

PAIA MANUAL

in terms of the

PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

“PAIA”

incorporating provisions contained in the

PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

“POPIA”

IN RESPECT OF

CORNÉL BOTHA INCORPORATED

PRIVATE BODY

USERS: EXTERNAL AND INTERNAL

PART A

PAIA MANUAL

INDEX

1. Introduction
2. Cornèl Botha Incorporated
3. Contact details [Section 51(1)(a) of the Act - PAIA]
4. Purpose of the PAIA Manual
5. Information Officer
6. Section 10 Guide in terms of the Act - PAIA
7. Records available in accordance with other legislation [Section 51(1)(c)] - PAIA
8. Subjects and categories of records held [Section 51(1)(d)] -PAIA
9. Purpose for processing of personal information
10. Data subject categories and their personal information
11. Recipients of personal information
12. Trans-border flows of personal information
13. Security measures to protect personal information
14. Details on how to make a request for access [Section 51(e)] - PAIA
15. Availability of the PAIA Manual
16. Fees [Section 51(1)(f)] – PAIA

PART B – PRIVACY POLICY

1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act 2 of 2000 ('the Act') also referred to as "PAIA" came into operation on 9 March 2001 and gives effect to the constitutional right of access to information that is enshrined in section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa, No. 108 of 1996 ('the Constitution'). Section 32 of the Constitution provides that everyone has the right to access any information held by the state or by another person, where such information is required for the exercise or protection of any legitimate rights and actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights.
- 1.2 The Act accordingly requires that procedures be put in place by public and private bodies to enable persons to obtain access to records swiftly, affordably and effortlessly. In terms of the Act, a private body includes juristic entities such as companies, close corporations and also includes partnerships and sole proprietors. The Protection of Personal Information Act 4 of 2013, ("POPIA") on the other hand regulates, and *inter alia*, how Personal Information held, received, used and disseminated by a body or person in connection with another party / person is protected and the consent therefor required.
- 1.3 In terms of section 51 of the Act, all private bodies are required to compile an information manual ('PAIA Manual') that provides information on the types and categories of records held by a public or private body and the process that must be followed when requesting information related to such records and information.
- 1.4 Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and/or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body.
- 1.5 This document serves as the PAIA information manual of CORNÈL BOTHA INCORPORATED ("CORNEL BOTHA INC") as required in terms of the Act. This manual must be read together with our **Privacy Policy – Part B** of this document.

2. CORNEL BOTHA INC. PARTICULARS: -

- 2.1 Cornèl Botha Incorporated is a firm of attorneys practising under the style of Cornèl Botha Inc. in Pretoria, Gauteng, South Africa. The law firm is operated as a Company with Cornèl Botha as the Head of the Private Body. The particulars of the Company is as follows: -

Name of Private Body: -	CORNEL BOTHA INC.
Registration Number:-	2025/944457/21
Directors:	Cornelius Erasmus Botha Annelie Botha
Physical Address: -	25D Kuisis Street, Brummeria, 0040, Pretoria, Gauteng, Republic of South Africa.
Postal Address: -	PO Box 74035, Lynnwood Ridge, 0184, Pretoria, Gauteng Republic of South Africa.

Landline Number: - +27 (0) 12 804 2456
 Mobile: - +27 (0) 84 580 0598
 Email:- cornel@cornelbothaattorneys.co.za
 Website:- www.cornelbothaattorneys.co.za

2.2 This, the PAIA Manual and Privacy Policy of CORNEL BOTHA INC., is available on our website and for inspection at the office premises of CORNEL BOTHA INC. situated at 25D Kuisis Street, Brummeria, 0040, Pretoria, Gauteng, Republic of South Africa, on request, free of charge and during office hours.

3. **CONTACT DETAILS** [Section 51(1)(a) of the Act] - PAIA

Name of Private Body: CORNEL BOTHA INC.
 For attention: Information Officer: Cornèl Botha
 Email Address: cornel@cornelbothaattorneys.co.za
 Physical Address: - 25D Kuisis Street, Brummeria, 0040, Pretoria, Gauteng, Republic of South Africa.
 Postal Address: - PO Box 74035, Lynnwood Ridge, 0184, Pretoria, Gauteng Republic of South Africa.
 Landline Number: - +27 (0)12 804 2456
 Mobile: - +27 (0) 84 580 0598

4. **PAIA MANUAL – Purpose of the Act (PAIA)**

- 4.1 The purpose of the Act is to promote the right of access to information, to promote and foster a culture of transparency and accountability within CORNEL BOTHA INC. by granting the right to information that is required for the exercise or protection of any legitimate right and to actively promote a society in which the citizens of South Africa have effective access to information to enable them to exercise and protect their rights – which includes the rights of minor children.
- 4.2 In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in relation to public and private bodies.
- 4.3 Limitation of Rights: Section 9 of the Act recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
- 4.3.1 Limitations aimed at the reasonable protection of privacy; and
- 4.3.2 Commercial confidentiality; and

- 4.3.3 Effective, efficient and good governance; and
- 4.3.4 In a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- 4.4 This PAIA Manual complies with the requirements of the guide mentioned in section 10 of the Act and recognises that upon commencement of the Protection of Personal Information Act, 4 of 2013 (POPI), that the appointed Information Regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.

