



Dedicated to Property Law

SSLR Incorporated

Attorneys, Notaries & Conveyancers

PAIA MANUAL

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

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1. INTRODUCTION

- 1.1. SSLR Incorporated (“SSLR Inc”) is a law firm dedicated to property law, committed to deliver superior services and advice to the property industry throughout South Africa. We focus exclusively on property related matters including investment structuring and property litigation, with a strong focus on rental disputes, especially evictions from residential, commercial, industrial and retail properties.
- 1.2. The Promotion of Access to Information Act No 2 of 2000 (“PAIA”), gives effect to Section 32 of the Constitution, which provides that everyone has the right to access information held by another person (private body) when such privately – held information is required for the protection of rights.
- 1.3. This manual is to assist potential requesters as to the procedure to be followed when requesting access to information from SSLR Inc in terms of PAIA.
- 1.4. This manual may be amended from time to time and any new versions of the manual will be made public.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by SSLR Inc which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of SSLR Inc, 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 SSLR Inc which are available in accordance with any other legislation;

- 2.4 access all the relevant contact details of the 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 South African Human Rights Commission and how to obtain access to it;
- 2.6 know if SSLR Inc will process personal information, the purpose of processing of 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 SSLR Inc 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 SSLR Inc 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 SSLR INC

3.1 Chief Information Officer

Name: Cilna Petronella Steyn
Tel: 086 100 7757
Email: cilna@sslr.co.za
Fax number: 086 542 3727

3.2. Deputy Information Officer

Name: Natasia Voney
Tel: 086 100 7757
Email: natasia@sslr.co.za
Fax: 086 542 8451

3.3. Access to information general contacts

Email: natasia@sslr.co.za

3.4. Head Office Details

Firm Name: SSLR Inc
Managing Director: Cilna Petronella Steyn
Postal Address: P O Box 22250
Helderkruin
1733
Physical Address: First Floor, Island House,
Constantia Office Park,
Weltevredenpark,
Roodepoort
Tel: 086 100 7757
Fax: 086 541 3727
Director's Email: cilna@sslr.co.za
Website: www.sslr.co.za

4. DESCRIPTION AND GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The South African Human Rights Commission has, in terms of Section 10 of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (the "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 as well as the Protection of Personal Information Act 4 of 2013 ("POPIA").

- 4.2. The Guide is available in each of the official languages from the Human Rights Commission at any of the following offices or on their website: <https://www.sahrc.org.za/index.php/understanding-paia>.

South African Human Rights Commission

Physical Address: 29 Princess of Wales Terrace Corner
York and St Andrews Street
Parktown
Johannesburg

Postal Address: Private Bag 2700, Houghton, Johannesburg

Tel: 011 484 8300

Fax: 011 484 7146/7

Email: paia@sahrc.org.za

Website: www.sahrc.org.za

- 4.3. The Guide is also available on the website of the Regulator: <https://www.justice.gov.za/infoereg/>.

- 4.4. The Guide contains the description of-

4.4.1. the objects of PAIA and POPIA;

4.4.2. the postal and street address, telephone and fax number and, if available, electronic mail address of-

4.4.2.1. the Information Officer of every public body; and

4.4.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

4.4.3. the manner and form of a request for-

4.4.3.1. access to a record of a public body contemplated in section 11; and

- 4.4.3.2. access to a record of a private body contemplated in section 50;
- 4.4.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 4.4.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.4.6. 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-
 - 4.4.6.1. an internal appeal;
 - 4.4.6.2. a complaint to the Regulator; and
 - 4.4.6.3. 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;
- 4.4.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.4.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.4.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 4.4.10. the regulations made in terms of section 92.

4.5. Members of the public can inspect or make copies of the Guide from the offices of SSLR Inc, including the office of the Regulator, during normal working hours.

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

Category of records	Types of the Record	Available on Website	Available upon request
Client Testimonials	Electronic - Website	X	X
About the Firm	Electronic - Website	X	X
About the Team	Electronic - Website	X	X
Firm Core Values	Electronic - Website	X	X
Firm Awards	Electronic - Website	X	X
Firm Services	Electronic - Website	X	X
Firm Contact Details	Electronic - Website	X	X
Firm Resources (Articles; Editorials; Downloads; YouTube Access; Covid-19)	Electronic - Website	X	X

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

SSLR Inc, where applicable, holds information in terms of the following legislation, but is not limited to:

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employment	Basic Condition of Employment Act 75 of 1977
Employment	Compensation for Occupation Injuries and Diseases Act 130 of 1993

Employment	Employment Equality Act 55 of 1998
Finance	Income Tax Act 68 of 1962
Employment	Labour Relations Act 66 of 1978
Employment	Occupational Health and Safety Act 85 of 1993
Employment	Skills Development Act 97 of 1988
Employment	Skills Development Levies Act 9 of 1999
Employment	Unemployment contribution Act 4 of 2002
Communication	Electronic Communications and Transactions Act 25 of 2002
Employment	Unemployment Insurance Act 30 of 1966
Finance	Value Added Tax Act 89 of 1991
Professional Services	Attorneys Act 53 of 1979
Professional Services	National Credit Act 34 of 2005
Professional Services	Consumer Protection Act 68 of 2008
Professional Services	Financial Intelligence Centre Act 38 of 2001
Professional Services	Prescription Act 68 of 1969

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

SSLR Inc, where applicable, holds information in terms of the following records, but is not limited to:

Subjects on which the body holds records	Categories of records
General Records	<ul style="list-style-type: none"> - Financial and accounting records - Insurance and professional indemnity records - Law society and Fidelity Fund records - Banking records, statements and invoices - Client agreements - Commercial agreements - Internal and external correspondence
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures - Employment advertisements - Employees records
Employment Records	<ul style="list-style-type: none"> - Employment contracts - Salary and wage records

	<ul style="list-style-type: none"> - Disciplinary records - Leave records - Banking details - PAYE and UIF records - Employee income tax payment records - Employee income tax document
Client Records	<ul style="list-style-type: none"> - Client FICA documents - Client provided records - Records provided by third parties - Firm generated records - Client files - Client mandates and fee agreements

Kindly take note that the above information will be made available only subject to the provisions of PAIA and may be refused under attorney and client privilege.

10. PROCESSING OF PERSONAL INFORMATION

10.1 Purpose of Processing Personal Information

SSLR Inc processes personal information in order to carry out its lawful instruction of SSLR Inc clients.

10.2 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 numbers or identity numbers, vat numbers, address, employment status and banking details
Service Providers	names, registration number, vat numbers, address, trade secrets and banking details
Employees	address, qualifications, banking details, gender and race

10.3 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 qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Identity number, names, employment status and addresses	Legal and other adjudicative forums in carrying out legal proceedings
Identity number, names, employment status and addresses	Master and Deeds Registries

10.4 Planned transborder flows of personal information

SSLR Inc has no planned transborder flows of personal information, unless otherwise under the lawful instruction of a client in carrying out its mandate.

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

SSLR Incorporated safeguards personal information on internal servers, which are backup up in hard form, and are protected by anti-virus and anti-malware software.

11. AVAILABILITY OF THE MANUAL

11.1 A copy of the Manual is available-

11.1.1 on www.sslr.co.za;

11.1.2 at the principle place of business of SSLR Inc for public inspection during normal business hours;

11.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

11.1.4 to the Information Regulator upon request.

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