Candi Solar SA (Pty) Ltd Registration number: 2019/478430/07

Candi Solar Asset Holdings (Pty) Ltd Registration number: 2021/485084/07

PAIA MANUAL

Version 2 – January 2022

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

1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	**"Company"**	Candi Solar SA & Candi Solar Asset Holdings.
1.2	**"DIO"**	Deputy Information Officer.
1.3	**"IO"**	Information Officer.
1.4	**"PAIA"**	Promotion of Access to Information Act No. 2 of 2000 (as Amended.
1.5	**"Private body"**	Candi Solar SA & Candi Solar Asset Holdings. Protection
1.6	**"POPIA"**	of Personal Information Act No.4 of 2013. Information
1.7	**"Regulator"**	Regulator.
1.8	**The "Republic"**	Republic of South Africa.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

2.1 The aim of this document is to provide an outline of how the company will process personal information, the types of personal information the company holds, and explains how to submit requests for access to these records in terms of the Protection of Personal Information Act ("POPIA");

2.2 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;

2.3 have a 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;

2.4 know the description of the records of the body which are available in accordance with any other legislation;

2.5 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;

2.6 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;

2.7 know if the body 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;

2.8 know the description of the categories of data subjects and of the information or categories of information relating thereto;

2.9 know the recipients or categories of recipients to whom the personal information may be supplied;

2.10 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

2.11 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

3.1. Information Officer

Name:	Guy Rice
Designation:	Managing Director
Tel:	011 513 3000
Email:	guy@candi.solar

3.2. **Deputy Information Officer**

Name:	Ridwaan Sujee
Designation:	Management Accountant
Tel:	011 513 3000
Email:	ridwaan@candi.solar

3.3 **National or Head Office**

Physical Address:	Spaces, Building 2, Design Quarters, 128 Leslie Road Fourways, Johannesburg, 2191
Telephone:	011 513 3000
Email:	info@candi.solar
Website:	www.candi.solar

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

Category of Records	**Applicable Legislation**
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000

5. PROCESSING OF PERSONAL INFORMATION

5.1 Purpose of Processing Personal Information

Candi Solar SA adheres to the privacy and protection of personal information and will only process personal information in accordance with chapter 3 of the POPIA.

The company may process personal information to conduct its business operations these may include and are not limited to:

- Communication to our customers and suppliers;
- Maintaining of customer records;
- Maintaining supplier records and vetting of suppliers;
- Processing of payments to suppliers and employees;
- Recruitment and employment purposes;
- General administration and finance purposes;
- Health and safety measures;
- To assess customer's creditworthiness and to obtain credit information from a registered credit bureau; and/or
- Purposes of entering into a contractual agreement;

Prior to processing any personal information, the company will ensure the data subject is aware of the reason for the collection of information as well as ensure consent has been provided.

5.2 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	Names, registration number, vat numbers, address, bank details, tax number, ID number, creditworthiness and checks report, telephone number, COR14.3, financial records
Service Providers	Names, registration number, vat numbers, telephone number, address, bank details, tax number, ID number and document, creditworthiness, contractors' health

	and safety certificate as per Health and Safety Act, COR14.3, financial records
Employees	Gender, race, marital status, nationality, physical and email address, telephone number, education information, employee ID, banking details, background and criminal check report, ID photo, health and safety certificate, CVs of potential candidates.

5.3 The recipients or categories of recipients to whom the personal information may be supplied.

No information shall be supplied to any party unless required by law or if consent has been obtained from the subject.

Section 23 of the POPIA allows a data subject to request, whether the company holds personal information of that data subject by providing adequate proof. An access fee of R50 is payable by the data subject for access to the record or description of the personal information about that data subject that is held by the company.

Please email the information officers for any requests as noted in section 3.

5.4 Planned transborder flows of personal information

The company will only transfer personal information collected within South Africa within the Candi group of companies operating in other countries only for purposes stated under section 6.1.

The company will ensure that:

- Consent is obtained by the data subject for such transfer
- All necessary steps are taken for the safety and integrity of the information being transferred
- Information transferred is processed only for the purposes disclosed to the data subject and in compliance with Section 72 of the POPIA.

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

All information obtained is stored securely on our systems and measures are in place to prevent unlawful processing, unauthorised access, and accidental loss, destruction or damage. All devices are password protected with antivirus software. Information stored online is through a reputable and trusted cloud storage system with limited access to such information.

6. AVAILABILITY OF THE MANUAL

6.1 A copy of the Manual is available-

6.1.1 on www.candi.solar;

6.1.2 head office of the company as noted in 3.3 for public inspection during normal business hours;

6.1.3 to any person upon request via email

6.2 This manual is available in a physical copy for a fee payable.

7. UPDATING OF THE MANUAL

This manual is version controlled and only valid until a new copy is made available.

Issued by
Ridwaan Sujee
Deputy information officer