5. INFORMATION OFFICER

- 5.1 The head of a private body in terms of section 51(1) and (2) of the Act, fulfils the function of compiling and updating the private body's PAIA Manual.
- 5.2 The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the POPI Act. The Information Officer oversees the function and responsibilities as required in terms of both PAIA and section 55 of the POPI Act after registering with the Information Regulator.
- 5.3 The Information Regulator may where it is deemed necessary, appoint a deputy Information Officer, as allowed for in section 17 of the Act as well as section 56 of the POPI Act. All requests for access to information in terms of the Act must be addressed to the Information Officer.
- 5.4 CORNEL BOTHA INC. has appointed the following individual as the Information Officer who will be responsible for dealing with requests for records and information:

Information Officer:	Cornèl Botha
Email Address:	cornel@cornelbothaattorneys.co.za
Physical Address: -	25D Kuisis Street, Brummeria, 0040, Pretoria, Gauteng, Republic of South Africa.
Postal Address: -	PO Box 74035, Lynnwood Ridge, 0184, Pretoria, Gauteng Republic of South Africa.
Landline Number: -	+27 (0)12 804 2456
Mobile: -	+27 (0) 84 580 0598

6. SECTION 10 GUIDE

- 6.1 A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission – (“SAHRC”). It contains information on how to access and request information required by a person wishing to exercise any right, contemplated by PAIA.
- 6.2 The Section 10 Guide is available in each of the official languages from the office of the Information Regulator South Africa, whose contact details are listed out below:

Address:

Woodmead North Office Park, 54 Maxwell Drive, Woodmead,
Johannesburg
P.O Box 31533, Braamfontein, Johannesburg, 2017, South
Africa.

Tel: +27 10 023 5200

Toll Free: +27 80 001 7160

Website: Home - Information Regulator (info regulator.org.za)

General enquiries: enquiries@info regulator.org.za

Complaints: PAIAComplaints@info regulator.org.za
POPIAComplaints@info regulator.org.za

7. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION [Section 51(1(c))]

7.1 Records are kept in accordance with such other legislation as is applicable to CORNEL BOTHA INC. which includes, but is not limited to the following legislation:

7.1.1 Promotion of Access to Information Act 2 of 2000

7.1.2 Basic Conditions of Employment Act 75 of 1997

7.1.3 Companies Act 71 of 2008

7.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993

7.1.5 Competition Act 89 of 1998

7.1.6 Financial Intelligence Centre Act 36 of 2000

7.1.7 Income Tax Act 95 of 1967

7.1.8 Insolvency Act 24 of 1936

7.1.9 Labour Relations Act 66 of 1995

7.1.10 National Credit Act 34 of 2005

7.1.11 Occupational Health and Safety Act 85 of 1993

7.1.12 Skills Development Act 97 of 1998

7.1.13 National Health Act 61 of 2003

7.1.14 Trademarks Act 194 of 1993

7.1.15 Unemployment Contributions Act 4 of 2002

7.1.16 Unemployment Insurance Act 63 of 2001

7.1.17 Value-Added Tax Act 89 of 1991

7.1.18 Protection of Personal Information Act 4 of 2013

7.1.19 Children's Act 38 of 2005

7.1.20 Attorneys Act No. 53 of 1979

7.1.21 Legal Practice Act 28 of 2014

7.1.22 Admission of Advocate's Act 74 of 1964

7.1.23 The Banks Act 94 of 1990

7.1.24 Administration of Estates Act 66 of 1965

8. SUBJECTS AND CATEGORIES OF RECORDS HELD [Section 51(1)(d)] -

8.1 The records referred to below indicate the categories of information that CORNEL BOTHA INC. holds. The information is classified, confidential and grouped according to records relating to the following subjects and categories:

8.1.1 Human resources records: -

8.1.1.1 Personal records provided by employees and staff members of CORNEL BOTHA INC.

8.1.1.2 Salary records

8.1.1.3 Conditions of employment and other personnel-related contractual and quasi-legal records

8.1.1.4 Internal evaluation records

8.1.1.5 UIF records

8.1.1.6 PAYE records

8.1.1.7 Leave records

8.1.1.8 Training records

8.1.1.9 Human Resources policies and procedures

8.1.2 Client related records: -

8.1.2.1 Records provided by a client – (All information)

8.1.2.2 Records generated internally by or within CORNEL BOTHA INC.'s practice relating to clients including transactional records, agreements and all clients' personal information.

