PTD Metalworking Professionals (Pty) Ltd

Manual in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

Generated 2026 / 07 / 16

Initial: _____

Table of Contents

1. Contact Particulars 3
1.1 Company Information 3
1.2 Company Contacts 3
2. Introduction 3
3. Guide in terms of Section 10 of The Act 3
4. Facilitating a Request for Access to Information 3
5. Information Available in terms of Other Applicable Legislation 4
6. Information Automatically Available 4
7. Information Available in Terms of the Act – On Request 5
8. Requesting Procedures 11
9. Prescribed Fees 11
10. Protection of Personal Information Processed 12
10.1 Data subject categories and personal information processed 12
10.2 Recipients with whom personal information is shared 13
10.3 Security measures implemented to protect personal information 13
10.4 Trans-border flows of personal information 13
10.5 Personal information received from third parties 13
10.6 Data Breaches 13
11. Availability of the Manual 14
Signatures 15

1. Contact Particulars

1.1 Company Information

PTD Metalworking Professionals (Pty) Ltd | Private Company | 2019/552564/07

PTD Metalworking Professionals (Pty) Ltd
116 Paul Smit, Anderbolt, Boksburg, Gauteng, 1459

Postal: PO Box 6094, Dunswart, Gauteng, 1460
Tel: 0119183177
Email: accounts@pertool.co.za
Web: https://www.pertool.co.za

1.2 Company Contacts

Head of Business

Miguel Brites Dos Santos
116 Paul Smit, Anderbolt,
Boksburg, Gauteng, 1459
Tel: 0798976234
Email: miguel@pertool.co.za

Information Officer

Miguel Brites Dos Santos
116 Paul Smit, Anderbolt,
Boksburg, Gauteng, 1459
Tel: 0798976234
Email: miguel@pertool.co.za

Other Contacts

2. Introduction

PTD Metalworking Professionals (Pty) Ltd is part of the Perfection Tool & Die (PTD) group which started to operate in 1974. Over the years it has serviced industries such as Armament, Motor, Plastic, Coal mining and gold mining in all types of precision small and medium size mass production components.

3. Guide in terms of Section 10 of The Act

3.1 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 [YR4.1] a public body lodges a request, the public body must be acting in the public interest.

3.2 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 section 53 and 54 of the Act.

3.3 The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

3.4 Information Regulator Contact Information:

> *Postal Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001*
> *Information Officer Contact Person: Ms. Pfano Nenweli | PNenweli@justice.gov.za*
> *Telephone: 010 023 5200*
> *Website: https://inforegulator.org.za*

Initial: _____

4. Facilitating a Request for Access to Information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from PTD Metalworking Professionals (Pty) Ltd, website.

5. Information Available in terms of Other Applicable Legislation

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Dangerous Weapons Act, 15 of 2013
- Employment Equity Act 55 of 1998
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Occupational Health and Safety Act 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

6. Information Automatically Available

The following categories of information are made publicly available by the Company without the need for a formal PAIA request, subject to business needs, confidentiality obligations, and any applicable legal restrictions. Such information may be accessed through the Company's website, at head office during business hours, by email request, or in printed form where applicable.

Category	What may be publicly available	Where available	Format
Corporate information	Company name, Registration number, Office address.	Website	Website page

Initial: _____

Contact details	General switchboard number, Email address, Website	Website, PAIA manual	Website, PDF
PAIA manual	The PAIA Manual itself	Website, On request	PDF, Hard copy
Public notices	General notices to customers	Website	Web page
Brochures and pamphlets	Product, Service	Website	PDF
Marketing material	Public-facing service descriptions	Website	Web page
Policies made public	Privacy notices	Website	Web page
Service information	Product descriptions, Service descriptions, Operating hours	Website	Web page
Governance information	Names of directors or trustees if the organisation elects to publish them	Website	Web page
Health and safety notices	Emergency procedures	Reception, Office entrances	Signboard
Complaints process	Public complaint or escalation process	PAIA manual	Web page

Fees

The prescribed request fee, access fees, search and preparation fees, and any deposit are payable in accordance with the Promotion of Access to Information Act and the current prescribed fees structure. The current request fee, reproduction fees, search and preparation fees, and deposit amounts are set out in the table above. The Company may require payment before processing or releasing a record.

