

**PAIA AND POPIA MANUAL**  
**FOR**  
**THE FD SKILLS CENTRE SA (PTY) LTD**

**AS PRESCRIBED BY THE PROVISIONS OF**

**THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

and

**THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

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## 1. DEFINITIONS

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Manual, including this introduction, bear the meanings ascribed to them:

- |      |                               |  |
|------|-------------------------------|--|
| 1.1  | <b>“Constitution”</b>         | means the Constitution of the Republic of South Africa 108 of 1996;  |
| 1.2  | <b>“Data Subjects”</b>        | has the meaning ascribed to it in terms of POPIA;  |
| 1.3  | <b>“CFO Centre”</b>           | means FD Skills Centre SA (Pty) Ltd, registration no. 2010/012052/07, a CFO Centre with limited liability duly incorporated and registered in accordance with the laws of South Africa, situated at 9 St. Michaels Road Hilton 3245; |
| 1.4  | <b>“Information Officer”</b>  | means CFO Centre's appointed information officer and whose details are designated and referred to in clause 5;   |
| 1.5  | <b>“Manual”</b>               | means this PAIA and POPIA manual and any appendices and schedules attached hereto  |
| 1.6  | <b>“PAIA”</b>                 | means the Promotion of Access to Information Act, 2000;  |
| 1.7  | <b>“Personal Information”</b> | has the meaning ascribed to it in terms of POPIA;  |
| 1.8  | <b>“POPIA”</b>                | means the Protection of Personal Information Act, 2013;  |
| 1.9  | <b>“Processed”</b>            | has the meaning ascribed to it in terms of POPIA;  |
| 1.10 | <b>“Request for Access”</b>   | has the meaning ascribed to it in terms of PAIA;   |
| 1.11 | <b>“Responsible Party”</b>    | has the meaning ascribed to it in terms of POPIA; and  |
| 1.12 | <b>“Website”</b>              | means <a href="http://www.cfodcentre.com">www.cfodcentre.com</a>   |
| 1.13 |                               | Capitalised terms used in this Manual have the meanings ascribed thereto in section 1 of POPIA and PAIA as the context specifically requires, unless otherwise defined herein.   |

## 2. PURPOSE OF THE MANUAL

- 2.1 This Manual for the purposes of:
- 2.1.1 **PAIA**, details the procedure to be followed by a requester and the manner in which a Request for Access will be facilitated; and
  - 2.1.2 **POPIA**, amongst other things, details the purpose for which Personal Information may be processed; a description of the categories of Data Subjects for whom CFO Centre Processes Personal Information as well as the categories of Personal Information relating to such Data Subjects; and the recipients to whom Personal Information may be supplied.

## 3. NATURE OF CFO CENTRE'S BUSINESS

CFO Centre carries on the business of providing part-time and full-time financial director and chief financial officer services to businesses.

## 4. CFO CENTRE DETAILS

- 4.1 The details of CFO Centre are as follows:

Physical address:	<b>9 St. Michaels Road Hilton 3245</b>
Postal address:	<b>PO Box 368 Hilton 3245</b>
Telephone number:	<b>+27 861 127 280</b>
Email Address:	<a href="mailto:info.sa@cfocentre.co.za">info.sa@cfocentre.co.za</a>
Website:	<a href="http://www.cfocentre.co.za">www.cfocentre.co.za</a>

## 5. CONTACT DETAILS OF THE INFORMATION OFFICER

- 5.1 The Information Officer's contact details are as follows:

Full Name:	<b>Sandra Adams</b>
Designation:	<b>Information Officer</b>
Email:	<a href="mailto:Sandra.adams@cfocentre.co.za">Sandra.adams@cfocentre.co.za</a>

Physical address:	<b>9 St. Michaels Road Hilton 3245</b>
Postal address:	<b>PO Box 368 Hilton 3245</b>

