Promotion of Access to Information Act 2 of 2000

PAIA MANUAL OF

MIDLANDS PROPERTY BROKERS (PTY) LTD

Registration number: 2012/149806/07

Trading as MIDLANDS PROPERTY BROKERS

(private body)

1. **<u>Contact details</u>** [Section *51(1)(a)*]

Head of the private body: Glynnis-Anne Peattie

Street address:	2 Aberfoyle Street Gowrie Villabe Nottingham Road
Postal address:	P O Box 46 Nottingham Road Nottingham Road Kwa-Zulu Natal 3280
Tel number:	+27 82 800 0343
Email address:	midprop@mweb.co.za

2. **<u>The Act</u>** [*Section 51(1)(b)*]

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in Regulation 7 and 8 of the Act.

Requesters are referred to the Guide in terms of Section 10 which must be made available by the Information Regulator and will contain information for the purposes of exercising their rights in terms of the Promotion of Access to Information Act No 2 of 2000 and the Protection of Personal Information Act No 4 of 2013. The Guide is available from the Information Regulator.

The contact details of the Information Regulator are:

Postal Address:	P O Box 31533, Braamfontein, Johannesburg, 2017
Telephone Number:	010 023 5200
Email:	enquiries@inforegulator.org.za
Website:	www.inforegulator.org.za

3. **<u>Records available without a request</u>** [*Section 51(1)(b)(ii)*]

Notice has not been given in terms of s 52(2) of records available without a request. [*s 51(1)(b)(ii)*]

4. **<u>Records available in terms of any other legislation</u>** [*Section 51(1)(b)(iii)*]

If, and to the extent that, such records are required to be kept by the above-named person, records are available in accordance with the following legislation:

- Property Practitioners Act No 22 of 2019
- Basic Conditions of Employment Act 97 of 1997
- Companies Act 61 of 2008
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 63 of 2001
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Value Added Tax Act 89 of 1991
- Financial Intelligence Centre Act 38 of 2002
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Electronic Communications and Transactions Act 25 of 2002
- Promotion of Access of Information Act 2 of 2000

5. **<u>Description of data subjects & categories of records held</u>** [*Section 51(1)(b)(iv); Section 51(1)(c)(ii)*]

- Clients and customers, and property details
- Staff and human resources
- Operational records
- Financial, insurance, taxation records
- Minutes and records of meetings
- Agreement of sale, annexures and addendums thereto and other contracts
- Correspondence
- Other

6. **<u>Request procedures</u>** [*Section 51(1)(b)(v); section 53(1)–(2)*]

A request for access to a record must be made on the prescribed Form 2, addressed to the Head of the Private Body, at the address, fax number or electronic mail address mentioned above. [*s 53(1*)] The requester must provide sufficient detail on the request form to enable the head of the body to identify the record and the requester. The requester should also indicate what form of access is required. The requester should specify his or her postal address in the Republic; [*s 53(2)(a) and (b) and (c)*] The requester must identify the right that is

sought to be exercised or protected and explain why the requested record is required for the exercise or protection of that right [*s 53(2)(d)*]. If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, that manner and the necessary particulars must be specified. [*s 53(2)(e)*] If the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request [*s 53(2)(f)*].

7. **Other prescribed information** [*Section 51(1)(a)(ii)*]

At the time of the compilation of this manual, no further information has been prescribed.

8. **Fees** [*Section 54*]

A requester who seeks access to a record must pay the prescribed fee, if any.

9. **Availability of the manual** [*Section 51(3)*]

This manual is available on the website at www.midprop.co.za and for inspection at the above-mentioned address during normal business hours upon request and upon payment of the required amount.

10. **Update of manual** [*Section 51(2)*]

This manual shall be updated on a regular basis.

11. **Protection of Personal Information Act, 2013** [Section 51(c)]

The private body processes information for the purposes of conducting business. Personal Information is processed in accordance with the limitations set out in the Act. Categories of data subject and information are set out above. Categories of receipients may include private persons, private bodies, public bodies, regulators, government and law enforcement.

There is no transborder flow of information.

A copy of the privacy notice and the POPIA Rules are available on the website at www.midprop.co.za

11. **Information Security** [Section 51(i)(c)(v)]

The private body is committed to protecting the confidentiality, integrity and, security and availability of personal information. The private body follows good information security principles which include:

- Managing information security risk
- Developing responsible and empowered users
- Managing information assets
- Managing third parties with access to information assets
- Enhancing information quality
- Ensuring availability of information
- Managing incidents effectively

12. Reservation of rights

Nothing in this Manual is to be construed as a waiver of the right to the confidentiality of any document or any legal privilege or right of non-disclosure attaching to any document mentioned herein, whether in terms of any statute or under the common law. All rights in this regard are fully reserved.