The fee structure is available from the Information Regulator's website: https://inforegulator.org.za/paia-fees-structure-2/

7. Information Available in Terms of the Act – On Request

Statutory Business Records

- Certificate of Incorporation
  Companies Act 71 of 2008
- Certificate to Commence Business
  Companies Act 71 of 2008
- Memorandum of Incorporation
  Companies Act 71 of 2008
- Register of Allotments
  Companies Act 71 of 2008

Initial: _____

- Register of Directors and Officers
  Companies Act 71 of 2008
- Register of Directors Shareholding
  Companies Act 71 of 2008
- Resolutions
  Companies Act 71 of 2008
- Shareholders Agreements
  Companies Act 71 of 2008
- Statutory Business Records
  Companies Act 71 of 2008

Accounting Records

- Annual financial statements and working papers
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Auditor's reports
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Budgets and business plans
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Fixed asset register
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- General ledger
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Inventory records
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Subsidiary ledgers (receivables, payables, etc.)
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Systems documentation
  Companies Act 71 of 2008 Tax Administration Act 28 of 2011
- Tax returns, VAT returns
  Income Tax Act 58 of 1962 Value Added Tax Act 89 of 1991

Environment, Health and Safety

- Emergency response plans
  Occupational Health and Safety Act 85 of 1993 Mine Health and Safety Act 29 of 1996
- Permits, licenses, approvals and registrations for operations of sites and business
  Occupational Health and Safety Act 85 of 1993 Mine Health and Safety Act 29 of 1996

Fixed Property

- Leases
  Deeds Registries Act 47 of 1937
- Title deeds
  Deeds Registries Act 47 of 1937

Intellectual Property

- Agreements relating to intellectual property
  Patents Act 57 of 1978 Copyright Act 98 of 1978

Initial: _____

- Designs, trademarks, trade names and protected names
  Patents Act 57 of 1978 | Copyright Act 98 of 1978

Legal, Agreements & Contracts

- Acquisition or disposal documentation
  Promotion of Access to Information Act 2 of 2000
- Agreements with contractors, suppliers and clients
  Promotion of Access to Information Act 2 of 2000
- Agreements with customers
  Promotion of Access to Information Act 2 of 2000
- Agreements with governmental agencies
  Promotion of Access to Information Act 2 of 2000
- Agreements with shareholders, officers or directors
  Promotion of Access to Information Act 2 of 2000
- Contracts, including lease agreements and finance agreements
  Promotion of Access to Information Act 2 of 2000
- Corporate governance agreements
  Companies Act 71 of 2008
- Distributor, dealer or agency agreements
  Promotion of Access to Information Act 2 of 2000
- Material agreements relating to provision of services or materials
  Promotion of Access to Information Act 2 of 2000
- Material licenses, permits and authorisations
  Promotion of Access to Information Act 2 of 2000
- Restraint agreements
  Promotion of Access to Information Act 2 of 2000
- Sale agreements
  Promotion of Access to Information Act 2 of 2000
- Warranty agreements
  Promotion of Access to Information Act 2 of 2000

Personnel Records

- Attendance register
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Disciplinary records
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Employee evaluation and performance records
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962

Initial: _____

Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Employee information records

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Diseases Act 130 of 1993

- Employee loans

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Employment applications

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Employment contracts

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Employment equity plan

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Expense accounts

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956

- Health and safety records

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Diseases Act 130 of 1993

- Industrial training records

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005

Initial: _____

Pension Funds Act 24 of 1956

- IRP 5 and IT 3 certificates

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Leave applications

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Letters of appointment

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Maternity leave policy

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Medical aid records

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Payroll

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Pension fund information

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Personnel File

  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Initial: _____

- Policies and procedures
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Provident fund information
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Records of foreign employees
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Time records
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- Training and development
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Insurance Act, 18 of 2017 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956
- UIF, PAYE and SDL returns
  Basic Conditions of Employment Act 75 of 1997 | Employment Equity Act 55 of 1998 | Labour Relations Act 66 of 1995 | Protection of Personal Information Act 4 of 2013 | Income Tax Act 58 of 1962 | Skills Development Act 97 of 1998 | National Credit Act 34 of 2005 | Pension Funds Act 24 of 1956 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993 | Insurance Act, 18 of 2017 | Unemployment Insurance Act 63 of 2001
- Workmen's Compensation Documents
  Unemployment Insurance Act 63 of 2001 | Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Information Technology

- Client database
  Protection of Personal Information Act 4 of 2013 | Electronic Communications and Transactions Act, 25 of 2002
- Internet
  Electronic Communications and Transactions Act, 25 of 2002 | Protection of Personal Information Act 4 of 2013
- LAN Installations
  Electronic Communications and Transactions Act, 25 of 2002
- Licenses
  Electronic Communications and Transactions Act, 25 of 2002

Initial: _____

- Software packages
  Electronic Communications and Transactions Act, 25 of 2002
- Systems support, programming and development
  Electronic Communications and Transactions Act, 25 of 2002 Protection of Personal Information Act 4 of 2013
- Telephone lines, leased lines and data lines
  Electronic Communications and Transactions Act, 25 of 2002

Sales and Marketing

- Brochures, newsletters and marketing material
  Consumer Protection Act 68 of 2008
- Products
  Consumer Protection Act 68 of 2008
- Service and product information
  Consumer Protection Act 68 of 2008

8. Requesting Procedures

A person who wishes to obtain access to a record of the Company must submit a request in the prescribed form, using the contact details of the Information Officer set out in this manual. The request must be made in writing and must provide sufficient detail to enable the Company to identify the record requested and the right that the requester seeks to exercise or protect, where applicable.

