



V3 CONSULTING  
ENGINEERS

**V3 CONSULTING ENGINEERS  
(PROPRIETARY) LIMITED**

Registration Number: 2002/012348/07

(V3)

A Manual for

**ACCESS TO  
INFORMATION**

Prepared in terms of Section 51 of the  
Promotion of Access to Information Act no 2 of 2000  
and to address the requirements of the Protection of Personal Information Act 4 of 2014



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## 1. Definitions

Client	any natural or juristic person that received or receives services from the Company
Conditions for Lawful Processing	the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 12 of this Manual
Data Subject	the person to whom personal information relates
Information Officer	the individual who is identified in paragraph 6 of this manual
Manual	this manual
PAIA	the Promotion of Access to Information Act 2 of 2000
Personal Information	<p>means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—</p> <ol style="list-style-type: none"> <li>a. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;</li> <li>b. information relating to the education or the medical, financial, criminal or employment history of the person;</li> <li>c. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li> <li>d. the biometric information of the person;</li> <li>e. the personal opinions, views or preferences of the person;</li> <li>f. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</li> <li>g. the views or opinions of another individual about the person; and</li> <li>h. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person</li> </ol>
Personnel	any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers
POPI	the Protection of Personal Information Act 4 of 2013
POPI Regulations	the regulations promulgated in terms of section 112(2) of POPI

  
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Private Body	means— <ol style="list-style-type: none"><li>a natural person who carries or has carried on any trade, business or profession, but only in such capacity;</li><li>a partnership which carries or has carried on any trade, business or profession; or</li><li>any former or existing juristic person, but excludes a public body</li></ol>
Processing	means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including— <ol style="list-style-type: none"><li>the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;</li><li>dissemination by means of transmission, distribution or making available in any other form; or</li><li>merging, linking, as well as restriction, degradation, erasure or destruction of information</li></ol>
SAHRC	the South African Human Rights Commission

## 2. Preamble

The Promotion of Access to Information Act No 2 of 2000, (the Act) came into operation on 9 March 2001. Section 51 of the Act requires the compilation of an Information Manual that provides information on both the types and categories of records held by a private body.

This document serves as V3's Information Manual (as required by both PAIA and POPI) and provides reference to the records held by V3 and the procedure to be followed in requesting information from V3 for the purpose of exercising or protecting rights. This manual also establishes how compliance with POPI is to be achieved.

## 3. Introduction to the Company


V3's principal activity is that of engineering consulting and project management services in the built environment.

V3, as a private body, have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in V3's possession which will assist them in the exercise and protection of their rights.

Inside these pages, you will be able to view the types and categories of information which V3 possesses. You will also be shown the correct procedure to follow should you require access to any of these records to exercise and protect your rights.

## 4. Availability of the Manual

A copy of the Manual is available to the public for inspection on request from the designated contact person (Information Officer) referred to in this Manual.

  
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### 5. Company Information

Full Name of Entity	V3 Consulting Engineers (Pty) Ltd
Registration Number	2002/012348/07
Business Address	Corporate Place, 39 Selati Street, Ashlea Gardens, Pretoria, 0081
Postal Address	Postnet Suite #189, Private Bag X04, Menlo Park, 0102
Telephone Number	021 - 045 0200
Chief Executive Officer	Andries Johannes Schoeman
Website Address	<a href="http://www.v3consulting.co.za">www.v3consulting.co.za</a>

### 6. Contact Person

The responsibility for administration of, and compliance with the Act, has been delegated by the Chief Executive Officer (CEO) of V3 to the Information Officer. Requests pursuant to the provisions of the Act should be directed as follows:

Contact Person	Rialdie Moll
Postal Address	Postnet Suite #189, Private Bag X04, Menlo Park, 0102
Physical Address	Corporate Place, 39 Selati Street, Ashlea Gardens, Pretoria, 0081
Phone Number	021 - 045 0200
E-mail	<a href="mailto:rialdie.moll@v3consulting.co.za">rialdie.moll@v3consulting.co.za</a>

### 7. The Official Guide

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 prescribe procedure at the rates provided. The form of request is dealt with in Section 53 of the Act and the prescribed request fee (if any) is dealt with in Section 54 of the Act.

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of the Act.

The Guide must include a description of:

1. The objects of this Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a private;
5. Assistance available from the SAHRC in terms of the Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information; and

  
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8. Regulations made in terms of the Act.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Postal Address:	Private Bag X2700, HOUGHTON, 2041
Street Address:	Braampark Forum 3, 33 Hoofd Street, Braamfontein, Johannesburg
Tel:	011 877 3600
Fax:	011 403 0668
E-mail:	<a href="mailto:info@sahrc.org.za">info@sahrc.org.za</a>
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

### 8. Notices in Terms of Section 52(2) of PAIA

At this stage no Notice(s) has / have been published on the categories of records that are available without having to request access to them in terms of PAIA.

