

# PERDEBERG GROUP (PTY) LTD

## MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000 ("ACT")

### 1. COMPANY DETAILS

Full name:	Perdeberg Group (Pty) Ltd
Registration number:	2012/176624/07
Physical Address:	Vryguns Farm Windmeul, Paarl, 7624
Postal Address:	P.O. Box 214, Paarl, Western Cape, 7620
Telephone:	021 869 8244
Information Officer:	Gerhard van der Watt
Email:	<a href="mailto:gerhard@perdeberg.co.za">gerhard@perdeberg.co.za</a>
Website:	<a href="https://perdeberg.co.za/">https://perdeberg.co.za/</a>

### PRIMARY BUSINESS

Winery, wine distributor, restaurant, functions venue

### DIRECTORS

Colin David Phillips-Bryant

Paul Roux Dreyer

Christoffel Jacobus Briers-Louw

Daniel Stephanus Rossouw

Paul Haumann Myburgh

Lionel Isaac Jacobs

Pieter Franciscus Melchoir Briers-Louw

#### 4. **GUIDE IN TERMS OF SECTION 10 OF THE ACT**

1. The section 10 Guide on how to use the Promotion of Access to Information Act No 2 of 2000 (“**the Act**”) is available from the South African Human Rights Commission and is available on their website at <https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

2. Enquiries can be directed to:

The South African Human Rights Commission:

Postal Address: Private Bag X2700, Houghton, 2041

Physical Address: 33 Hoofd Street, Braampark Forum 3, Braamfontein, Johannesburg, 2017

Tel: +27-11-877-3600 Website: <https://www.sahrc.org.za/>

Fax: +27-11-484-0582 Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### 2. **RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE ACT.**

Documents are held in accordance with statutory provisions that include those in the following Acts. This list is not exhaustive.

- 2.1. Basic Conditions of Employment Act 75 of 1997;
- 2.2. Companies Act 71 of 2008;
- 2.3. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 2.4. Employment Equity Act 55 of 1998;
- 2.5. Hazardous Substances Act 15 of 1973;
- 2.6. Income Tax Act 58 of 1962;
- 2.7. Insolvency Act 24 of 1936;
- 2.8. Liquor Act 27 of 1989;
- 2.9. Liquor Act 59 of 2003;
- 2.10. National Road Traffic Act 96 of 1996;
- 2.11. Occupational Health and Safety Act 85 of 1993;
- 2.12. Skills Development Act 97 of 1998;
- 2.13. Unemployment Insurance Act 30 of 1966; Act 4 of 2002; and

2.14. Value-Added Tax Act 89 of 1991.

### **3. CATEGORIES OF RECORDS HELD BY THE COMPANY**

The Company's web page which is accessible to anyone who has access to the Internet, contains information relating to the business operations of the Company.

3.1. Other records held by the Company include -

3.1.1. statutory company information;

3.1.2. financial and tax records;

3.1.3. employee records;

3.1.4. records required by law to verify identity of clients;

3.1.5. records relating to fixed and movable property;

3.1.6. records relating to licenses held in respect of vehicles, hazardous substances, and the sale and distribution of liquor;

3.1.7. commercial contracts;

3.1.8. insurance contracts;

3.1.9. debt collection records; and

3.1.10. records relating to prospective sales.

3.2. Records and information required for the exercise or protection of any rights will be made available subject to the provisions of the Act.

3.3. Access to records may be refused on grounds specified in the Act.

### **4. PROCESSING OF PERSONAL INFORMATION**

4.1. The Company is a responsible party in accordance with the Protection of Personal Information Act 4 of 2013 and accordingly processes the following personal information -

<b>Data Subjects</b>	<b>Information Categories</b>	<b>Purpose of processing</b>	<b>Recipients of supply of personal information</b>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> <li>• Human resources information</li> </ul>	Human resources	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Payroll</li> <li>• Recruitment</li> <li>• Attorneys</li> <li>• SARS</li> </ul>
<b>Clients</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> <li>• Address</li> </ul>	Provision of services	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Employees</li> <li>• Directors</li> <li>• SARS</li> <li>• External service providers</li> </ul>
<b>S e r v i c e Providers</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> </ul>	Provision of services	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Directors</li> <li>• Employees</li> <li>• Banks</li> </ul>
<b>Shareholders</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> <li>• Company structures</li> </ul>	Compliance	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Directors</li> <li>• Employees</li> <li>• Banks</li> </ul>
<b>Directors</b>	<ul style="list-style-type: none"> <li>• Financial information</li> <li>• Tax information</li> <li>• Identity numbers</li> <li>• Contact information</li> </ul>	Compliance	<ul style="list-style-type: none"> <li>• Accountants/Auditors</li> <li>• Attorneys</li> <li>• Employees</li> <li>• Banks</li> <li>• CIPC</li> </ul>

4.2. There are no planned trans-border flows of information at this stage.

4.3. General information security measures relating to the personal information includes (but is not limited to) -

4.3.1. server is backed-up daily and backups are kept for 6 months;

4.3.2. are stored in a secure access-controlled cloud environment;

- 4.3.3. external access to the server is locked down and protected by a hardware based firewall;
- 4.3.4. business continuity plans and disaster recovery testing plans are in place;
- 4.3.5. antivirus software is updated regularly;
- 4.3.6. remote monitoring of access activity; and
- 4.3.7. employees are under an obligation to keep information confidential.

## **8. FORM OF REQUEST**

- 8.1. The requester must use the prescribed form to make the request for access to a record. Request forms can be obtained on the South African Human Rights Commission (SAHRC) web site <https://www.sahrc.org.za/>.
- 8.2. The request must be made to the contact person at the address, fax number or electronic mail address given in paragraph 1 of this manual.

## **9. PRESCRIBED FEES**

- 9.1. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee.
- 9.2. Every other requester must pay the request fee of R50.00. The fee structure can be obtained on the South African Human Rights Commission (SAHRC) web site <https://www.sahrc.org.za/>.

## **10. AVAILABILITY OF THE MANUAL**

- 10.1. This manual is available for inspection at the offices of the Company and on the website of the Company at no cost during normal business hours.
- 10.2. Copies of this manual may be obtained, subject to the prescribed fees, from the offices of the Company.