The requester must provide:

- Full name and contact details.
- Proof of authority if the request is made by a representative.
- A clear description of the record requested.
- The form of access required.
- A postal or email address in South Africa for correspondence.
- An explanation of the right to be exercised or protected, where the request is made in terms of PAIA.

Once the request is received, the Information Officer will:

- Record and acknowledge the request.
- Check whether the request is sufficiently detailed and complies with PAIA.
- Notify the requester of any request fee, access fee, or deposit that may apply.
- Consider the request in accordance with PAIA and any applicable grounds for refusal.
- Provide a written decision within the statutory period, or notify the requester of any lawful extension.

If access is granted, the record will be provided in the form requested, where reasonably possible, after the applicable fees have been paid. If access is refused, the Company will provide written reasons for the refusal and the requester’s available remedies.

If the request is unclear, incomplete, or does not contain enough information to identify the record, the Information Officer may ask the requester to clarify or supplement the request before it is processed further.

Requests should be sent to the Information Officer at the Company’s postal address, physical address, email address, or fax number, as set out in the Contact Particulars section of this manual.

Initial: _____

9. Prescribed Fees

11.1. A requestor is required to pay the prescribed fees before a request will be processed;
11.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
11.4. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
11.5. Records may be withheld until the fees have been paid.
11.6. The fee structure is available on the website of the Information Regulator at:

> *https://inforegulator.org.za/paia-fees-structure-2/*

10. Protection of Personal Information Processed

PTD Metalworking Professionals (Pty) Ltd is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder.
PTD Metalworking Professionals (Pty) Ltd has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

We process personal information for various reasons, including but not limited to the following:

- Employment purposes;
- Financial and tax purposes;
- General administration
- Health and safety purposes;
- Legal or contractual purposes;
- Manage customers
- Marketing purposes
- Recruitment purposes;
- To help us detect and prevent fraud and money laundering under FICA;
- To help us identify data subjects when they contact us;
- To help us recover debts;
- To improve the quality of our products and services;
- To maintain customer records;
- To manage information, products and/or services requested by data subjects;
- To monitor access, secure and manage our premises and facilities;
- To transact with our suppliers
- Training purposes;
- Travel purposes;

10.1 Data subject categories and personal information processed

Categories of Data Subjects	Personal Information that may be processed
Prospective employees	Race, Gender, Age, Education history, Criminal history, alleged commission of offence and proceedings in respect of these offences, Employment history, E-mail address, Telephone number

Initial: _____

Employees	Race, Gender, Marital status, Age, Disability, Language and birth of the person, Education history, Criminal history, alleged commission of offence and proceedings in respect of these offences, Employment history, ID number, E-mail address, Physical address, Telephone number, Biometric information
Customers	E-mail address, Physical address, Telephone number
Suppliers	E-mail address, Physical address, Telephone number
Business partners	E-mail address, Physical address, Telephone number
Visitors (Walk-in)	ID number, E-mail address, Telephone number

10.2 Recipients with whom personal information is shared

- Data storage providers
- Email management and distribution tools
- Employee pension and provident funds;
- Group companies
- Industry bodies;
- Medical schemes;
- Payment processors
- Server hosts
- Statutory authorities;
- Tax authorities;

10.3 Security measures implemented to protect personal information

We have identified our security risks over the personal information we process in line with the Protection of Personal Information Act, and we have implemented various security measures to ensure reasonable protection against the risk of loss, misuse, unauthorised access and disclosure, alteration and destruction of the personal information.
We also take steps to ensure that operators that process personal information on behalf of company name apply adequate safeguards as outlined above.

10.4 Trans-border flows of personal information

We may transfer to, and store personal information we collect about you, in countries other than South Africa, if the relevant business transactions or situation requires trans-border processing. These countries may not have the same data protection laws as South Africa, and in this instance we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us.

10.5 Personal information received from third parties

When we receive personal information from a third party on behalf of a data subject, we require confirmation that they have written consent from the data subject that they are aware of the contents of this PAIA manual and the Privacy Policy, and do not have any objection to our processing their information in accordance with this policy.
Where information on third parties is provided by a data subject, or a third party provides information on a data subject, that information may be taken into account with other personal information.

10.6 Data Breaches

Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, PTD Metalworking Professionals

Initial: _____

(Pty) Ltd shall notify:
a) the Regulator; and
b) the data subject, unless the identity of such data subject cannot be established.
The notification will be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the responsible party's information system.

11. Availability of the Manual

A copy of the Manual is available-
1. on https://www.pertool.co.za;
2. head office of PTD Metalworking Professionals (Pty) Ltd for public inspection during standard business hours;
3. to any person upon request and upon the payment of a reasonable prescribed fee; and
4. to the Information Regulator upon request.

A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

Initial: _____

Signatures

By signing below, the undersigned acknowledges and confirms the contents of this manual on behalf of ALA Resources (Pty) Ltd.

Head of the Business

Name: Miguel Brites Dos Santos

Signature: 

Date: 16 July 2026

Information Officer

Name: Miguel Brites Dos Santos

Signature: 

Date: 16 July 2026