## 6. LEGISLATION APPLICABLE TO CFO CENTRE

- 6.1 Records of CFO Centre and other legal entities in which CFO Centre has a direct controlling interest or an indirect controlling interest through its subsidiaries) may be kept by or on behalf of CFO Centre in accordance with the following legislation (some of which legislation may not be applicable to CFO Centre), as well as with other legislation that may apply to CFO Centre and/or its subsidiaries from time to time:
- 6.1.1 Basic Conditions of Employment Act 57 of 1997;
  - 6.1.2 Broad-based Black Economic Empowerment Act 53 of 2003;
  - 6.1.3 Companies Act 71 of 2008;
  - 6.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
  - 6.1.5 Consumer Protection Act 68 of 2008;
  - 6.1.6 Copyright Act 98 of 1978;
  - 6.1.7 Currencies and Exchanges Act 9 of 1993;
  - 6.1.8 Debt Collectors Act 114 of 1998
  - 6.1.9 Electronic Communications and Transactions Act 25 of 2002;
  - 6.1.10 Employment Equity Act 55 of 1998;
  - 6.1.11 Financial Intelligence Centre Act 38 of 2001;
  - 6.1.12 Income Tax Act 58 of 1962;
  - 6.1.13 Insolvency Act 24 of 1936;
  - 6.1.14 Intellectual Property Laws Amendment Act 38 of 1997;
  - 6.1.15 Labour Relations Act 66 of 1995;
  - 6.1.16 National Credit Act 34 of 2005;
  - 6.1.17 Occupational Health and Safety Act 85 of 1993;
  - 6.1.18 Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002;

- 6.1.19 Prevention of Organised Crime Act 121 of 1998;
- 6.1.20 Prevention and Combating of Corrupt Activities Act 12 of 2004;
- 6.1.21 Promotion of Access to Information Act 2 of 2000;
- 6.1.22 Protected Disclosures Act 26 of 2000;
- 6.1.23 Protection of Constitutional Democracy against Terrorist and Related Activities Act 33 of 2004;
- 6.1.24 Skills Development Act 97 of 1998;
- 6.1.25 Securities Transfer Tax Act 25 of 2007;
- 6.1.26 Securities Transfer Tax Administration Act 26 of 2007;
- 6.1.27 Trade Marks Act 194 of 1993;
- 6.1.28 Trust Property Control Act 57 of 1988;
- 6.1.29 Unemployment Insurance Act 30 of 1966;
- 6.1.30 Unemployment Insurance Contributions Act 4 of 2002;
- 6.1.31 Value Added Tax Act 89 of 1991.

## PART 1: PAIA MANUAL

### 7. INTRODUCTION

- 7.1 PAIA gives third parties the right to approach private bodies and the government to request information held by them, which is required in the exercise and/or protection of any rights.
- 7.2 On request, the private body or government is obliged to release such information unless PAIA expressly states that the records containing such information may or must not be released. This manual informs requestors of procedural and other requirements which a request must meet as prescribed by PAIA.

### 8. REQUESTS FOR ACCESS TO RECORDS

- 8.1 Records held by CFO Centre may be accessed on request only once the requirements for access have been met.
- 8.2 A requester is any person making a request for access to a record of CFO Centre and in this regard, PAIA distinguishes between two types of requesters:
- 8.2.1 **Personal Requester:** who is a requester who is seeking access to a record containing personal information about the requester. Subject to the provisions of PAIA and applicable law, CFO Centre will provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged by CFO Centre.
- 8.2.2 **Other Requester:** this requester (other than a personal requester) is entitled to request access to information pertaining to third parties. However, CFO Centre is not obliged to grant access prior to the requester fulfilling the requirements for access in terms of PAIA. The prescribed fee for reproduction of the information requested will be charged by CFO Centre.

