LABOURANALYTICS/ LABOURKNOWS

Manual required in terms of the Promotion of Access to Information Act

PAIA Manual

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Policy Owner LabourAnalytics o/s LabourKnows
Approved by: LabourAnalytics o/s LabourKnows
Responsible business department: Compliance

1. INTRODUCTION
   1.1 LabourAnalytics o/a LabourKnows is an organization specializing in insightful workforce analytics and anonymization of sensitive data to inform policy decisions and improve workplace culture.
   1.2 The Promotion of Access to Information Act ("PAIA") gives effect to the constitutional right of access to information held by a private body which is required for the exercise or protection of any rights.
   1.3 A request can and may be submitted to the Information Officer of LabourAnalytics in the prescribed form and manner to obtain the information required to exercise or protect a right or if it is in public interest.
   1.4 The required information or record must be in the possession of LabourAnalytics and will be made available in the appropriate format to the requester thereof.

2. PURPOSE OF THIS MANUAL
   2.1 PAIA requires LabourAnalytics to implement this manual to allow a requester of information to have sufficient understanding of:
      2.1.1 the information and /or records held by LabourAnalytics which are readily available in accordance with any other legislation;
      2.1.2the process to make the request for access to a records held by LabourAnalytics ;
      2.1.3 the process to access the information held by LabourAnalytics which is not readily available in the public domain; and
      2.1.4access to all relevant contact details including the contact details of the Information Officer who will assist the requester with the records they intend to access.

3. GUIDANCE
   3.1 The guide sets out and explains with detailed instructions how to request access to information in terms of PAIA and further provides for the manner and form of the request including the process of lodging an internal appeal/complaint/application with the court, assistance available from the Information officer and Information Regulator and all remedies available in law regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA.
   3.2 A detailed guide on how to use PAIA can be obtained by-
      3.2.1 visiting and downloading same from the following website:
         [https://www.inforegulator.org.za/paia-guidelines/);or
      3.2.2 upon request to the Information Officer.

4. SCHEDULE OF RECORDS
   4.1 In terms of PAIA, there are certain grounds upon which LabourAnalytics may refuse to grant a requested access to such information and records as certain information may be subject to protection in the interest of privacy and if disclosed could endanger the safety of the individual. Below is a list of information held by LabourAnalytics
      a) Information and records that are available without having to submit a request in the prescribed form and manner include:
         1. List of directors
         2. Information contained on our website
         3. Correspondence of LabourAnalytics

      b) Information and records that are not available without submitting a request in the prescribed form and manner to LabourAnalytics include:
         1. Memorandum of Incorporation.
         2. Minutes of Board of Directors meetings.
         3. Records relating to the appointment of directors/auditors/secretary/public officer and other officers.
         4. Trademarks,copyrights and designs
         5. Licenses relating to intellectual property rights

6. Interim and Annual Financial reports
7. Tax Returns.
8. Accounting Records.
9. Auditors' details
10. Auditors' reports
11. Financial commitments of LabourAnalytics
12. Banking Records.
13. Computer software, support and maintenance agreements and other documentation pertaining to computer systems and programmes held by LabourAnalytics
14. Rental Agreements.
15. Invoices.
16. list of employees
17. PAYE Records.
18. tax information of employees
19. Employee Benefits
20. Regional Services Levies.
21. Skills Development Levies.
22. UIF.
23. Contracts of employment
24. Disciplinary records.
25. Salary records.
26. Employee policies and procedures.
27. other information/records relating to the employees.
28. Documentation from our service providers such as Name, contact details, registration number, banking/financial information, about their services and /or as required in compliance with Financial Intelligent Centre Act 38 of 2001
29. Data and Analytics reports.

4. FEES
   4.1 It may be necessary to pay fees for access to records in terms of PAIA. These fees are contained in Annexure B of the PAIA regulations, annexed to this manual as Schedule 2(the access fee'')
   4.2 The Information Officer will notify the requestor in the required Form 3
   4.3 The personal requestor does not pay such fees

5. FORMS
   5.1 The following PAIA forms are part of a schedule to this PAIA manual.
   Form 02 Request for Access to Record
   Form 03: Outcome of Request and Fees Payable
   Form 04: Internal Appeal Form

6. CONTACT DETAILS FOR ACCESS TO INFORMATION HELD BY LABOURANALYTICS
   6.1 The Information Officer and the relevant contact details include:
   Information Officer: Nhlanhla Msibi
   address:]782 Rove Avenue, Nigel, 1491
   Telephone Number: 0764684199
   Email: nhlanhla@labouranalytics.co.za
   Website: https://labouranalytics.co.za