

CVPlacings Pty Ltd T/A CVPlacements



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

**DATE OF COMPILATION: 22/04/2026
DATE OF REVISION: 20/05/2026**

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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 |
| 1.9 | “Responsible Party” | Refers to CVPlacings (Pty) Ltd T/A CVPlacements registration 2013/044967/07 |

2. PURPOSE OF 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 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 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 CVPLACEMENTS

3.1. Chief Information Officer

Name: Callie Theron Visagie (Director)
Tel: 021 976 5575 / +27 72 385 4368
Email: callie@cvplacements.com

- 3.2. Deputy Information Officer *(NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*

Name: Magdalena M. Visagie
Tel: +27 72 759 3677
Email: info@cvplacements.com

- 3.3 Access to information general contacts

Email: info@cvplacements.com

3.4 **National or Head Office**

Postal Address: 8 La Provence Road, Everglen, Durbanville, 7550

Physical Address: Same as above

Telephone: +27 72 759 3677 / +27 83 231 4966

Email: info@cvplacements.com

Website: www.cvplacements.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. It is available on the Information Regulator's website at: <https://inforegulator.org.za/paia-guidelines/>
- 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-

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.*

- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 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 require 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.

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.

4.4. 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 -

4.5.1. upon request to the Information Officer;

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

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours:

4.1 (English and Afrikaans)

5. CATEGORIES OF RECORDS OF CVPLACEMENTS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
Company Information	Company name, registration number, physical and postal address, telephone numbers, and email addresses	X	X
Information Officer Details	Contact information for the Information Officer and Deputy Information Officer, who handle PAIA requests.		X
PAIA Guide Reference	Instructions on how to obtain the PAIA guide published by the Information Regulator.		X
Legislation Records	Companies Act (CIPC Filings) Labour Relations Act.		X
Categories of Company Records	Financial records, HR records, Operational records, marketing records		X
HR Records	HR policies and manuals and workplace procedures		X
Marketing Records	Brochures		X
Processing of Personal Information	POPIA compliance notices, privacy policies, data processing activities		X
Availability of the Manual	Confirmation that the manual itself is freely accessible (website or office copy)		X

6. DESCRIPTION OF THE RECORDS OF CVPLACEMENTS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Companies Act Records	Annual returns filed with CIPC and director's details
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employment Act Records	Employment Act Records
Labour Relations Act Records	Disciplinary codes and procedures
Basic Conditions of Employment Act Records	Employment contracts, Leave Records, Salary records
Occupational Health and Safety Act Records	Health and safety policies, Incident and accident reports
Tax Legislation Records	VAT registration documents, Income Tax, Payroll Tax, UIF, SDL
Financial Sector Legislation Records	Financial Statements

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY CVPLACEMENTS

In accordance with Section 51(1)(c) of the Promotion of Access to Information Act, CVPlacements maintains records on the following subjects and categories:

- **Company Administration**
Records relating to registration documents, minutes of meetings, and shareholder information.
- **Financial Records**
Annual financial statements, auditor's reports, tax records and management accounts.
- **Human Resources**
Employment contracts, employee policies and procedures, payroll records, training manuals, and benefits information.
- **Client and Candidate Records**
CVs, placement records, recruitment contracts, correspondence with clients and candidates, and service agreements.

- **Operational Records**
Supplier contracts, internal policies, project documentation, and service delivery records.
- **Marketing and Communication**
Brochures, advertising material.
- **Information Technology**
Software licenses, IT policies, data security protocols, and system usage logs.
- **Legal and Compliance**
Contracts, compliance certificates, litigation files, and regulatory submissions.
- **Health and Safety**
Workplace safety policies, incident reports, and Occupational Health and Safety compliance documentation.
- **Processing of Personal Information**
Privacy policies, consent forms, and records of personal data processing in line with POPIA.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The purposes for which we process personal information include, but are not limited to:

- I. Respond to recruitment enquiries.
- II. Provide recruitment services.
- III. Comply with legal requirements.
- IV. Safety and security reasons.

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	Name, address, registration, identity or passport numbers, profile and employment status
Service Providers	Names, address, email address, phone numbers
Employees	Contact details, qualifications, gender and race

8.3 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 verifications	South African Qualifications Authority

8.4 Planned transborder flows of personal information

Our clients share their information on a database of our international partners in the USA, the UK and elsewhere where we conduct business. CVPlacements is not a participant in the trans-border flow of personal information.

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

The party responsible secures their devices and databases by way of Anti-virus and Anti-malware software. Regular back-ups of information available off-site and online storage options are done to ensure information integrity and accuracy. Further support is provided by contracted IT service providers.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available:

9.1.1 on www.cvplacements.co.za

9.1.2 head office of CVPlacements 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

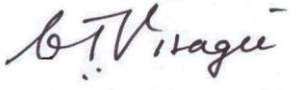
9.1.4 to the Information Regulator upon request.

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

10. UPDATING OF THE MANUAL

The Director of CVPlacements will update this manual on a regular basis.

Issued by



A handwritten signature in black ink, reading "Callie Theron Visagie", is centered within a rectangular box. Below the signature is a horizontal line.

Callie Theron Visagie

Director and Information Officer: CVPlacements

**CVPlacings (Pty) Ltd T/A CVPlacements
2013/044967/07**