

**[FILL IN FULL NAME OF THE PRIVATE BODY]  
POPI AND PAIA MANUAL**

**GENERAL INFORMATION**

1. The postal address of CHAND ENVIRONMENTAL CONSULTANTS (“the organisation”) is:  
P. O. BOX 238 PLUMSTEAD 7801
  
2. The street address of the organisation is:  
SUITE 1.2B, RICHMOND CENTRE, MAIN ROAD, PLUMSTEAD, 7800
  
3. The telephone number of the organisation is:  
021 762 3050
  
4. The electronic mail address of the head of the organisation is:  
sadia@chand.co.za

**PAIA INFORMATION**

5. The Human Rights Commission has, as contemplated in section 10 of PAIA, published a guide, which is available at:  
  
<https://www.sahrc.org.za/home/21/files/SAHRC%20PAIA%20Section%2010%20Guide%202020%20FINAL%20WEB.pdf>
  
6. There are no records of the organisation which are accessible without a person having to make application in terms of PAIA. Any person wishing to obtain access to a record held by the organisation must lodge a PAIA request in the prescribed form.

7. A PAIA request for access to a record held the organisation may be sent by email to the electronic mail address recorded in paragraph 4 above.

8. The main object of the organisation is:

#### ENVIRONMENTAL CONSULTING AND PUBLIC PARTICIPATION

9. The organisation holds the following types or categories of records:

9.1 Emails sent and received in relation to all aspects of its activities.

9.2 Records prepared and received in the course of its work in pursuit of the object recorded in paragraph 8 above.

9.3 Administrative records.

10. The subjects on which the organisation holds records are:

10.1 The pursuit and implementation of its object, as recorded in paragraph 8 above.

10.2 Its administration generally, including financing and management.

#### **POPI INFORMATION**

11. The organisation processes personal information for the purpose of :

11.1 Complying with legislation; and

11.2 Pursuing and achieving the object described in paragraph 8 above.

12. The organisation processes personal information of the following categories of individuals :
  - 12.1 The employees, staff and collaborators of the organisation.
  - 12.2 Persons whose personal information is required in order for the organisation to pursue and achieve the object referred to in paragraph 8 above.
  
13. The personal information kept by the organisation in relation to applicable individuals includes some or all of the following information :
  - 13.1 Name.
  - 13.2 Gender.
  - 13.3 Email address.
  - 13.4 Telephone number.
  - 13.5 Physical address.
  - 13.6 Employment history.
  - 13.7 Language.
  - 13.8 Nationality.
  
14. Personal information may be supplied by the organisation :
  - 14.1 To any person or institution (such as the South African Revenue Service) to whom/which the organisation is obliged to supply it in terms of any law.

- 14.2 To any person or institution to whom/which the organisation must supply it in order to achieve the object recorded in paragraph 8 above.
15. The organisation is not planning any “*trans-border flows of personal information*” as contemplated in section 51(1)(c)(iv) of PAIA.
16. Personal information in the possession of the organisation, where stored electronically is password protected (with the password being available only to senior, trusted personnel); and where stored in hard copy is kept in a locked location, with the key being available only to senior, trusted personnel.

#### **AVAILABILITY OF THIS MANUAL**

17. To the extent that the organisation has a website, this manual will be available on that website.
18. This manual is available in electronic form, on request, to any member of the public, on payment of a fee of three hundred rand (R300). Requests for electronic copies of this manual must be sent to the email address recorded in paragraph 4 above.
19. This manual is available in electronic form, on request, free of charge, to the Information Regulator.

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