### 9. Information Automatically Available

All information that is automatically available is published on the V3 website ([www.v3consulting.co.za](http://www.v3consulting.co.za)) and include, inter alia:

- Information on Company Profile;
- Information on V3 Services;
- Information regarding V3 Projects;
- Information regarding the V3 Executive Team;
- Information regarding V3 Career Opportunities;
- Information regarding V3 Career Opportunities; and
- Office Contact Information.

### 10. Information Available in Terms of the Act

V3 holds the following types and categories of records:

#### 10.1. Statutory Company Information

- Certificate of Incorporation;
- Certificate of Change of Name;
- Memorandum of Incorporation;
- Certificate to Commence Business (if any);
- Proxy Forms;
- Securities Register;

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- Register of Director and Certain Officers;
- Director's Attendance Register;
- A Branch Register;
- Annual Financial Statements including:
  - Annual accounts;
  - Director's reports; and
  - Auditor's / Independent reviewer's report.
- Books of Account regarding information required by the Companies Act, 2008; and
- Supporting schedules of books of account and ancillary books of account.

### 10.2. Accounting and Taxation Records

- Accounting records, including supporting schedules to accounting records and ancillary accounting records;
- Books of account including journals and ledgers; and
- Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.
- Copies of all income tax returns and other tax returns and documents.

### 10.3. Agreements and Contracts

- Joint venture agreements, partnership agreements, participation, co-marketing, co-promotion or other alliance agreements.

### 10.4. Insurance


- Details of insurance coverage, limits and insurers.

### 10.5. Information Technology

- Hardware;
- Operating systems and software packages;
- Telephone exchange equipment, telephone lines, leased lines and data lines;
- LAN installations;
- Disaster recovery and Electronic backup procedures;
- Internal systems support and programming / development; and
- Agreements and licenses;

### 10.6. Statutory Employee Records

- Employees' names and occupations;
- Time worked by each employee;
- Date of birth of each employee;

  
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- Staff records (after date of employment ceases);
- Maternity leave policy;
- Relocation policy; and
- Code of conduct.

### 10.7. Pensions and Retirement Funding Records

- Pension fund rules.

### 10.8. Intellectual Property

- Agreements relating to intellectual property such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.

### 10.9. Sales and Marketing

- Services;
- Brochures; and
- Advertising materials.

## 11. Information Available in Terms of the Other Legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act, No. 75 of 1997;
- Broad Based Black Economic Empowerment Act, No. 53 of 2003;
- Companies Act, No. 71 of 2008;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Competition Act, No. 89 of 1998;
- Constitution of South Africa Act, No. 108 of 1996;
- Consumer Protection Act No. 68 of 2008;
- Electronic Communication and Transactions Act, No. 25 of 2002;
- Employment Equity Act, No. 55 of 1998;
- Environment Conservation Act, No. 73 of 1989;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 58 of 1962;
- Labour Relations Act, No. 66 of 1995;
- Occupational Health and Safety Act, No. 85 of 1993;
- Pension Funds Act, No. 24 of 1956;



- Prevention of Organised Crime Act No 121 of 1998;
- Promotion of Access to Information Act, No. 2 of 2000;
- Promotion of Equality and Prevention of Unfair Discrimination Act, No. 4 of 2000;
- Skills Development Act, No. 97 of 1997;
- Unemployment Insurance Act, No. 63 of 2001; and
- Value-added Tax Act, No. 89 of 1991.

## 12. Procedure for Requesting Access to Information

If you wish to request access to any of the types and categories of information as indicated in this Manual, you are required to complete a prescribed request form (Form C of the Act) as set out in Annexure A of this Manual. The prescribed form is available from:

- V3's Information Officer (contact details in section 5 of this Manual);
- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)); or
- The Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za)).

Address your request, in writing, in the prescribed form, to V3's Information Officer.

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of the fee structure is available on the website of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)).

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note the access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified within 30 days in the manner indicated by you on the request form whether your request has been approved.

## 13. Remedies Should a Request be Refused

The Company does not have an internal appeal procedure in light of a denial of a request, decisions made by the Information Officer is final.

The requestor may in accordance with sections 56(3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

## 14. Protection of Personal Information Act (POPIA)

### 14.1. Conditions for Lawful Processing:

POPI has eight conditions for lawful processing and includes:

- Accountability;
- Processing limitation;

  
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- Purpose specification;
- Further processing limitation;
- Information quality;
- Openness;
- Security safeguards; and
- Data subject participation.