8.1.2.3 Contractual records – all.

8.1.3 Financial records: -

8.1.3.1 Annual reports

8.1.3.2 Management reports

- 8.1.3.3 VAT returns
- 8.1.3.4 Income tax returns and assessments
- 8.1.3.5 Invoices
- 8.1.3.6 Receipts
- 8.1.3.7 Asset records
- 8.1.3.8 Insurance policies and claims
- 8.1.4 Company information: -
 - 8.1.4.1 Trademarks
 - 8.1.4.2 Databases
 - 8.1.4.3 Information Technology
 - 8.1.4.4 Marketing records
 - 8.1.4.5 Internal correspondence
 - 8.1.4.6 Operational records
 - 8.1.4.7 Product-related records
 - 8.1.4.8 Internal policies and procedures
 - 8.1.4.9 Compliance records
 - 8.1.4.10 Minutes of meetings (including resolutions taken)
 - 8.1.4.11 Contractual records and information relating to suppliers, service providers, professional advisors (such as advocates and auditors) and financiers.
- 8.1.5 Products and services: -
 - 8.1.5.1 Product specifications
 - 8.1.5.2 Product documentation (including application forms)
- 8.1.6 Information relating to minor children (under the age of 18 years): -
 - 8.1.6.1 All information relating to minor children of whatsoever nature, held received, and compiled in whatsoever form, by CORNEL BOTHA INC., including but not limited to:
 - 8.1.6.2 Personal records, medical and mental health records and generally any information relating thereto.
- 8.2 The accessibility of the records may be subject to the grounds of refusal set out in the Act. Amongst other, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal and legislative requirements, before CORNEL BOTHA INC. will consider access.

9. PURPOSE FOR PROCESSING OF PERSONAL INFORMATION

- 9.1 CORNEL BOTHA INC. holds, processes, utilizes and disseminate personal information for the following specific, and lawful reasons:
- 9.1.1 to initiate recruitment of and the management of employees and staff members
 - 9.1.2 to comply with relevant legislation governing employees
 - 9.1.3 to monitor account payments of clients
 - 9.1.4 to engage with service providers
 - 9.1.5 for marketing and event purposes
 - 9.1.6 to comply with all relevant legislation
 - 9.1.7 to render legal services and operate the Law Firm in general

10. DATA SUBJECTS / CATEGORIES AND THEIR PERSONAL INFORMATION

- 10.1 The following categories of data subjects' personal information are held, received, compiled and/or used and/or processed and/or disseminated (as the case may be) by CORNEL BOTHA INC.:
- 10.1.1 Employees: records of employees' term of employment
 - 10.1.2 Clients: records and personal information of clients
 - 10.1.3 Service providers: records of service providers
 - 10.1.4 General public: Managing, answering, and responding to general enquiries.

11. RECIPIENTS OF PERSONAL INFORMATION

- 11.1 Statutory authorities
- 11.2 Law enforcement
- 11.3 Tax authorities
- 11.4 Financial institutions
- 11.5 Medical schemes
- 11.6 Employee pension and provident funds
- 11.7 Industry bodies
- 11.8 Legal Representatives (Attorneys/ Advocates) in the course of rendering legal services

12. TRANS – BORDER FLOW OF PERSONAL INFORMATION

CORNEL BOTHA INC. may transfer data / personal information trans-border in order to store Data with third party cloud/ internet / data storage providers and in the course of rendering its legal services but always in accordance with applicable legislation regarding data protection.

13. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

13.1 CORNEL BOTHA INC. has implemented a number of security measures to protect personal information processed by CORNEL BOTHA INC. as the Responsible Party in terms of the POPI Act, No. 4 of 2013, which include but are not limited to the following: -

13.1.1 Physical security measures (Armed Response alarm systems / Lock and Key – available to authorized persons only for authorized reasons

13.1.2 Cyber security measures / Regular change of passwords and firewalls

13.1.3 CORNEL BOTHA INC. has access to specialists in cyber information security and has policies regarding information security in place.

14. HOW TO MAKE A REQUEST FOR ACCESS TO INFORMATION [Section 51(e)]

14.1 The requester must complete the appropriate Form (See Annexures) and submit this form together with a request fee, to the Information Officer of CORNEL BOTHA INC..

14.2 The form must be submitted to the Information Officer of CORNEL BOTHA INC. at CORNEL BOTHA INC.'s address, conventional mail or electronic mail address as stated earlier in this PAIA Manual.

14.3 Form of request:

14.3.1 The requester (the person seeking information) must use the prescribed form, as attached in terms of Article 8 (PAIA) of this PAIA Manual, when requesting access to a record. The request must be directed to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body (CORNEL BOTHA INC.) concerned, see [s 53(1)] – PAIA.

14.3.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record / information required and the identity / details of the requester.

14.3.3 The requester should indicate in which format the access to the information requested is required.

14.3.4 The requester should indicate if any other manner and/or format is to be used to inform the requester regarding the information required and state the necessary particulars how to be informed [s 53(2)(a) and (b) and (c)] – PAIA.

14.3.5 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)] – PAIA.