### 9. PROCEDURE FOR A REQUEST FOR ACCESS

- 9.1 A requester must comply with all the procedural requirements as contained in section 53 of PAIA relating to a Request for Access to a Record.
- 9.2 A requester must complete the prescribed Request for Access form (Form C) attached as **Annexure 1** and submit the completed Request for Access form as well as payment of a request fee (if applicable) and a deposit (if applicable), to the Information Officer at the postal or physical address, facsimile number or electronic mail address stated herein.
- 9.3 The Request for Access form must be completed with enough detail so as to enable the Information Officer to identify the following:

- 9.3.1 the record/s requested;
  - 9.3.2 the identity of the requester;
  - 9.3.3 the form of access that is required, if the request is granted;
  - 9.3.4 the postal address or fax number of the requester; and
  - 9.3.5 the right that the requester is seeking to protect and an explanation as to why the Record is necessary to exercise or protect such a right.
- 9.4 If a Request for Access is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.
- 9.5 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

## 10. DECISION TO GRANT ACCESS TO RECORDS

- 10.1 CFO Centre will decide whether to grant or decline the Request for Access within **30 (thirty) days** of receipt of the Request for Access and must give notice to the requester with reasons (if required) to that effect.
- 10.2 The period referred to above may be extended for a further period of not more than **30 (thirty) days** if the Request for Access is for a large number of Records or the Request for Access requires a search for Records held at another office of CFO Centre and the Records cannot reasonably be obtained within the original **30 (thirty) day** period.
- 10.3 CFO Centre will notify the requester in writing should an extension of time as contemplated above be required.
- 10.4 If, in addition to a written reply from the Information Officer, the requester wishes to be informed of the decision on the Request for Access in any other manner, the requester must state the manner and particulars so required.

## 11. FEES

- 11.1 PAIA provides for two types of fees, namely:
- 11.1.1 **A request fee:** (which will be a standard fee) is applicable when a request is received by the information officer of CFO Centre, the information officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.
  - 11.1.2 **An access fee:** is calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs where applicable. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations



for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

- 11.2 The information officer shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form. If a deposit has been paid in respect of a request for access, which is refused, then the information officer shall repay the deposit to the requester.
- 11.3 The Information Officer will withhold a Record until the requester has paid the fees set out in.

## **12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

- 12.1 The following are the grounds on which CFO Centre may, subject to the exceptions contained in Chapter 4 of PAIA, refuse a Request for Access in accordance with Chapter 4 of PAIA:
- 12.1.1 mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable;
  - 12.1.2 mandatory protection of the commercial information of a third party, if the Records contain:
    - 12.1.2.1 trade secrets of that third party;
    - 12.1.2.2 financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
    - 12.1.2.3 information disclosed in confidence by a third party to CFO Centre, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
  - 12.1.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
  - 12.1.4 mandatory protection of the safety of individuals and the protection of property;
  - 12.1.5 mandatory protection of Records that would be regarded as privileged in legal proceedings;
  - 12.1.6 protection of the commercial information of CFO Centre, which may include:
    - 12.1.6.1 trade secrets;

- 12.1.6.2 financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of CFO Centre;
- 12.1.6.3 information which, if disclosed, could put CFO Centre at a disadvantage in contractual or other negotiations or prejudice CFO Centre in commercial competition; and/or
- 12.1.6.4 computer programs which are owned by CFO Centre, and which are protected by copyright and intellectual property laws;
- 12.1.7 research information of CFO Centre or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
- 12.1.8 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

### **13. REMEDIES AVAILABLE UPON REFUSAL OF A REQUEST FOR ACCESS**

- 13.1 CFO Centre does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and a requester will have to exercise such external remedies at their disposal if the Request for Access is refused.
- 13.2 In accordance with sections 56(3)(c) and 78 of PAIA, a requester may apply to a court for relief within **180 (one hundred and eighty) days** of notification of the decision for appropriate relief.

### **14. INFORMATION OR RECORDS NOT FOUND**

If CFO Centre cannot find the records that the requester is looking for despite reasonable and diligent search and it believes either that the records are lost or that the records are in its possession but unattainable, the requester will receive a notice in this regard from the Information Officer in the form of an affidavit setting out the measures taken to locate the document and accordingly the inability to locate the document.

### **15. REQUEST GRANTED**

- 15.1 A requester whose Request for Access to a Record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record for disclosure, including making arrangements to make it available in a requested form provided for in PAIA.
- 15.2 If a deposit has been paid in respect of a Request for Access which is refused, the Information Officer will repay the deposit to the requester.

