



# **SOUTH AFRICA TOBACCO TRANSFORMATION ALLIANCE NPC (SATTA)**

## **PROMOTION OF ACCESS TO INFORMATION MANUAL**

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

<b>Date</b>	<b>Version</b>
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## 1. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 1.1. check the categories of records held by SATTA which are available without a person having to submit a formal PAIA request;
- 1.2. have a sufficient understanding of how to make a request for access to a record of SATTA;
- 1.3. understand the description of the records of SATTA which are available in accordance with any other law;
- 1.4. access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access;
- 1.5. understand the description of the guide on how to use PAIA, as updated by the Information Regulator and how to obtain access to it;
- 1.6. understand if the SATTA 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;
- 1.7. understand the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.8. understand the recipients or categories of recipients to whom the personal information may be supplied;
- 1.9. understand if SATTA 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
- 1.10. understand whether SATTA has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## 2. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SATTA

**Information Officer:** Mosa Aggrey Sefatsa

**Address:** Lynnwood Bridge Office Park, Lynnwood, Pretoria

**E-mail:** [privacy@tobaccotransformationalliance.co.za](mailto:privacy@tobaccotransformationalliance.co.za)

**National or Head Office**

**Postal Address:** Lynnwood Bridge Office Park, Lynnwood, Pretoria

**Physical Address:** Lynnwood Bridge Office Park, Lynnwood, Pretoria

**Telephone:** 0665960680

**Email:** [privacy@tobaccotransformationalliance.co.za](mailto:privacy@tobaccotransformationalliance.co.za)

**Website:** <https://tobaccotransformationalliance.co.za/>

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

2.1. The Information 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 Protection of Personal Information Act 4 of 2013 (POPIA).

2.2. 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 Information Regulator, during normal working hours.

2.3. The Guide can also be obtained-

- upon request to the Information Officer; and
- from the website of the Information Regulator (<https://inforegulator.org.za/paia-guidelines/>).

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

[English](#)

[Zulu](#)

2.5. You can access the Guide in the other official languages [here](#).

#### 4. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF PAIA

- 3.1. Records of a public nature, typically those disclosed on the SATTA’s website (<https://tobaccotransformationalliance.co.za/>) and in its various reports, may be accessed without the need to submit a formal application.
- 3.2. Other non-confidential records, such as statutory records maintained at CIPC and the Master’s Office, may be accessed without the need to submit a formal application, however, an appointment to view such records will still have to be made with the Information Officer.

#### 5. DESCRIPTION OF THE RECORDS OF THE BODY WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Where applicable to its operations, SATTA also retains records and documents in terms of the legislation below.

Category of Records	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
Records of directors	Companies Act 71 of 2008
Minutes of meetings of the board of directors, audit committee and directors committees	Companies Act 71 of 2008
Register of Company Secretary and Auditors	Companies Act 71 of 2008
Annual Financial Statements	Companies Act 71 of 2008
Accounting Records	Companies Act 71 of 2008
Register, record or reproduction of the earnings, time worked, payment for piece work and overtime and other prescribed particulars of all the employees	Compensation for Occupational and Diseases Act, 130 of 1993
Written particulars of an employee after termination of employment	Basic Conditions of Employment Act 75 of 1997
Employee’s name and occupation	Basic Conditions of Employment Act 75 of 1997
Time worked by each employee	Basic Conditions of Employment Act 75 of 1997
Remuneration paid to each employee	Basic Conditions of Employment Act 75 of 1997
Records of disciplinary transgressions, the actions taken by SATTA and the reasons for the actions	Labour Relations Act 66 of 1995
Employee records – names, identifications numbers and monthly remuneration and address at which employee is employed	Unemployment Insurance Act 63 of 2002
Employee race and gender information	Employment Equity Act 55 of 1998

	Broad-Based Black Economic Empowerment Act 53 of 2003
Records of workplace incidents including incidents which resulted in employees having to receive medical treatment	Occupational Health and Safety Act, 84 of 1993 and Compensation for Occupational and Diseases Act, 130 of 1993
Records of recommendations made to SATTA in terms of issues affecting the health of employees	Occupational Health and Safety Act, 84 of 1993 and Compensation for Occupational and Diseases Act, 130 of 1993
Employee remuneration, and tax records	Tax Administration Act 28 of 2011, Income Tax Act 58 of 1962
Tax records	Tax Administration Act 28 of 2011, Income Tax Act 58 of 1962 and Value Added Tax Act 89 of 1991, Skills Development Levies Act 9 of 1999
Electronic communications and transactions records	Electronic Communications & Transactions Act 25 of 2002

**6. DESCRIPTION OF THE SUBJECTS ON WHICH SATTA HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SATTA**

<b>Subjects on which SATTA holds records</b>	<b>Categories of records</b>
Corporate	Director records Records relating to the incorporation of SATTA Statutory records Minutes and resolutions
Human Resources	HR policies and procedures Advertised posts Employee records Job Applicant records Training records
Finance	Tax records (SATTA and employees) Annual financial statements Bank statements Purchase Orders/Invoices Asset Register Insurance information
Operational	Request for Proposals Operational reviews Members records Vendor records Records relating to initiatives and the beneficiaries thereof Guidelines, policies and procedure

Subjects on which SATTA holds records	Categories of records
	Contracts Internal and external correspondence Records provided by a third party Information technology Strategic Plans Visitor Records Contact Records

## 7. PROCESSING OF PERSONAL INFORMATION

### 6.1. Purpose of Processing Personal Information

SATTA processes personal information in the ordinary course of its business, including, but not limited to, the following:

- carrying out our initiatives;
- managing relationships with members and suppliers;
- to receive goods and/or services from suppliers;
- recruitment;
- managing employee relationships and performing employment contracts;
- for security purposes;
- to comply with legal obligations;
- information analysis;
- communication purposes; and
- administering our website.