The Company is involved in the following types of processing:

- Collection;
- Recording;
- Organization;
- Structuring;
- Storage;
- Adaptation or alteration;
- Retrieval;
- Consultation;
- Use;
- Disclosure by transmission;
- Dissemination or otherwise making available;
- Alignment or combination;
- Restriction;
- Erasure; and
- Destruction.

The Company processes information for the following purposes:

- to fulfil agreements in relation to its employees;
- to provide services to its clients in accordance with terms agreed to by the Clients;
- to undertake activities related to the provision of services, such as:
  - to fulfil domestic legal, regulatory and compliance requirements
  - to verify the identity of Client representatives who contact the Company or may be contacted by the Company;
  - for risk assessment, information security management, statistical, trend analysis and planning purposes;
  - to monitor and record calls and electronic communications with the Client for quality, training, investigation and fraud prevention purposes;
  - to enforce or defend the Company or the Company affiliates' rights;

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- to manage the Company's relationship with its clients, which may include providing information to its clients and its clients affiliates about the Company's and the Company affiliates' products and services.
- the purposes related to any authorised disclosure made in terms of agreement, law or regulation;
- any additional purposes expressly authorised by the Company's client;
- any additional purposes as may be notified to the Client or Data Subjects in any notice provided by the Company.

### 14.2. The Company Processes Personal Information in the Following Categories:

Juristic persons –

- Corporate clients
- Suppliers

Natural persons –

- Individuals
- Staff
- Clients
- Suppliers

### 14.3. The Company Processes the Following Categories of Personal Information:

- Client profile information;
- Bank account details;
- Payment information;
- Client representatives;
- Names;
- Email Addresses;
- Telephone numbers;
- Facsimile numbers;
- Physical addresses;
- Tax numbers;
- Identity Numbers;
- Passport Numbers;

### 14.4. Recipients of Personal Information:

The Company, the Company's affiliates, their respective representatives.

  
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When making authorised disclosures or transfers of personal information in terms of Section 72 of POPI, personal information may be disclosed to recipients in countries that do not have the same level of protection for personal information as South Africa does.

The following Security measures are implemented by the Company:

- The Company implements numerous Security measures to protect personal information that is stored electronically and physically.
- The Company ensures that appropriate security measures are taken and updates these measures on a regular basis.
- The Company have also implemented various policies for additional security for personal information stored both physically and electronically.
- The personal information that is stored physically is protected as follows:
  - Where physical records of the data exist, such records will be stored in a secure area that can be 'locked-away' as to avoid a breach of the personal information.
  - Such physical data records will be 'locked-away' and secured when not in use.

The Company may share personal information with third parties and in certain instances this may result in cross border flow of the personal information. The personal information will always be subject to protection, not less than the protection it is afforded under the Protection of Personal Information Act No.4 of 2013.

### 14.5. Objection to the processing of personal information by a data subject:

Section 11(3) of POPI and regulation 2 of the POPI regulations provides that a data subject may, at any time object to the processing of their personal information in the prescribed form attached to this manual as annexure "B".

### 14.6. Request for correction or deletion of personal information:

Section 24 of POPI and regulation 3 of the POPI regulations provides that a data subject may request for their personal information to be corrected and/or deleted in the prescribed form attached hereto as ANNEXURE "C".

Signed by Information Officer in confirmation that all information set out in this document is true and correct.

Rialdie Moll

Name



Signature

4 March 2024

Date

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# Annexure A

## Request for Access to Record of Private Body (Form C)

# FORM C

## 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]

### A. Particulars of private body

The Head:

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### B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

---

### C. Particulars of person on whose behalf request is made

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_

---

Identity number: \_\_\_\_\_

**D. Particulars of record**

(a) 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.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) 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.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form in which record is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mark the appropriate box with an X.

**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case, you will be informed if access will be granted in another form.
- (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

<b>1. If the record is in written or printed form:</b>						
	copy of record*		inspection of record			
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)						
	view the images		copy of the images"		transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>						
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)			
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>						
	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (CD)	
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>					YES	NO

**G Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: \_\_\_\_\_

\_\_\_\_\_

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE



# Annexure B

## Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information (Form 2)

# FORM 2

## REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

Section 24(1) of the Protection of Personal Information Act, 2013

(Act No. 4 of 2013)

### REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

**Note:**

1. Affidavits or other documentary evidence as applicable in support of the request may 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.
3. Complete as is applicable.

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
Name(s) and surname / registered name of data subject:	
Unique identifier / Identity Number:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	

<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	

<b>C</b>	<b>INFORMATION TO BE CORRECTED / DELETED / DESTROYED / DESTROYED</b>

<b>D</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORIZED TO RETAIN. (Please provide detailed reasons for the request)</b>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DATA SUBJECT / DESIGNATED PERSON