- 14.3.6 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request on behalf of such other person and to the satisfaction of the designated head of the private body [s 53(2)(f)] – PAIA.
- 14.3.7 A requester who seeks access to a record containing personal information about that requester’s own personal information, is not required to pay the request fee.
- 14.3.8 Every other requester, who is not a personal requester, must pay the fee.
- 14.3.9 The information officer of CORNEL BOTHA INC. must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)] – PAIA.
- 14.3.10 The fee that the requester must pay to a private body is currently R50,00. The requester may lodge an application to the court against the tender or payment of the request fees 54(3)(b)] – PAIA.
- 14.3.11 After the Information Officer of CORNEL BOTHA INC. has decided on the request, the requester must be notified in the required form and format.
- 14.3.12 On granting of the request to information, a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)] – PAIA.

15. AVAILABILITY OF THIS PAIA MANUAL

This PAIA manual is available for inspection at the offices of CORNEL BOTHA INC. free of charge, on request during office hours and on our website.

16. FEES - [Section 51(1)(f)] – PAIA]

- 16.1 The requester is the person making the request for access to information of a record. The Act mentions two types of requesters, to wit: -
- 16.1.1 Personal requester: A person who requests access to his/her own personal information.
- 16.1.2 Other requester: A person requesting access to information of third parties.
- 16.2 The following fees are payable when making a request for information:
- 16.2.1 Request fee: Standard fee payable by other requesters, but not payable by personal requesters, payable at the time that the request is made.
- 16.2.2 Access fee: Payable in all instances where a request for access is granted unless payment of the access fee is specifically excluded in terms of the Act or any regulations published pursuant to the Act. This fee is calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs, as the case may be.
- 16.3 The Information Officer may require that requesters pay a deposit in respect of the access fee at the time of making the request. If the request is subsequently declined, the deposit will be refunded.
- 16.4 If a request fee and/or a deposit is payable, the Information Officer will not process the request until payment thereof has been made.

- 16.5 If a request for information is granted, the Information Officer will advise the requester of the amount of the access fee payable before the record will be released.
- 16.6 Bank account details for purposes of making payments can be obtained from the Information Officer.
- 16.7 ANNEXURE E hereto sets out the amounts payable in respect of the prescribed fees.

ANNEXURES

Annexure A: Form 2 –Request for Correction or Deletion of Personal Information

Annexure B: Form 1 - Objection to the Processing of Personal

Annexure C: Form 02- Request for Access to Record [Regulation 7]

Annexure D: Form 3- outcome of request and of fees payable [Regulation 8]

Annexure E: Prescribed Fee Schedule.

This Manual may be updated and amended from time to time as necessary and the latest version will be publicised in the manner prescribed by the Act.

Version 1 – February 2026

ANNEXURE A

FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 3(2)]

Note:

1. *Affidavits or other documentary evidence in support of the request must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT	
Surname:		
Full names:		
Identity number:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party <i>(if the responsible party is a natural person)</i> :		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

Name of public or private body <i>(if the responsible party is not a Natural person)</i>	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	<p style="text-align: center;">REASONS FOR</p> <p>*CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT</p> <p>*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS POSSESSION OR UNDER CONTROL OF THE RESPONSIBLE PARTY.</p> <p><i>(Please provide below detailed reasons for the request)</i></p> <p><i>*Delete which is not applicable)</i></p>

Signed at this day of 20.....

.....

Signature of Data Subject

ANNEXURE B

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 2(1)]**

Note:

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number.....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal, or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if the responsible party is a natural):</i>	
Residential, postal, or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

Name of public or private body <i>(if the responsible party is not a natural person)</i>	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of..... 20.....

.....
Signature of Data Subject (Applicant)

ANNEXURE C

FORM 02

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

Mr. Cornel Botha

Email: cornel@cornelbothaattorneys.co.za**Address:**

Physical Address: - 25D Kuisis Street, Brummeria, 0040, Pretoria, Gauteng, Republic of South Africa.

Postal Address: - PO Box 74035, Lynnwood Ridge, 0184, Pretoria, Gauteng Republic of South Africa.

Mark with an "X"
 Request is made in my own name

 Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
	Tel. (B):		Facsimile:

Contact Numbers	Cellular:	
Full names of person on whose behalf request is made <i>(if applicable)</i> :		
Identity Number		
Postal Address		

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	

Reference number, if available	
--------------------------------	--

TYPE OF RECORD
(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS (Mark the applicable box with an "X")	
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS (Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	

Explain why the record requested is required for protection of the aforementioned	

FEES

- *A request fee must be paid before the request will be considered.*
- *You will be notified of the amount of the access fee to be paid.*
- *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record*
- *If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason for exemption	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

SIGNED ON THIS THE _____ DAY OF _____ (Month) _____ (Year)

AT _____ (PLACE)

Signature of Requester / Person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by:</i>	Details of Information Officer:
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Office

ANNEXURE D

FORM 3

**OUTCOME OF REQUEST AND OF FEES PAYABLE
 [Regulation 8]**

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number:

TO:

Your request datedrefers.

1. **You requested:**

Personal inspection of information at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i> is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of information on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

Kindly note that your request has

- been approved
- been denied, for the following

--

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			

Printed copy			
For a copy in a computer-readable form on: 7 Flash drive 7.1. To be provided by requestor 8 Compact disc 8.1. If provided by requestor 8.2. If provided to the requestor	R40.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record (i) Flash drive 9 To be provided by requestor (ii) Compact disc 10 If provided by requestor 11 If provided to the requestor	R40.00 R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. **Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the bank account as provided by the Information Officer.

