

PAIA MANUAL

PREPARED IN TERMS OF SECTION 51 OF THE *PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (AS AMENDED)* AND THE *PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (AS AMENDED)*

OF

LEGALESE SOLUTIONS (PTY) LTD T/A LEGALESE

COMPILED: MAY 2022



1. INTRODUCTION

Legalese understands the importance of transparency and the Constitutional right of access to information and will do our utmost best to ensure that anyone who requires access to any record to fully exercise and protect their rights has access to the PAIA Guide prepared by the Regulator as well as assistance from Legalese in undertaking the request process. Legalese takes extreme care to ensure all the records we hold are protected from unlawful access and are processed in accordance with South African law. To this end, Legalese has prepared this PAIA manual in accordance with the requirements of section 51 of PAIA to assist anyone where they seek to request access to information held by Legalese under PAIA.

2. DEFINITIONS AND INTERPRETATION

In this Agreement, unless otherwise indicated by context, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings:

- 2.1. **"CEO"** means the Chief Executive Officer;
- 2.2. **"DIO"** means the Deputy Information Officer;
- 2.3. **"IO"** means Information Officer;
- 2.4. **"PAIA"** means the *Promotion of Access to Information Act, 2 of 2000*, as amended;
- 2.5. **"POPI"** means the *Protection of Personal Information Act, 4 of 2013*, as amended;
- 2.6. **"Regulator"** means the Information Regulator established in terms of section 39 of POPI;
- 2.7. **"Regulations"** means the regulations published in terms of section 92 of PAIA; and
- 2.8. **"South Africa"** means the Republic of South Africa.

3. PURPOSE OF LEGALESE PAIA MANUAL

The purpose of this PAIA manual is to assist anyone to:

- 3.1. review the categories of records held by Legalese which are available without having to submit a formal PAIA request;
- 3.2. understand how to make a request for access to a record of Legalese, by providing a description of the subjects on which we hold records and the categories of records held under each subject;
- 3.3. review the types of records of Legalese which are available in accordance with any other legislation;
- 3.4. access all the relevant contact details of the IO and DIO of Legalese who will assist with the records anyone intends to access;
- 3.5. understand how to access the guide on how to use PAIA, as updated by the Regulator;
- 3.6. understand whether Legalese will process personal information, the purposes for which we process personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.7. distinguish the categories of data subjects and of the information or categories of information relating thereto;
- 3.8. identify the third parties to whom personal information may be supplied by Legalese;
- 3.9. identify if Legalese has planned to transfer or process personal information outside of South Africa and the parties to whom the personal information may be transferred; and



- 3.10. understand the appropriate security measures which Legalese employs to ensure the confidentiality, integrity and availability of the personal information we process.

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, updated and made available the revised Guide on how to use PAIA (“**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 POPI.
- 4.2. The Regulator has made the PAIA Guide available in each of the official languages of South Africa and in braille.
- 4.3. The PAIA Guide contains the following:
- 4.3.1. The objects of PAIA as well as POPI;
 - 4.3.2. How to access the postal address, telephone number and email address of every registered IO and DIO (for both public and private bodies);
 - 4.3.3. The manner and form of request for:
 - 4.3.3.1. access to a record of a public body contemplated in section 11 of PAIA; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50 of PAIA.
 - 4.3.4. the assistance available from the IO of a body in terms of PAIA and POPI;
 - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPI;
 - 4.3.6. 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 POPI, including the manner of lodging –
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and
 - 4.3.6.3. an application with a court against a decision by the IO of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
 - 4.3.7. the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - 4.3.8. the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - 4.3.9. the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
 - 4.3.10. the Regulations.
- 4.4. Anyone can inspect or make copies of the PAIA Guide from Legalese's offices as well as, the office of the Regulator, during normal working hours.
- 4.5. The PAIA Guide can also be obtained -
- 4.5.1. upon request to Legalese's IO or DIO;
 - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).