For more information regarding the purposes we process personal information, please see our Privacy Notice on our website or for employees, please contact the Information Officer.

### 6.2. Description of the categories of Data Subjects, the information or categories of information relating thereto and categories of recipients

Most commonly, SATTA processes the following personal information of the following categories of data subjects:

Categories of Data Subjects	Personal Information that may be processed	Categories of recipients
Members	Name and contact details	Member information may be shared with: <ul style="list-style-type: none"> <li>● Other members</li> </ul>

	Company registration details and incorporation documents Financial and tax information Records of engagements Key employee names, contact details Teleconference and video conference call recordings Additional information you choose to tell us	<ul style="list-style-type: none"> <li>• Our suppliers and Operators</li> <li>• Professional service providers</li> <li>• Regulatory authorities and the courts, including the police</li> </ul>
<b>Suppliers</b>	Name and contact details Company registration details and incorporation documents Physical and/or postal address Key employee names, contact details Contract Performance details Financial and tax information Teleconference and video conference call recordings Additional information you choose to tell us	Supplier information may be shared with: <ul style="list-style-type: none"> <li>• Our members</li> <li>• Our suppliers and Operators</li> <li>• Professional service providers</li> <li>• Third Party verification, credit bureau and background check agencies</li> <li>• Regulatory authorities and the courts, including the police</li> </ul>
<b>Employees</b>	Name and Contact Details Medical information Identity number and date of birth / ID and/or passport copies Gender Disability information Employment history Criminal records and credit history Pension and Provident Fund Information Employment contracts Performance records Details of dependants, marital status and emergency contacts Payroll, financial and tax records Electronic access and communication records Physical access records Surveillance records Health and safety records Training records	Employee information may be shared with: <ul style="list-style-type: none"> <li>• Our members</li> <li>• Our suppliers and Operators</li> <li>• Professional service providers</li> <li>• Third Party verification, credit bureau and background check agencies</li> <li>• Regulatory authorities and the courts, including the police</li> </ul>



	Leave records Time and attendance records Device usage data including IP address, and online activity Details of payments to third parties Teleconference and video conference call recordings Additional information you choose to tell us	
<b>Job Applicants</b>	Name and contacts details Country of residence Visa information Educational background Interview notes and assessment result Employment history Additional information you choose to tell us	Job applicant information may be shared with: <ul style="list-style-type: none"> <li>● Our suppliers and Operators</li> <li>● Professional service providers</li> <li>● Third Party verification, credit bureau and background check agencies</li> <li>● Regulatory authorities and the courts, including the police</li> </ul>
<b>Persons who visit / work at our premises</b>	Names and contact details CCTV Footage	Personal Information may be shared with: <ul style="list-style-type: none"> <li>● Our suppliers and Operators</li> <li>● Professional service providers</li> <li>● Regulatory authorities and the courts, including the police</li> </ul>
<b>Persons who contact us / subscribe to our newsletters /engage with us and visitors to our website and apps</b>	Name and contact details Browser information (e.g., IP address, browser type and version, operating system, language), date and time of access, device information, traffic source, content your browse and your navigation around our applications You preferences Additional Information you choose to tell us	Personal Information may be shared with: <ul style="list-style-type: none"> <li>● Our affiliates</li> <li>● Our suppliers and Operators</li> <li>● Professional service providers</li> <li>● Regulatory authorities and the courts, including the police</li> </ul>

### 6.3. Planned transborder flows of personal information

While we generally store all of the personal information that we collect about you in the Republic of South Africa, it is possible that your personal information will be transmitted and hosted outside your region.

We ensure that countries to which your information is being shared either have adequate laws in place or that we entered into contractual arrangements to ensure the protection of your personal information.

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

We apply physical, technical and administrative measures to protect your personal information that is under our control from unauthorised access, collection, use, disclosure, copying, modification or disposal. All information you provide to us is stored on secure servers. We do not transfer your personal information outside of the country of your resident unless we are satisfied that there are sufficient safeguards in place to protect your personal information.

We employ up to date technology to ensure the confidentiality, integrity and availability of the personal information under our care. Measures include, but are not limited to:

- Virus protection software and update protocols.
- Electronic and physical access control.
- Secure setup of hardware and software making up the IT infrastructure.
- Policies and procedures are implemented to ensure the security of your information.

## **8. FORM OF REQUEST**

A requester must comply with all the procedural requirements contained in PAIA relating to the request for access to a record.

A request for access to records held by SATTa in terms of section 50 of PAIA must be made on the form contained in the Regulations regarding the Promotion of Access to Information ([Form 2](#)). The request must be made to SATTa at the address or email address, specified in section 2above.

A requester must provide sufficient detail on the prescribed form to allow SATTa to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to SATTa. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

A requester will receive a response to their request on the [Form 3](#).

## **9. AVAILABILITY OF THE MANUAL**

8.1. A copy of the Manual is available-

- on SATTA website;
- head office of SATTA for public inspection during normal business hours;
- to any person upon request and upon the payment of a reasonable prescribed fee; and
- to the Information Regulator upon request.

8.2. A fee for a copy of the Manual shall be payable per each A4-size photocopy made.

## **10. UPDATING OF THE MANUAL**

The Information Officer of SATTA will on a regular basis update this manual.

*Issued by*

***Mosa Aggrey Sefatsa***

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**INFORMATION OFFICER**