## 16. AVAILABILITY OF THE MANUAL

- 16.1 The manual is available for inspection, on reasonable prior notice, at the office of CFO Centre free of charge.

## 17. CATEGORIES OF RECORDS HELD BY CFO CENTRE: SECTION 51(1)(E)

### 17.1 **Companies Act Records**

- 17.1.1 Documents of incorporation (includes, *inter alia*, memorandum of incorporation).
- 17.1.2 Minutes of board of directors' meetings.
- 17.1.3 Minutes of shareholders meetings.
- 17.1.4 Records relating to the appointment of directors, auditor, secretary, public officer and other officers.
- 17.1.5 Share register and other statutory registers.

### 17.2 **Financial Records**

- 17.2.1 Annual financial statements.
- 17.2.2 Tax records.
- 17.2.3 Accounting records.
- 17.2.4 Banking records (includes, *inter alia*, bank statements, electronic banking records).
- 17.2.5 Asset register.
- 17.2.6 Rental agreements.
- 17.2.7 Invoices.
- 17.2.8 Statement of account.

### 17.3 **Tax Records**

- 17.3.1 Tax returns.
- 17.3.2 PAYE records and returns.
- 17.3.3 VAT records and returns.
- 17.3.4 Documents issued to employees for income tax purposes.
- 17.3.5 Records of payments made to SARS (*includes, inter alia, records of payments made on behalf of employees*).
- 17.3.6 All other statutory compliances:
- 17.3.6.1 Skills Development Levies
  - 17.3.6.2 UIF
  - 17.3.6.3 Workmen's Compensation

#### 17.4 **Personnel Documents and Records (Employees, Consultants & Job Applicants)**

- 17.4.1 Curriculum vitae (includes, *inter alia*, work history, work experience, skills, qualifications, work references, etc.).
- 17.4.2 Criminal background checks.
- 17.4.3 Job applications.
- 17.4.4 Job offers.
- 17.4.5 Employment agreements.
- 17.4.6 Consultancy agreements.
- 17.4.7 Contact details (telephone numbers and e-mail addresses) of clients.
- 17.4.8 Details of next of kin for contact purposes.
- 17.4.9 Employment equity plan (if applicable).
- 17.4.10 Salary and other payments to same records.
- 17.4.11 Financial records (e.g. bank account details, invoices, statement of account).
- 17.4.12 Tax records (e.g. IRP5, etc.)
- 17.4.13 Leave records (which includes, *inter alia*, reasons for leave taken which may include medical practitioner letters).
- 17.4.14 Training records.
- 17.4.15 Training manuals.
- 17.4.16 Disciplinary code.
- 17.4.17 Disciplinary records.
- 17.4.18 Reasons for termination of employment and/or consultancy.

#### 17.5 **Client Documents and Records**

- 17.5.1 Client contact details (client contact persons, telephone numbers, cellphone numbers, e-mail addresses, preferred method of contact).
- 17.5.2 Client registration and/or identity number details.
- 17.5.3 Client addresses, both physical and postal.
- 17.5.4 FICA documents of clients.
- 17.5.5 Financial records (includes, *inter alia*, invoices, statement of account, payment history, default history).
- 17.5.6 Legal records (includes, *inter alia*, letters of demand, summons, etc.)

## 17.6 ***Supplier Documents and Records***

- 17.6.1 Supplier contact details (supplier contact persons, telephone numbers, cellphone numbers, e-mail addresses, preferred method of contact).
- 17.6.2 Supplier registration and/or identity number details.
- 17.6.3 Supplier addresses, both physical and postal.
- 17.6.4 Supplier bank account details.
- 17.6.5 Financial records (e.g. invoices, statement of account, payment history).

## PART 2: POPIA

### 18. INTRODUCTION

- 18.1 Chapter 3 of POPIA provides for the minimum conditions for lawful processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 18.2 CFO Centre needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions.
- 18.3 The manner in which this information is Processed and the purpose for which it is Processed is determined by CFO Centre.
- 18.4 CFO Centre is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:
- 18.4.1 is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by CFO Centre, in the form of privacy or data collection notices. CFO Centre must also have a legal basis (for example, consent) to process Personal Information;
  - 18.4.2 is processed only for the purposes for which it was collected;
  - 18.4.3 will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
  - 18.4.4 is adequate, relevant and not excessive for the purposes for which it was collected;
  - 18.4.5 is accurate and kept up to date;
  - 18.4.6 will not be kept for longer than necessary;
  - 18.4.7 is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by CFO Centre, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
  - 18.4.8 is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
    - 18.4.8.1 be notified that their Personal Information is being collected by CFO Centre. The Data Subject also has the right to be notified in the event of a data breach;
    - 18.4.8.2 know whether CFO Centre holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;

- 18.4.8.3 request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
- 18.4.8.4 object to CFO Centre's use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to CFO Centre's record keeping requirements);
- 18.4.8.5 object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
- 18.4.8.6 complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

## 19. SPECIFIC PURPOSE

- 19.1 As outlined above, Personal Information may only be processed by CFO Centre for a specific purpose.
- 19.2 CFO Centre uses the Personal Information under its care in the following ways:
  - 19.2.1 business development and marketing of CFO Centre's services;
  - 19.2.2 rendering services according to instructions given by clients;
  - 19.2.3 staff recruitment and administration;
  - 19.2.4 keeping of accounts and records; and
  - 19.2.5 complying with tax and other laws.

## 20. CATEGORIES OF DATA SUBJECTS AND PERSONAL INFORMATION

- 20.1 CFO Centre may possess records relating to suppliers, shareholders, contractors service providers, staff and clients.
  - 20.1.1 Juristic Entities:
    - 1. Clients
    - 2. Suppliers
    - 3. Subcontractors
    - 4. Consultants
  - 1. Names of contact persons
  - 2. Name of legal entity
  - 3. Physical and postal address and contact details
  - 4. Registration number
  - 5. Founding documents
  - 6. Banking and financial records
  - 7. Tax related records

- |                        |   |
|------------------------|---|
|                        | 8. Authorised signatories, beneficiaries, ultimate beneficial owners    |
|                        | 9. Information about products or services                               |
| 20.1.2 Natural Persons | 1. Full name  |
| 1. Clients             | 2. ID number  |
| 2. Suppliers           | 3. Physical and Postal address  |
| 3. Subcontractors      | 4. Contact details  |
|                        | 5. Banking and financial records  |
|                        | 6. Tax related records  |
|                        | 7. Information about products or services                               |
| 20.1.3 Employees       | 1. Full name  |
|                        | 2. ID number  |
|                        | 3. Age  |
|                        | 4. Language   |
|                        | 5. Gender and race  |
|                        | 6. Physical and postal address  |
|                        | 7. Contact details  |
|                        | 8. Marital status   |
|                        | 9. Banking and financial details  |
|                        | 10. Details of payments to third parties (deductions from wages/salary) |
|                        | 11. Education information   |
|                        | 12. Employment history and references                                   |
|                        | 13. Remuneration details and records                                    |
|                        | 14. Tax records   |
|                        | 15. Training records  |
|                        | 16. Leave records   |
|                        | 17. Performance appraisals  |
|                        | 18. Disciplinary records  |
|                        | 19. Pregnancy   |
|                        | 20. Opinions  |
|                        | 21. Criminal behaviour  |



## 22. Well-being

### 21. RECIPIENTS OF PERSONAL INFORMATION

- 21.1 CFO Centre may supply the Personal Information to service providers who render the following services:
- 21.1.1 capturing and organising of data;
  - 21.1.2 storing of data;
  - 21.1.3 sending of emails and other correspondence to clients;
  - 21.1.4 conducting due diligence checks (e.g. credit checks);
  - 21.1.5 legal and collection services;
  - 21.1.6 accounting and auditing services;
  - 21.1.7 [=].

