2.1 Information Officer

Kara Jansen van Vuuren
Administrator
053 841 0981
kara@robcivils.co.za

2.2 Deputy Information Officer

Elizabeth Nesele
Administrator
053 841 0981
info@robcivils.co.za



3. PAIA and POPIA

3.1. PAIA 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. The Protection of Personal Information Act 4 of 2013 (“POPIA”) gives effect to the constitutional right to privacy. One of the data processing principles under POPIA is that of data subject participation, which allows for data subjects to access and correct their personal information held by a responsible party. This manual provides for a data subject to request this information from the Company.

3.3. Requests in terms of the Act must be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in Regulations 6 and 7 of PAIA.

3.4. Requesters are referred to the Guide in terms of Section 10 of PAIA which will contain information for the purposes of exercising Constitutional Rights. The Guide has been compiled by the South African Human Rights Commission (“SAHRC”) and will be updated and made available by it until 30 June 2021, whereafter it will be updated and made available by the Information Regulator. The Guide is available in all of the official languages.

3.5. The contact details of the SAHRC are:

Postal Address:	Private Bag X2700 Houghton 2041
Telephone:	+27 11 484 8300
Fax:	+27 11 484 0582
Website:	www.sahrc.org.za
Email:	paia@sahrc.org.za

3.6. The contact details of the Information Regulator are:

Postal Address:	P.O. Box 31533 Braamfontein Johannesburg 2017
Website:	www.justice.gov.za/inforeg/index.html
Complaints Email:	complaints.IR@justice.gov.za
General Enquiries Email:	inforeg@justice.gov.za



4. Availability of this Manual

A copy of this Manual is available:

- At our reception desk at our office
- On request from our Information Officer
- On our website

5. How to request access to records held by Robson Rental

Requests for access to records held by Robson Rental must be made on the attached request form (Form C). This form is also available from the SAHRC website (www.sahrc.org.za).

When a record is requested, the following will apply:

- Fees may be applicable. These fees are prescribed by law and can change from time to time. These fees are available from the SAHRC website.
- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website or on the website of the Department of Justice (www.justice.gov.za) under "PAIA" and "forms".
- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information
- The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access information.
- If the record is part of another record, the requester will only be given access to the part(s) that pertains to the information s/he is entitled to, and not the rest of the record.

Proof of identity is required to authenticate the request and the requester. A requester will, in addition to Form C, be required to submit acceptable proof of identity.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act.

We may, for instance, refuse access to certain information in terms of the Act to protect someone else's privacy, our confidential information, another company's personal/confidential information, the safety of individuals and property or someone else's confidential information.

We will notify you within 30 days after we have received a completed Request for Access Form, whether your request has been approved or denied. We will notify you that it is not possible to give access to certain information if a requested record does not exist or we cannot find it.



6. Records available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of applicable statutes (as they be amended from time to time), including but not limited to:

ACT	REF
Basic Conditions of Employment Act	No 75 of 1997
Broad Based Black Economic Empowerment Act	No 53 of 2003
Companies Act	No 71 of 2008
Compensation for Occupational Injuries and Diseases Act	No 130 of 1993
Consumer Protection Act	No 68 of 2008
Constitution of the Republic of South Africa Act	No 108 of 1996
Copyright Act	No 98 of 1978
Electronic Communications and Transactions Act	No 25 of 2002
Employment Equity Act	No 55 of 1998
Employment Tax Incentive Act	No 26 of 2013
Income Tax Act	No 58 of 1962
Intellectual Property Laws Amendment Act	No 28 of 2013
Labour Relations Act	No 66 of 1995
Occupational Health and Safety Act	No 85 of 1993
Patents Act	No 57 of 1978
Pension Funds Act	No 24 of 1956
Promotion of Equality and Prevention of Unfair Discrimination Act	No 4 of 2000
Protection of Personal Information Act	No 4 of 2013
Regulation of Interception of Communications and Provision of Communication-Related Information Act	No 70 of 2002
South African Revenue Services Act	No 34 of 1997
Skills Development Act	No 97 of 1998
Tax Administration Act	No 16 of 2016
Unemployment Insurance Act	No 63 of 2001
Unemployment Insurance Contributions Act	No 4 of 2002
Value Added Tax Act	No 89 of 1991



7. Records held by Robson Rental

We hold records in the categories listed below. We will not necessarily disclose records due to the fact that it is listed here. All access is subject to the evaluation process, which will be exercised in accordance with the requirements of the Act.

CATEGORY	RECORDS / INFORMATION HELD
Internal records relating to our business	<ul style="list-style-type: none">• Our business's founding and other documents• Minutes and policies• Annual and other reports• Financial and Tax records• Operational records• Contracts• Licences• Marketing records• Internal correspondence• Statutory records• Insurance policies and records• Assets records
Personnel records	<ul style="list-style-type: none">• Records relating to all employees• Personal files and similar records• Records from third parties about their personnel• Employment contracts• Disciplinary records• Termination records• Minutes of staff meetings• Performance management records• All employment-related records and correspondence
Client records	<ul style="list-style-type: none">• Client agreements• Financial and accounts information
Supplier and service provider records	<ul style="list-style-type: none">• Supplier registrations• Contracts• Non-disclosure agreements• Communications• Technical records (product registrations, approval, conditions and requirements and similar product information)

Robson Rental acknowledges the sensitive nature of personal information and has taken necessary measures to ensure that all personal information processed is safeguarded in terms of the provisions of POPIA.

8. Prescribed Fees

The following applies to requests (not applicable to a personal requester)

- A requester is required to pay the prescribed fees before a request will be processed.
- If the search and/or preparation of a record requested requires more than six hours, a deposit shall be paid (of not more than one third of the access fee).
- Records may be withheld until all necessary fees have been paid in full.
- The prescribed fees are available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or the following link: <https://www.justice.gov.za/paia/PAIA-brochure.pdf>



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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:

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.....
.....
.....

2. Reference number, if available:

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.....
.....
.....

3. Any further particulars of record:

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.....
.....

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) You will be notified of the amount required to be paid as the request fee.
- (c) 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.
- (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:

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.....



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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 below, 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 for access 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:					
	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 cassette)		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* (stiffy or compact disc)

*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
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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:

.....

.....

.....



FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE