



The Southern African Gas Association NPC
 PostNet Suite 141
 Private Bag X04
 Fontainebleau
 2032

Telephone: +27 (0) 11 431 2016
 +27 (0) 11 476 4403

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“the Act”) FOR SAGA NPC (“THE COMPANY”) (registration number 2007/029511/08)

Information Officer Details

Duly authorised by head of company

Information full names	Officer	Elrien Bootha
Information email address	Officer	elrien@sagas.co.za

Document Review History

Date	Version	Author/Reviewers	Action / comment
5/21	V2	Elrien Bootha/Lisa Boogaard (Boogaard Attorneys)	Update pursuant to POPIA no 4 of 2013

Company Address and Contact Details

Street address	516 Volstruis Street Monument Park Pretoria
Telephone number	(011)431-2016/(011)476-4403
Website	www.sagas.co.za
	www.safegasequipment.co.za

1) Introduction

This manual is prepared in terms of section 51 of the Act and in term of the Protection of Personal Information Act 4 of 2013 (“POPIA”).

The Company is a private body as contemplated in the Act and this manual provides the procedural steps and requirements a requestor must make to access information subject to the limitations to the rights of access to information as provided in the Act.

Kindly note the person requesting a record in terms of this manual (“the requestor”):

- must require the record to exercise or protect the requestor’s rights;
- must request the record following the correct procedure as set out in this manual;
- may be refused access to the record on the grounds set out in the Act.

This manual is available for inspection at the Company Address set out above.



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2 Human Rights Commission Guide

In terms of the Act, the Human Rights Commission (“HRC”) is to prepare a guide in an easily comprehensible form and manner detailing how to utilise the Act and containing information for persons who may wish to exercise any right contemplated by the Act.

For queries to the HRC and to obtain the guide kindly note the following details:

Telephone number: 011 877 3600 (switchboard);

Email address: paia@sahrc.org.za;

Website: <http://www.sahrc.org.za>

Head office address: Braampark Forum 3, 33 Hoofd Street, Braamfontein

Purpose of Processing Information (section 51(1)(c)(i))

The Company covers areas of expertise and applications as to upstream and downstream of Natural Gas, Liquid Fuels, CNG, Biogas and NGV’s within the respective supply value chains.

The core focus is on awareness, sharing of knowledge and compliance in support of a safe and efficient environment.

The Company processes personal information covering its area of expertise and to achieve its core focus.

Company records (section 51(1)(c)(ii))

- Contract Management
- Supplier Records
- Insurance
- Member/Gas Practitioner & SGES documentation
- Certificate of Conformity
- Training material
- Examination answer sheets
- Finance
- Information Technology
- Human Resources
- Company Law records



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The subjects (individuals and entities) in respect of which records are held (section 51(1)(c)(ii))

- Gas Practitioners
- Members of the Company
- Consultants
- SGES applications
- STAC Committee Members
- Directors
- Employees
- Independent contractors
- Service Providers
- Financial Committee Members

Recipients or Categories of Recipients to whom personal information may be supplied (section 51(1)(c)(iii))

- SAQCC Gas
- Members of the Company
- Department of Employment and Labour
- Gas Practitioners
- Members of the Public
- Consultants
- SGES applicants
- STAC Committee Members
- Directors
- Employees
- Independent Contractors
- Service Providers

Planned Transborder Flow of personal information (section 51(1)(c)(iv))

The Company has business interests in the following countries Mozambique and may extend its business interests in the rest of SADC. In the event of transborder flow of personal information (i.e., processing of personal information outside of South Africa) SAGA complies with the Protection of Personal Information Act No 4 of 2013 and in particular with the provisions of section 72.

General Description of Security Measures (section 51(1)(c)(v))

The Company carries out the measures prescribed in section 19(2) of the Protection of Personal Information Act No 4 of 2013 by:



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- identifying reasonably foreseeable internal and external risks to personal information in its possession or under its control;
- establishes and maintains safeguards against risks identified; and
- verifies that safeguards are effectively implemented.

The Company will ensure safeguards are updated in response to new risks or deficiencies in previously implemented safeguards.

Voluntary Disclosure and Automatic Availability of Certain Records in terms of section 52(1)

The Company may from time to time publish certain information on its website of interest to its stakeholders however it does not currently on a voluntary basis disclose nor make available automatically any records in terms of section 52(1).

Procedure to gain access to records

The Requestor must:

- properly complete the form provided in annexure A and submit same to the Company by email or by hand to the addresses provided on the covering page of this manual;
- pay the prescribed request fee if any before the Company processes the request and in accordance with the provisions of the Act;

Decision of the Company to grant access to records

The Company will within thirty days of having received the request or after having received the additional particulars the Company requested in terms of the Act to enable it to consider the request, notify the Requestor of its decision to grant or decline the request.

Kindly note that the Company may decline to grant access to records, in accordance with the Act based on the:

- mandatory protection of privacy of third party who is natural person;
- mandatory protection of commercial information of a third party;
- mandatory protection of certain confidential information of third party;
- mandatory protection of safety of individuals, and protection of property;
- mandatory protection of records privileged from production in legal proceedings;
- commercial information of private body;
- mandatory protection of research information of third party, and protection of research information of private body
- mandatory disclosure in public interest



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ANNEXURE A

**FORM TO REQUEST ACCESS TO RECORD OF THE COMPANY
 DIRECTED TO THE INFORMATION OFFICER OF THE COMPANY**

Details of Requestor

Full names of requestor	
Identity number/registration number	
Capacity of requestor if request is made on behalf of other person (please submit written evidence of authority together with this form)	
Contact number	
Email address	
Physical address	

Record requested

Provide full particulars of the record requested (if space is inadequate, please provide particulars on separate document and submit with this form)	
Details of right being enforced protected giving rise to request for record (if space is inadequate, please provide particulars on separate document and submit with this form)	

Fees

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. You will be notified of the amount required to be paid which amount will be dependent on the form of access and the time required by the Company to search for and prepare a record. If you qualify for exemption of the payment of any fee, please state the reason for exemption.	
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Disability

If you are prevented by disability from reading or viewing a record, please advise:	
Type of disability	
Form in which record is required	

Form of Access to Record

If it is not possible to provide a record in the form requested, the Company will advise you and will further advise if it is possible to provide the record in an alternative form.

Written or printed form (mark x next to applicable option)

Copy of record	Inspection of record
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Visual images (mark x next to applicable option)

Copy of images	View images
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Recorded words or information which can be reproduced in sound (mark x next to applicable option)

Listen to soundtrack	Audio transcription of soundtrack
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Electronic record (mark x next to applicable option)

Printed copy of record	Printed copy of information derived from record	Copy or transcription of record (compact disc)
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Notice of decision by the Company will be given to you in writing. Please advise how you would like to receive notice of the decision?

Signed on this the _____ day of _____ 20__.

By or on behalf of the Requestor