SIGNED / C BOTHA

DATE:

PLACE:

ANNEXURE E

NOTICE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION 2 OF 2000

RE: FEES ASSOCIATED WITH PAIA REQUESTS ARE DETERMINED BY THE REGULATIONS ONLY AND NOT THROUGH OTHER APPLICABLE LAWS OR POLICIES

This Notice serves to state that the South African Human Rights Commission (the Commission) hereby confirms that the costs associated with all requests made under the Promotion of Access to Information Act 2 of 2000 (PAIA) are determined by the Regulations relating to PAIA only, and not by any other laws or regulations. Therefore, any demands made by a public or private body for the payment of additional fees with respect to PAIA requests are invalid.

The Commission is an independent public body currently mandated under PAIA to monitor the implementation of the Act. In accordance with its responsibilities to ensure compliance with PAIA, the Commission issues this notice to bring clarity to all interested parties that it is only the Minister of Justice and Constitutional Development who has the power to make decisions regarding fees associated with PAIA requests. The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors.

1. The Promotion of Access to Information Act

PAIA gives effect to the constitutional right to access of information, as provided for under section 32 of the Constitution. Although responding to requests and reproducing records in an accurate and orderly manner takes time and resources, section 9 of the Act specifically calls for the establishment of mandatory mechanisms and procedures to ensure that access to records of both public and private bodies is "as swiftly, inexpensively and effortlessly as reasonably possible." [emphasis added]. Furthermore, section 92 of the Act grants the Minister of Justice and Constitutional Development the power to make regulations pertaining to fees associated with requests made to both public and private bodies.

2. Regulations to PAIA

In February 2002, the Minister of Justice and Constitutional Development published a schedule of fees for PAIA requests in the Gazette, which provided for the following:

Fees for Requesting Records

Requesters are required to pay a fee for requesting access to records from both public and private bodies. The fee for requesting records from a public body is R35, while the fee for requesting records from a private body is R50. It is important to note that people who are requesting access to their personal information are exempt from paying a fee. Furthermore, people who earn less than R 14.712 per annum (if single) and R27.192 per annum (if married or have a life partner), are also exempt from paying the request fees.

3. Fees for Accessing Records

Requesters are also required to pay fees for accessing the records of public and private bodies, which include fees associated with the search for, preparation of, and reproduction of documents. The breakdown of fees for requests to both public and private bodies are as follows:

Public Bodies:

- Copy per A4 page - 60 cents
- Printing per A4 page - 40 cents
- Copy on a CD - R40
- Transcription of visual images per A4 page - R22
- Copy of a visual image - R60
- Transcription of an audio recording per A4 page- R12
- Copy of an audio recording - R17
- Search and preparation of the record for disclosure -- R15 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation • Actual postage fee

Private Bodies:

- Copy per A4 page - R1.10
- Printing per A4 page - 75 cents
- Copy on a CD -- R70
- Transcription of visual images per A4 page - R40
- Copy of a visual image - R60
- Transcription of an audio recording per A4 page- R20
- Copy of an audio recording - R30
- Search and preparation of the record for disclosure - R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

4. Registered VAT Vendors

The Commission further ruled that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors, as required under section 23 of the Value- Added Tax Act of 1991.

PART B

PRIVACY POLICY

Protection of Personal Information Act 4 of 2013

CORNEL BOTHA INC. SOUTH AFRICA

USERS: EXTERNAL AND INTERNAL

INTRODUCTION

Cornèl Botha Inc. is a firm of attorneys practising under the style of CORNEL BOTHA INC. in Pretoria, Gauteng, South Africa. The law firm is operated as a Company with Cornèl Botha as the Head of the Private Body. This is the Privacy Policy of CORNEL BOTHA INC. that must be read together with our **Paia Manual – Part A** of this document.

1. TERMS AND CONDITIONS

- 1.1 CORNEL BOTHA INC. ("CORNEL BOTHA INC.", we, us, our") is sensitive to the personal nature of the information you provide to us.
- 1.2 This privacy policy ("this Policy") explains how we protect and use your Personal Information.
- 1.3 By providing us with your Personal Information, you –
 - 1.3.1 agree to this Policy and authorise us to process, hold, use and disseminate such information as set out herein; and

- 1.3.2 authorise CORNEL BOTHA INC., our staff, our Associates, our Service Providers and other third parties to Process your Personal Information for the purposes stated in this Policy.
- 1.4 We will not use your Personal Information for any other purpose than that set out in this Policy and will endeavour to protect your Personal Information that is in our possession from unauthorised alteration, loss, dissemination, disclosure or access.
- 1.5 Please note that we may review and update this Policy from time to time. The latest version of this Policy is available on our Website and on request.
- 1.6 This Policy applies to all internal and external parties with whom we interact, including but not limited to individual clients, representatives of clients and client organisations, visitors to our offices, and other users of our legal and related services. Defined terms used in this Policy are explained herein below, under the heading “Annexure A”.