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

4.6.1. English; and

4.6.2. Afrikaans.

5. LEGALESE CONTACT DETAILS FOR ACCESS TO INFORMATION

5.1. **MANAGING DIRECTOR**

Name: Eitan Stern

Telephone: 021 422 0214

Email: eitan@legalese.co.za

5.2. **DEPUTY INFORMATION OFFICER**

Name: Phillip Kent

Telephone: 021 422 0214

Email: phillip@legalese.co.za

5.3. **GENERAL CONTACT:**

Email: info@legalese.co.za

5.4. **LEGALESE HEAD OFFICE**

Physical Address: 190A Buitengracht Street, Bo-Kaap, Cape Town, 8001

Postal Address: PO Box 107, Cape Quarter Lifestyle Village, Cape Town, 8005

Telephone number: 021 422 0214

Website: <https://legalese.co.za/>

6. PROCEDURE TO REQUEST ACCESS TO INFORMATION

6.1. A request for access to information for a record held by Legalese must be made on a form which corresponds substantially to that of Form 2 of the Regulations (attached hereto as Annexure A) along with proof of payment of the prescribed fee to Legalese's IO or DIO at the details listed above.

6.2. When completing Form 2 or a form substantially similar, a requester must provide clear and accurate information and clearly state the right which the requestor seeks to exercise or protect, the record which they are seeking to access and an explanation as to how such record will assist them to exercise or protect their rights.

6.3. Legalese has 30 (thirty) days within which to respond to any request received. Once a decision has been made, Legalese's IO or DIO will inform a requester of their decision whether to grant or refuse a request and any fees payable on a form that corresponds substantially to that of Form 3 of the Regulations.

6.4. Legalese may refuse a request for access to a record on any of the grounds listed in Chapter 4 of PAIA (which are listed in the PAIA Guide).

6.5. A requestor is required to pay the request fee before a request will be processed. The request fee is listed in Annexure B to the Regulations. The current request fee payable is **R140.00 (one hundred and forty Rand) per request.**

6.6. The request fee must be paid into Legalese's nominated bank account, which details are available from our IO or DIO on request.



7. REMEDIES

- 7.1. If a requestor is unhappy with a decision made by Legalese, they may submit a complaint to the Regulator.
- 7.2. A complaint to the Regulator must be made on a form which corresponds substantially to that of Form 5 of the Regulations, which is attached hereto as Annexure B. A complaint to the Regulator must be lodged within 180 (one hundred and eighty) days of receipt of the decision from Legalese.
- 7.3. The complaint will then follow the dispute resolution process described in the Regulations as well as the PAIA Guide.

8. LEGALESE RECORDS WHICH ARE AVAILABLE WITHOUT REQUEST

- 8.1. The following records are made freely available by Legalese and do not require any request to access:

Category of records	Types of the Record	Where Available
Legalese Policies	Privacy policy.	On Website
Legalese Terms	Terms of Engagement	On Website

9. LEGALESE RECORDS WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

- 9.1. The following records are freely available to the public in accordance with legislation –

Category of Records	Applicable Legislation
Legalese Memorandum of Incorporation	Companies Act 71 of 2008
Legalese PAIA Manual	Promotion of Access to Information Act 2 of 2000
Legalese Privacy Policy	Protection of Personal Information Act 4 of 2013

10. SUBJECTS AND CATEGORIES OF RECORDS HELD BY LEGALESE

- 10.1. Legalese holds records on the following subjects:

Subject of Records	Categories of Records
Company Secretarial	Memorandum of Incorporation; share certificates, resolutions, director/shareholder registrations, minutes of meetings, share register
Human Resources	HR policies and procedures; available employment opportunities; employee records
Finance	Banking/bank account records; contractual agreements, accounting records, financial statements and reports, invoices
Insurance	Insurance policy documents



Subject of Records	Categories of Records
Intellectual Property	Trademarks, copyright, know-how, and contractual agreements; original designs
Tax	Income tax records, contractual agreements
Commercial Agreements	Service level agreements; employee agreements, contractor agreements
Property	Lease agreements
Information Technology	Software licenses, data protection measures, data retention formulae, breach recovery processes

11. PROCESSING OF PERSONAL INFORMATION

11.1. Purpose of Processing

11.1.1. Legalese processes personal information for legitimate business purposes and as a necessary function of a client's engagement with Legalese's services with such client's express consent. Legalese therefore processes personal information in the following circumstances:

- 11.1.1.1. to provide our services to a client;
- 11.1.1.2. for internal record keeping of responsible party third parties;
- 11.1.1.3. to contact a client regarding current or new Legalese services or any other product offered by us;
- 11.1.1.4. to inform clients of any new features, special offers and/or promotions offered by Legalese or any of our partners;
- 11.1.1.5. to receive and accept services from independent contractors or affiliates;
- 11.1.1.6. to allow clients to participate in any online engagement with Legalese such as video calls or webinars;
- 11.1.1.7. to provide it to authorised third-party service providers who need personal information to provide services to Legalese;
- 11.1.1.8. to provide it to mandated government authorities when instructed to do so for legal compliance only (such as the Income Tax Act, FICA);
- 11.1.1.9. to improve Legalese's product selection and user experiences on Legalese's website through analytical data.

11.2. Data Subjects and Information Processed

As a responsible party, Legalese processes the following information from the following list of data subjects –

Data Subjects	Personal Information that may be processed
Clients	Information from client on-boarding which includes personal information; contact details; employer information;



Data Subjects	Personal Information that may be processed
	bank account information; identity documentation; address, client enquiries.
Service Providers	Company information such as name, registration number, VAT information, registered address, Information obtained from service level agreements such as, trade secrets confidential information and banking information.
Employees / Possible Employees / Directors / Shareholders	Full name, identify documentation, address, contact information, educational qualifications (including curriculum vitae), gender, race, banking information, tax information and medical information.
Independent Contractors / Affiliates	Company information such as name, registration number, VAT information, registered address, and/or personal information such as full name, address, identity number, contact information, and information obtained from contractual agreements such as confidential information, banking information and/or tax information.

11.3. Third Part Recipients to whom Legalese shares personal information

In accordance with our operational requirements, Legalese shares personal information with the following third parties –

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity, Contact, Communication, Financial, Transactional, Contractual, Technical and Usage information.	Google Workspace
Identity, Contact, Communication, Financial, Transactional, Contractual, Technical and Usage information.	Slack
Identity, Contact, Communication, Financial, Transactional, Contractual, Technical and Usage information.	Xero / WorkflowMax
Identity, Contact, Communication, Financial, Transactional, Contractual, Technical and Usage information.	Hubspot
Identity, Contact, Communication.	3cX

11.4. International Transfers

11.4.1. Legalese may transfer personal information outside of South Africa in the following circumstances:



- 11.4.1.1. Personal information which is stored using secure cloud servers hosted outside of South Africa.
- 11.4.2. Whenever Legalese transfers any personal information outside of South Africa, we always ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards are implemented:
 - 11.4.2.1. there are contracts in place with all such third parties, providing warranties that they will process the personal information at standards equal to or better than those applied by Legalese; and
 - 11.4.2.2. Legalese will only transfer personal information to countries that have been deemed to provide an adequate level of protection for personal information by the Regulator.
- 11.5. **Data Security**
 - 11.5.1. To prevent the personal information Legalese processes from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed by using two-factor authentication, antivirus protection, and secure software systems. All information processed is also restricted to only those individuals who need access.

12. AVAILABILITY OF PAIA MANUAL

- 12.1. A copy of this PAIA Manual is available-
 - 12.1.1. on our website, at <https://legalese.co.za/>;
 - 12.1.2. at our offices during ordinary business hours;
 - 12.1.3. to any person upon request and upon the payment of a reasonable prescribed fee; and
 - 12.1.4. to the Information Regulator upon request.
- 12.2. The fee for a copy of this PAIA Manual, as contemplated in Annexure B of the Regulations, shall be payable per each A4-size photocopy made.

13. UPDATE TO THIS PAIA MANUAL

- 13.1. This PAIA Manual will be regularly updated by Legalese's IO and/or DIO.
- 13.2. This PAIA Manual was last updated on 01 May 2022.

Thank you for your interest and if you have any questions, please direct them to the IO or Deputy Information Officer of Legalese.

Eitan Stern

Information Officer

