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Manual in terms of Section 51 of the promotion of access to information Act

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Company : Empowered Versatile Enablement PTY Ltd

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Company Registration Number : 2016/422135/07

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Company Overview

Empowered Versatile Enablement (EVE) Value differentiators

A Black woman-owned company with BEE Level 2 - Empowered Versatile Enablement(EVE) has been established as a fully Black Empowered Woman owned enterprise where 100% of the issued shares are woman and 51% black-owned and the ultimate decision-making powers lie within the Management Board. The company offers technology and human resource capital in multiple disciplines.

A highly qualified team with in dept knowledge of resource management environments– EVE proposes a comprehensive set of skills, EVE has a strong understanding of the business processes and key objectives of resource management and capacity resourcing.

Introduction to Empowered Versatile Enablement (EVE)

Empowered Versatile Enablement (EVE) is an innovative, B-BBEE woman-owned, technology-driven company. We are passionate about creating opportunities for young men & women, for employees, business partners, and customers through innovation and technology.

Our aim is to change the Economic Landscape of our Country, one individual at a time

Empowered Versatile Enablement has been established as a fully Black Empowered Woman owned enterprise where 100% of the issued shares are woman and 51% black-owned and the ultimate decision-making powers lie within the Management Board. The company offers technology and human resource capital in multiple disciplines.

We all know that people are the foundation of any great organization. You wouldn't be where you are today without committed employees and loyal customers. How can you support your staff, retain customers, increase revenue, grow market share, and remain flexible in a changing corporate landscape? Responsive, consolidated, and advanced skills are the best investment you can make - now and for the future.

Empowered Versatile Enablement (EVE) is committed to their customers, partners, and staff to ensure the services and solutions provided is executed in such a way that always support:

- **Accountability** for actions and deliverables

- **Accessibility** to information, data, and solutions provided to all stakeholders
- Enablement of the customer, partner or staff member to **leverage** the solutions and environments to its full extent

Directors

Mrs P Young – Managing Director

Mrs F Robbertse – Director

Information Officer Role is performed by Mrs F Robbertse

Email: frobbertse@e-v-e.co.za

The Act

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

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

Applicable Legislation

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 55 of 1998	Employment Equity Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act

- 5 No 89 of 1991 Value Added Tax Act
- 6 No 75 of 1997 Basic Conditions of Employment Act
- 7 No 2 of 2000 Promotion of Access of Information Act
- 8 No 30 of 1996 Unemployment Insurance Act

Records

Categories of Records

- Personnel Records
- Client & Supplier Related Records
- Empowered Versatile Enablement Records

Records Include:

Category	Records
Personnel Records	Provided by third party related to personnel member. Conditions of employment Contractual records Job application records Correspondence internal and external to the organization Training information Payment records, beneficiary payments, banking details Contact information Address information Race Religion Dietary requirements where applicable Closest family member contact details in case of emergency
Client & Supplier Records	Payment information for suppliers: Banking details Procurement contact details or related details on official company contacts Correspondence Contracts Service Level Agreements
Empowered Versatile Enablement Records	Records pertaining the Empowered Versatile enablement's own affairs: Financial records Operational records

	Information technology Communications Administrative records: contracts, SLA's, NDAs, and other contractual information Internal Policies and procedures Rules of Conduct Policies and Procedures
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Processing

All processing of information is explicitly or implicitly disclosed on collection of information.

Purposes of processing

Category	Purpose of Processing
Personnel Records	Business Administration Payroll Legislation & Regulatory compliance Closest family member contact details in case of emergency
Client & Supplier Records	Purposes of conducting business
Empowered Versatile Enablement Records	Purposes of conducting business

Qualifying Recipients to whom personal information may be supplied.

- Statutory oversight bodies
- SARS
- Archiving services that has a contractual relationship for the retention of data
- Auditors
- Successful applicant in term of access of PAIA, OR POPIA

Security Measures

Extensive information security measures to ensure against unauthorised or unlawful process and access to information that includes:

- Confidentiality
- Correctness
- Integrity
- Data Quality
- Availability
- Safety
- Disaster recovery
- Access Management for both systems & physical offices

Refusal of Access to Information

Access may be refused based on the following:

- Privacy protection of a third party who is a natural person, involving unreasonable disclosure of the personal information of that natural person
- Mandatory protection of third-party information if the records consist of commercial information and includes but are not limited to:
 - Trade secrets
 - Financial, commercial, technical data
 - All information protected under non-disclosure agreements
 - Safety of individuals and protection of property
 - Privileged information
 - Commercial activities
- Requests without substance, and unreasonable resource consumption

Procedures to Gain Access to information

Request Access

Completion of Access Request form that is comprehensively completed. All fields are Mandatory. N/A can be stated as a response.

Payment must be received in the bank account of Empowered Versatile Enablement with the reference of the requester's identification number to account for the successful transaction.

The following information must be provided with the application:

Certified copy of ID of the requester

The form of access required.

Email address or postal address

Statement that the information required is to exercise or protect a right, define the nature of the right.

Prescribed Fees

The following applies to requests (other than personal requests):

A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.

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).

A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Notification

Empowered Versatile Enablement will take all reasonable steps to inform the party to whom or which a requested record relates if the disclosure will:

- Include personal information of the third party
- Involve any commercial information.
- Involve any technical information
- Any breach in third party agreements

Notification will be done withing 21 days of receipt of request.

On receipt of the request the 3rd party may:

- Submit reasons for request to be refuses, both orally and written
- Provide written consent

Notifications of any decision in relation to requests from parties.

Within 30 days of receipt of request, granting or declining request.

This period may be extended for an additional 30 days if the information cannot be obtained in the first 30 days. The requester will be informed of such a delay with reasons.

The requestor may lodge a complaint with the information regulator or an application with a court against the extension.

Refusal Remedies

If the request for information is refused the following remedies are available

Internal – None. The Information officer’s decision is final.

External – Complaints to Information Regulator or a Court of Law in line with the rules and regulations defined by these bodies.

Fees

Description	Fee (Inclusive of VAT)
A4 Size photocopy (per page)	R 1.25
Computer readable form - email	R 35.30
External drive	R 1500.00

Request Form

Note: Once the request has been received the invoice will be provided, once the payment is received the process will be initiated.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation 10]

Details of private body

The Head:

Details of person requesting access to the record.

- The particulars of the person who requests access to the record must be given below.
- The address and/or email address in the Republic of South Africa to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable, must be attached.

Requestor	
Full Name and Surname	
ID Number	
Telephone Number	
Email address	
Postal address	
Capacity in which request is made – if this request is on behalf of another person	
Name and Surname	
ID Number	
Telephone Number	
Email address	
Postal address	
Description of record or relevant part of the record:	
Details of Right that will be exercised or protected. (Addition pages can be added if required, please number and reference the pages)	
Right to be protected description	

How will the information requested protect the above mentioned right?	

Full Name

Signature

Data

Capacity

The document must be signed and dated. All pages must be initialled.