2 COLLECTION OF PERSONAL INFORMATION

- 2.1 We may collect or obtain Personal Information about you -
- 2.1.1 directly from you; -
- 2.1.2 in the course of our relationship with you; -
- 2.1.3 in the course of providing legal services to you or your organisation; -
- 2.1.4 when you make your Personal Information public; -
- 2.1.5 when you visit and/or interact with any of our social media platforms; -
- 2.1.6 when you register to use any of our legal and related services including but not limited to newsletters, seminars and legal updates; -
- 2.1.7 when you interact with any third-party content or advertising on a website which displays pages about us, and/or our various social media platforms; or
- 2.1.8 when you visit our offices.
- 2.2 We may also receive Personal Information about you from third parties (e.g., law enforcement authorities).
- 2.3 In addition to the above, we may create Personal Information about you such as records of your communications and interactions with us, including, but not limited to, your attendance at events or at interviews in the course of applying for a job with us, subscription to our newsletters and other mailings and interactions with you during the course of our digital marketing campaigns in any form – if and when we do so.

3 CATEGORIES OF PERSONAL INFORMATION WE MAY PROCESS

We may process the following categories of Personal Information about you -

- 3.1 personal details: name; and photograph;

- 3.2 demographic information: gender; date of birth / age; nationality; salutation; title; and language preferences;
- 3.3 identifier information: passport or national identity number; utility provider details; bank statements; tenancy agreements;
- 3.4 contact details: correspondence address; telephone number; email address; and details of your public social media profile(s);
- 3.5 instruction details: details of individuals instructing CORNEL BOTHA INC. and personal information included in correspondence, documents, evidence or other materials that we process in the course of providing legal services;
- 3.6 attendance records: details of meetings and other events organised by or on behalf of CORNEL BOTHA INC. that you may and/or may not have attended;
- 3.7 consent records: records of any consents you may have given, together with the date and time, means of consent and any related information;
- 3.8 payment details: billing address; payment method; bank account number or credit card number; invoice records; payment records; SWIFT details; IBAN details; payment amount; payment date; and records of cheques and EFT payments;
- 3.9 data relating to your visits to our social media platforms, (if and when we operate same) your device type; operating system; browser type; browser settings; IP address; language settings; dates and times of connecting to a Website and/or social media platform, and other technical communications information;
- 3.10 employer details: where you interact with us in your capacity as an employee of an organisation, the name, address, telephone number and email address of your employer, to the extent relevant; and
- 3.11 content and advertising data: records of your interactions with our online advertising and content, records of advertising and content displayed on pages displayed to you, and any interaction you may have had with such content or advertising (including, but not limited to, mouse hover, mouse clicks and any forms you complete).

4 SENSITIVE PERSONAL INFORMATION

Where we need to process your Sensitive Personal Information, we will do so in the ordinary course of our business, for a legitimate purpose, and in accordance with applicable law.

Children's personal information and special personal information

We do not intentionally collect or use personal information of children (persons under the age of 18 years), unless with express consent of a parent or guardian and/or in the capacity as our client or if the law otherwise allows or requires us to process such personal information.

5 PURPOSES OF PROCESSING AND LEGAL BASES FOR PROCESSING

- 5.1 We will process your Personal Information in the ordinary course of the business of providing legal and related services. We will primarily use your Personal Information only for the purpose for which it was originally or primarily collected.

We will use your Personal Information for a secondary purpose only if such purpose constitutes a legitimate interest and is closely related to the original or primary purpose for which the Personal Information was collected. We may subject your Personal Information to processing during the course of various activities, including, without limitation, the following:-

- 5.1.1 operating our business;
 - 5.1.2 analysis, evaluation, review and collation of information in order to determine legal issues and potential disputes, provide legal advice and prepare or comment on opinions, memoranda, agreements, correspondence, reports, publications, documents relating to legal proceedings and other documents and records (whether in electronic or any other medium whatsoever) -
 - 5.1.3 compliance with applicable law and fraud prevention;
 - 5.1.4 transfer of information to our Service Providers and other third parties or
 - 5.1.5 recruitment.
- 5.2 We may process your Personal Information for relationship management and marketing purposes in relation to our services (including, but not limited to, Processing that is necessary for the development and improvement of our legal and related services), for accounts management, and for marketing activities in order to establish, maintain and/or improve our relationship with you and with our Service Providers. We may also analyse your Personal Information for statistical purposes.
- 5.3 We may process your Personal Information for internal management and management reporting purposes, including but not limited to: conducting internal audits, conducting internal investigations, implementing internal business controls, providing central processing facilities, for insurance purposes and for management reporting analysis.
- 5.4 We may Process your Personal Information for safety and security purposes.

