



Little Parts. Big Difference. 

YKK SOUTHERN AFRICA PTY LTD

PAIA MANUAL

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

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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“MD”	Managing Director
1.2	“FM”	Financial Manager
1.3	“IO”	Information Officer
1.4	“HR”	Human Resources
1.5	“CO”	Compliance Officer
1.6	“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as Amended)
1.7	“POPIA”	Protection of Personal Information Act No. 4 of 2013
1.8	“Regulator”	Information Regulator
1.9	“Republic”	Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request.
- 2.2 have 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.
- 2.3 know the description of the records of the body which are available in accordance with any other legislation.
- 2.4 access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access.
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it.
- 2.6 know if the body will process personal information, the purpose of processing personal information and the description of the categories of data subjects and of the information or categories of information relating thereto.
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto.

- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied.
- 2.9 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 to; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION FOR YKK SOUTHERN AFRICA PTY LTD

3.1 Managing Director

Name: Andrew Semple
Tel: 021 674 6180
Email: andrew_semple@ykk.com

3.2 Information Officer

Name: Karen Stassen
Tel: 011 781 4240
Email: karen_stassen@ykk.com

3.3 Deputy Information Officer (NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.

3.4 Head Office

Postal Address: PO Box 2835 Pinegowrie 2123
Physical Address: 110 Bram Fischer Drive Ferndale 2194
Telephone: 011 781 4240
Email: saenquiries.zaf@ykk.com

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.
- 4.2 The Guide is available in each of the official languages and in braille.

- 4.3 The Guide contains the description of:
- 4.3.1 the objects of PAIA and POPIA.
 - 4.3.2 the postal and street address, phone, and email address if available of:
 - 4.3.2.1 the Information Officer of every public body, and
 - 4.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17 (1) of PAIA (1) and section 56 of POPIA(2).
 - 4.3.3 the manner and form of a request for:
 - 4.3.3.1 access to a record of a public body contemplated in section 11(3) and
 - 4.3.3.2 access to a record of a private body contemplated in section 50(4).
 - 4.3.4 assistance available from the IO of a public body in terms of PAIA and POPIA.
 - 4.3.5 assistance available from the Regulator in terms of PIA and POPIA.
 - 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 POPIA, 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 information officer 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.

¹ 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.*

² 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.*

³ 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.*

⁴ 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.*

- 4.3.7 the provisions of sections 14(5) and 51(6) 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(7) and 52(8) 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(9) and 54(10) regarding fees to be paid in relation to requests for access; and
- 4.3.10 the regulations made in terms of section 92(11).
- 4.4 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.
- 4.5 The Guide can also be obtained:
 - 4.5.1 upon request to the Information Officer.
 - 4.5.2 from the website of the Regulator (<https://www.justice.gov.za/inforeg/>)
- 4.6 A copy of the Guide is also available in English for public inspection during normal office hours.

⁵ 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.

⁶ 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.

⁷ 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

⁸ 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

⁹ 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.

¹⁰ 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.

¹¹ 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.”

5. CATEGORIES OF RECORDS OF YKK SOUTHERN AFRICA PTY LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

These are mostly records that are available on the website and a person may download or request telephonically or by sending an email or a letter.

6. DESCRIPTION OF THE RECORDS OF YKK SOUTHERN AFRICA PTY LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION – supplied only as required by legislation.

Category of Records	Applicable Legislation
Memorandum of Incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Annual Financial Statements	Companies Act 71 of 2008
Details of Directors	Companies Act 71 of 2008
Minutes of Exec, Management meetings	Companies Act 71 of 2008
Financial Records	Tax Administration Act, Companies Act 71 of 2008
Personnel Records	Basic Conditions of Employment Act

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY YKK SOUTHERN AFRICA PTY LTD – supplied only as required by legislation.

Subjects on which the body holds records	Categories of records
Strategic documents, plans, proposals	Annual Reports, Strategic Plan, Annual Performance Plan
Human Resources	- HR Policies and procedures - Advertised posts. - Employees records
Customer and Supplier information	- Company information - Contact details of relevant employees

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Employee Information

The "Processing of Personal Information" document outlines the various purposes for which personal information is processed, emphasizing the importance of data protection and privacy. It helps data subjects to understand that the company has an obligation to comply with legal standards and fosters trust between data subjects and data processors.

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

Categories of Data Subjects	Personal information that may be processed
Customers/Clients	Name, address, registration numbers or identity numbers, employment status and bank details
Suppliers	Name, registration number, vat number, address, trade secrets and bank details
Employees	Addresses, qualifications, gender and race, salary, medical information, family information, address, contact details, bank details

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications for qualification verifications	South African Qualifications Authority
Salary information, bank details	Outsourced bureau which processes salaries
Bank details, medical information, employment status	Medical aid broker and medical aid
Employee names and position	Regional Head Office
Salary information, bank details, family status	Broker and provider of pension, provident, risk cover and funeral policy services
Credit and payment history, for credit information	Credit Bureaus

8.4 Planned transborder flows of personal information.

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Employee name, position, education background, career history	Regional and Global Head Office
Employee contact details	Regional and Global Head Office

8.5 General description of Information Security Measures

8.5.1 Digital data

- ☐ Must be stored in password protected files.
- ☐ All files to be maintained and stored in folders with controlled access.
- ☐ Permission for access to folders granted by the Compliance Officer or Managing Director
- ☐ Internal and External Networks protected by security firewalls constantly monitored and updated.

8.5.2 Physical data

- ☐ All physical files to be stored in locked cabinets.
- ☐ All locked cabinets must be placed in areas of controlled access, behind locked doors.
- ☐ Keys to held by approved managers only.
- ☐ All access is supervised by the relevant manager.
- ☐ All offices protected by 24-hour alarm monitoring and armed response.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available: -

- 9.1.1 On company website – www.ykkafrica.co.za
- 9.1.2 Head Office of YKK Southern Africa 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.

10. UPDATING OF THE MANUAL

The head of YKK Southern Africa (Pty) Ltd will update this manual on a regular basis.

Issued by

Karen Stassen – Information Officer

Leanne Eales – Managing Director