### 22. CROSS-BORDER FLOWS OF PERSONAL INFORMATION

- 22.1 CFO Centre may transfer data trans-border in order to store data with third party cloud storage providers.

### 23. SECURITY MEASURES

- 23.1 CFO Centre employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care.
- 23.2 Security measures include, *inter alia*:
- 23.2.1 firewalls;
  - 23.2.2 virus protection software and update protocols;
  - 23.2.3 logical and physical access control;
  - 23.2.4 secure setup of hardware and software making up the IT infrastructure; and
  - 23.2.5 outsourced service providers who process Personal Information on behalf of CFO Centre are contracted to implement security controls.

### 24. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as **Annexure 2** subject to exceptions contained in POPIA.

### 25. CORRECTION OR DELETION OF PERSONAL INFORMATION

Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as **Annexure 3** to this Manual.

**ANNEXURE 2: DATA SUBJECT OBJECTION FORM****FD SKILLS CENTRE SA****CLIENT INFORMATION – DELETION OF DETAILS ON RECORD**

COMPANY NAME	
COMPANY REG NUMBER	
VAT REG NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
PERSON RESPONSIBLE FOR ACCOUNT	
EMAIL ADDRESS	
CONTACT NUMBER	

I DO NOT consent to CFO Centre processing this information and wish the above details to deleted.

Signed \_\_\_\_\_

Name \_\_\_\_\_

**PRINCIPAL INFORMATION – DELETION OF DETAILS ON RECORD**

SURNAME	
FIRST NAMES	
DATE OF BIRTH	
ID NO	
TAX NO	
VAT NO (if applicable)	
CONTACT NO	
RESIDENTIAL ADDRESS	
POSTAL ADDRESS	
BANKING DETAILS	

I do not consent to my information being processed by CFO Centre, please remove my information from your records.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**ANNEXURE 3: DATA SUBJECT REQUEST TO CORRECT/DELETE PERSONAL INFORMATION****FD SKILLS CENTRE SA****CLIENT INFORMATION – AMENDMENT TO DETAILS ON RECORD****SECTION A: CURRENT DETAILS**

COMPANY NAME	
COMPANY REG NUMBER	
VAT REG NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
PERSON RESPONSIBLE FOR ACCOUNT	
EMAIL ADDRESS	
CONTACT NUMBER	



**FD SKILLS CENTRE SA  
CLIENT INFORMATION – AMENDMENT TO DETAILS ON RECORD**

**SECTION B: NEW DETAILS**

COMPANY NAME	
COMPANY REG NUMBER	
VAT REG NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
PERSON RESPONSIBLE FOR ACCOUNT	
EMAIL ADDRESS	
CONTACT NUMBER	

I consent to CFO Centre processing this information

Signed \_\_\_\_\_

Name \_\_\_\_\_



**FD SKILLS CENTRE SA  
PRINCIPAL INFORMATION – AMENDMENT TO DETAILS ON RECORD  
SECTION A: CURRENT DETAILS**

<b>DO YOU REQUIRE AN IT3a?</b>	
<b>IN WHAT NAME MUST THE IT3a BE ISSUED?</b>	
SURNAME	
FIRST NAMES	
DATE OF BIRTH	
ID NO	
TAX NO	
VAT NO (if applicable)	
CONTACT NO	
RESIDENTIAL ADDRESS	
POSTAL ADDRESS	
BANKING DETAILS	



**FD SKILLS CENTRE SA**  
**PRINCIPAL INFORMATION – AMENDMENT OF DETAILS ON RECORD**  
**SECTION B: NEW DETAILS**

<b>DO YOU REQUIRE AN IT3a?</b>	
<b>IN WHAT NAME MUST THE IT3a BE ISSUED?</b>	
SURNAME	
FIRST NAMES	
DATE OF BIRTH	
ID NO	
TAX NO	
VAT NO (if applicable)	
CONTACT NO	
RESIDENTIAL ADDRESS	
POSTAL ADDRESS	
BANKING DETAILS	

I consent to this information being processed by CFO Centre.

Signed \_\_\_\_\_

Date \_\_\_\_\_