6 DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

- 6.1 We may disclose your Personal Information to our Associates and Service Providers, for legitimate business purposes, in accordance with applicable law and subject to applicable professional and regulatory requirements regarding confidentiality. In addition, we may disclose your Personal Information -
- 6.1.1 if required by law;
 - 6.1.2 legal and regulatory authorities, upon request, or for the purposes of reporting any actual or suspected breach of applicable law or regulation;

- 6.1.3 third party Operators (including, but not limited to, data processors such as providers of data hosting services and document review technology and services), located anywhere in the world, subject to 6.2;
 - 6.1.4 where it is necessary for the purposes of, or in connection with, actual or threatened legal proceedings or establishment, exercise or defence of legal rights;
 - 6.1.5 to any relevant party for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including, but not limited to, safeguarding against, and the prevention of threats to, public security;
 - 6.1.6 to any relevant third-party acquirer(s), in the event that we sell or transfer all or any portion of our business or assets (including, but not limited to, in the event of a reorganization, dissolution or liquidation); and
 - 6.1.7 to any relevant third-party provider, where our Website and/or social media platforms uses third party advertising, plugins or content.
- 6.2 If we engage a third-party Operator to process any of your Personal Information, we recognise that any Operator who is in a foreign country must be subject to a law, binding corporate rules or binding agreements which provide an adequate level of protection similar to POPIA. We will review our relationships with Operators we engage and, to the extent required by any applicable law if force, we will require such Operators to be bound by contractual obligations to -
- 6.2.1 only Process such Personal Information in accordance with our prior written instructions; and
 - 6.2.2 use appropriate measures to protect the confidentiality and security of such Personal Information.

7 INTERNATIONAL (TRANS - BORDER) TRANSFER OF PERSONAL INFORMATION

- 7.1 We may transfer your Personal Information to recipients outside of the Republic of South Africa.
- 7.2 Subject to 6.2, Personal Information may be transferred outside of the Republic of South Africa provided that the country to which the data is transferred has adopted a law that provides for an adequate level of protection substantially similar to POPIA, the Operator/third party undertakes to protect the Personal Information in line with applicable data protection legislation and the transfer is necessary in order to provide the legal and other related services that are required by CORNEL BOTHA INC.' clients.

8 DATA SECURITY

- 8.1 We implement appropriate technical and organisational security measures to protect your Personal Information that is in our possession against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, in accordance with applicable law. We utilize the services of electronic data protection specialists to ensure, to the best of our ability, that all personal information data that

is stored in electronic form is safeguarded against unlawful access. We utilize the services of an armed response security company to protect unlawful access to our offices where data in electronic form and in tangible form is stored. We also store data in hard copy, tangible form, off site.

- 8.2 Where there are reasonable grounds to believe that your Personal Information that is in our possession has been unlawfully accessed or acquired by any unauthorised person, we will notify the relevant Regulator and you, as soon as such unlawful access is discovered and/or brought to our attention, unless a public body responsible for detection, prevention or investigation of offences or the relevant regulator informs us that notifying you will impede a criminal investigation.
- 8.3 Because the internet is an open system, the transmission of information via the internet is not completely secure. Although we will implement all reasonable measures to protect your Personal Information that is in our possession, we cannot guarantee the security of any information transmitted using the internet and we cannot be held liable for any loss of privacy occurring during the course of such transmission.

9 DATA ACCURACY

The Personal Information provided to CORNEL BOTHA INC. should be accurate, complete and up-to-date. Should Personal Information change, the onus is on the provider of such data to notify CORNEL BOTHA INC. of the change and provide CORNEL BOTHA INC. with the accurate data.

10 DATA MINIMISATION

CORNEL BOTHA INC. will restrict its processing of Personal Information to data which is sufficient for the fulfilment of the primary purpose and applicable legitimate purpose for which it was collected.

11 DATA RETENTION

CORNEL BOTHA INC. shall only retain and store Personal Information for the period for which the data is required to serve its primary purpose or a legitimate interest or for the period required to comply with an applicable legal requirement, whichever is longer.

12 YOUR LEGAL RIGHTS

You may have rights under the South African and other laws to have access to your Personal Information and to ask us to rectify, erase and restrict use of your Personal Information. You may also have rights to object to your Personal Information being used, to ask for the transfer of Personal Information you have made available to us and to withdraw consent to the use of your Personal Information. You may, therefor, on reasonable grounds, object to us using your personal information. If you object, we will stop using your personal information, except if the law allows its use.

Lodging a complaint

If you believe we are using your personal information unlawfully, please inform us first at:

Name of Body: CORNEL BOTHA INC.
 Email Address: cornel@cornelbothaattorneys.co.za
 Physical Address: - 25D Kuisis Street, Brummeria, 0040, Pretoria,
 Gauteng, Republic of South Africa.
 Postal Address: - PO Box 74035, Lynnwood Ridge, 0184, Pretoria,
 Gauteng Republic of South Africa.
 Landline Number: - +27 (0)12 804 2456
 Mobile: - +27 (0) 84 580 0598

You may lodge a complaint to the Information Regulator (South Africa) with the following contact details:

Complaints email: PAIAComplaints@info regulator.org.za
POPIAComplaints@info regulator.org.za

If you are in the European Union or the United Kingdom, the following details may be used for the relevant regulatory authority: -

GDPR: - In accordance with the General Data Protection Regulations: -

The European Commission Online Complaint Procedure:

https://ec.europa.eu/info/about-european-commission/contact/problems-and-complaints/how-make-complaint-eu-level/submit-complaint_en.

Address: European Commission, Secretary-General, B-1049 Brussels, BELGIUM.

The independent Data Protection Authority ("DPA") per member state - Website listing all DPA's per member state:

https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm

Data Protection Act, 1998 (UK): - The Information Commissioner's Office: Website:

<https://ico.org.uk/global/contact-us/>

13 COOKIES AND SIMILAR TECHNOLOGIES POLICY

13.1 We may Process your Personal Information by our use of Cookies and similar technologies in future.

13.2 When you visit our website and/or social media platforms we may place Cookies onto your device, or read Cookies already on your device, subject always in accordance with applicable law. We may, in future, use Cookies to record information about your device, your browser and, in some cases, your preferences and browsing habits. We may process your Personal Information through Cookies and similar technologies, in accordance with our Cookie Policy.

- 13.2 Cookies are information that is used to track visitor use of a website and to compile statistical reports on website activity. If you wish to restrict or block cookies, you can do this through your browser settings.

Social Plugins

We may use social plugins of social networks such as Facebook, YouTube, LinkedIn, Google+ and Twitter.

Please note that we have no influence on or control over the extent of the data retrieved by the social networks' interfaces and we can accordingly not be held responsible or liable for any processing or use of personal information transmitted via these social plugins. For information on the purpose and extent of the data retrieval by the social network concerned, and about the rights and settings possibilities for the protection of your private sphere, please refer to the data protection information provided by the social network in question.

14 DIRECT MARKETING

- 14.1 We may Process your Personal Information for the purposes of providing you with information regarding services that may be of interest to you. You may unsubscribe for free at any time.
- 14.2 If you currently receive marketing information from us which you would prefer not to receive in the future, please email us at cornel@cornelbothaattorneys.co.za

15 CONTACT DETAILS

You may contact us at - **CORNEL BOTHA INC.**

Name of Body:	CORNEL BOTHA INC.
Email Address:	cornel@cornelbothaattorneys.co.za
Physical Address: -	25D Kuisis Street, Brummeria, 0040, Pretoria, Gauteng, Republic of South Africa.
Postal Address: -	PO Box 74035, Lynnwood Ridge, 0184, Pretoria, Gauteng Republic of South Africa.
Landline Number: -	+27 (0)12 804 2456
Mobile: -	+27 (0) 84 580 0598

ANNEXURE A - DEFINITIONS

"Associates" means and include CORNEL BOTHA INC. and where applicable, directors, employees, advocates and consultants and professional service providers of CORNEL BOTHA INC.

"Cookie" means a small file that is placed on your device when you visit a website. In this Policy, a reference to a "Cookie" includes analogous technologies such as web beacons and clear Graphic Interchange Format files ("GIFs").

"Operator" means any person or entity that Processes Personal Information on behalf of the Responsible Party.

"Personal Information" means information that is about any individual, or from which any individual is directly or indirectly identifiable, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

Where we refer to "personal information", it means "personal information" as defined in the Protection of Personal Information Act, 4 of 2013 as amended from time to time ("POPI"), and "personal data" as per the General Data Protection Regulation 2016/679 ("the GDPR"). Personal information includes any information about a person that can be used to identify a person directly or indirectly. It includes information like a name, an identification number, location information, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. POPI includes the personal information of juristic persons in its ambit – so we will protect the personal information of juristic persons in the same manner as any other person's personal information.

"POPIA" means the Protection of Personal Information Act 4 of 2013, as amended.

"Process", "Processing" or "Processed" means anything that is done with any Personal Information, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

"Responsible Party" means the entity that decides how and why Personal Information is Processed – in this instance: CORNEL BOTHA INC. as per address and contact details stated herein above.

"Sensitive Personal Information" means Personal Information about race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health, sexual life, any actual or alleged criminal offences or penalties, national identification number, or any other information that may be deemed to be sensitive under applicable law.

"Service Provider" – third party providers of various services whom we engage, including, but not limited to, providers of information technology, communication, file storage, data storage, copying, printing, accounting or auditing services, counsel, experts, investigators, correspondent attorneys, translators, taxation consultants and our insurers and professional advisors.

"Website" means any website operated, or maintained, by us or on our behalf and includes all social media platforms – such as all forms of electronic mail, Facebook, WhatsApp, Linked-in, SMS etc.

Where applicable, this Privacy Policy applies in addition to any other agreement that you enter into with us, including the letter of engagement that you agree to when you become our client and issue us with instructions to act and/or perform services on your behalf.

APPROVED AND SIGNED ON THIS THE _____ DAY OF FEBRUARY 2026

CORNÈL BOTHA

HEAD OF THE PRIVATE BODY

CORNEL BOTHA INC.