



Cornelia Dry

CarmenBrokers

PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (As Amended.)**

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1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO“ | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000 (As Amended); |
| 1.6 | “POPIA” | Protection of Personal Information Act No. 4 of 2013; |
| 1.7 | “Regulator” | Information Regulator; and |
| 1.8 | “Republic” | Republic of South Africa |

2. PURPOSE OF THE PAIA MANUAL

This PAIA Manual is useful for the public to -

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;

- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF CORNELIA DRY CARMEN BROKERS CC

3.1. Chief Information Officer

Name: Cornelia Dry
Tel: 011 660 6163
Email: cornelia@carmenbrokers.co.za

3.2. Deputy Information Officer

Name: Jayden Dry
Tel: 011 660 6694

Email: jayden@carmenbrokers.co.za

3.3 Access to information general contact

Email: jayden@carmenbrokers.co.za

3.4 National or Head Office

Postal Address: 13 Gemsbok Street, Rant-en-Dal,
Krugersdorp, 1739

Physical Address: 13 Gemsbok Street, Rant-en-Dal
Krugersdorp, 1739

Telephone: 011 660 6163

Email: jayden@carmenbrokers.co.za

Website: www.carmenbrokers.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1. 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.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of -

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

- 4.3.2.1. the Information Officer of every public body, and
- 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for -
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging -
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.
- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.5. The Guide can also be obtained -

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours – English & Afrikaans.

5. CATEGORIES OF RECORDS OF CORNELIA DRY CARMEN BROKERS CC, WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
Personal Information	Name, ID number/registration number, VAT number, address, contact details, for policy purposes.		X
Previous Insurance & Claim Information	Insurer name, policy number, activation and cancellation dates. Claim date, type, description, and cost.		X
Insurance Documentation	Offer to Purchase, Invoice, and Confirmation of Cover		X
Employee Records	Name, ID number, address, contact details, and competency register.		X
Compliance Documents	Complaints Policy, Conflict of Interest Policy, PAIA Manual	X	

6. DESCRIPTION OF THE RECORDS OF CORNELIA DRY CARMEN BROKERS CC WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Company, accounting records and legal agreements.	Companies Act, 2008
PAIA Manual	Protection of Personal Information Act Promotion of Access to Information Act 2 of 2000
Records of client identification, verification documents and details of transactions to combat money laundering and terrorist financing.	Financial Intelligence Centre Act (FICA), 2001
Comprehensive records to meet tax obligations and verify compliance.	Tax Administration Act, 2011
Comprehensive record of all verbal and written communications related to financial services rendered to clients. Record of Advice	Financial Advisory and Intermediary Services (FAIS) Act, 2002
Records pertaining to product performance, service standards, and interactions under binder agreements.	Short Term Insurance Act, 1998 and Policyholder Protection Rules (PPR)

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY CORNELIA DRY CARMEN BROKERS CC

Subjects on which the body holds records	Categories of records
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures - Advertised posts - Employee records
Client and Advice Records	Client information/documentation, policy schedules, claim information/documentation, record of advice and disclosures.
Financial and Operational Records	Financial transactions and related documents, marketing documentation internal guidelines and processes, details regarding databases, IT systems, and information technology.
Statutory & Compliance Records	Documents required by law, POPI records, annual reports, strategic plan, etc.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The purpose is for assessing risk, quoting, providing tailored advice (guidance, recommendation, proposal), intermediary services, facilitating policy administration, claims management, ensuring regulatory compliance, and detecting fraud.

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

8.3

Categories of Data Subjects	Personal Information that may be processed
Clients/Policyholders	Name, address, registration numbers or identity numbers, occupation or business description, contact and bank details.
Beneficiaries/Dependants	Name, surname, ID Number, marital status, occupation, contact number.
Third Parties	Name, address, registration numbers or identity numbers, occupation or business description, contact and bank details.
Insurers/Service Providers	Names, registration number, vat numbers, address, trade secrets and bank details.
Employees	Address, qualifications, gender and race.
Website Visitors	Name, address, registration numbers or identity numbers, occupation or business description, contact and bank details.

8.4 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks.	South African Police Services
Qualifications, for qualification verifications.	South African Qualifications Authority

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Credit and payment history, for credit information.	Credit Bureaus
Previous insurance and claims history, for a previous insurance and claims check.	Insurance Companies/Administrators
Personal details, claim information, documents and photos, for assessment purposes.	Assessors/Investigators
Personal and insurance details for repair or supply.	Repairers/Suppliers
Personal and insurance details, for financing of the client's assets.	Finance Companies/Banks

8.5 Planned transborder flows of personal information

Some information is stored in the OneDrive cloud, within South Africa. Categories of Information include:

- *Personal Client information*
- *Insurance Policy & Claim Information*
- *Government & Official Information*
- *Company & Regulatory Information*

8.6 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- *Data Encryption; Anti-virus and Anti-malware Solutions.*
- *Backups and offsite storage.*

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on www.carmenbrokers.co.za;

9.1.2 head office of Cornelia Dry Carmen Brokers CC for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 to the Information Regulator upon request.

9.2 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.

10. UPDATING OF THE MANUAL

The head of Cornelia Dry Carmen Brokers CC will on a regular basis update this manual.

Issued by



Cornelia Dry
Manging Director/Member/Owner