



IMPENDULO DESIGN ARCHITECTS (PTY) LTD

Promotion of Access to Information Act (PAIA) Manual

Prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- CEO – Chief Executive Officer
- DIO – Deputy Information Officer
- IO – Information Officer
- Minister – Minister of Justice and Correctional Services
- PAIA – Promotion of Access to Information Act No. 2 of 2000 (as amended)
- POPIA – Protection of Personal Information Act No. 4 of 2013
- Regulator – Information Regulator of South Africa
- Republic – Republic of South Africa

2. PURPOSE OF THIS MANUAL

This manual enables the public to:

- Understand what records are available without submitting a formal PAIA request.
- Know how to request access to records.
- Understand what personal information the company processes.
- See who to contact for information requests.
- Understand security measures protecting personal information.

3. CONTACT DETAILS FOR ACCESS TO INFORMATION

Deputy Information Officer:

Name: Nancy Goncalves

Tel: 011 880 4656

Email: nancy@impendulo.co.za

Information Officer:

Name: Ian Pretorius

Tel: 082 920 2581

Email: ian.pretorius@impendulo.co.za

General Contact:

Email: jhb@impendulo.co.za

Head Office:

Postal Address: 4 Fricker Road, Illovo, Johannesburg 2196

Physical Address: 4 Fricker Road, Illovo, Johannesburg 2196

Telephone 011 880 4656

Email: accounts@impendulo.co.za

Website: www.impendulo.co.za

4. GUIDE ON HOW TO USE PAIA

The guide is available in English and Afrikaans from the Information Regulator:

Website: <https://www.justice.gov.za/inforeg/>

It is also available from our office upon request.

5. RECORDS AVAILABLE WITHOUT A REQUEST (that are in the Public Domain)

Category of Records	Type of Record	Website	Upon Request
Company Profile	About Us, Services	X	X
Published Architectural Projects	Project summaries, images	X	X
Policies	Health & Safety Policy		X

6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Access to the following records is strictly controlled. Only authorised persons, such as the Information Officer, Deputy Information Officer, or designated staff members, may grant access in accordance with the applicable legislation. Members of the public cannot obtain these records without following the formal PAIA request process and meeting legal requirements.

Company Registration Documents – Companies Act 71 of 2008

Employment Equity Reports – Employment Equity Act 55 of 1998

Building Plans and Approvals – National Building Regulations and Building Standards Act 103 of 1977

7. SUBJECTS AND RECORDS HELD

The following subjects and records are maintained solely for the company's operational, legal, and administrative purposes. These records are not available to external parties unless disclosure is required or permitted by law and authorised through the formal PAIA process.

Human Resources – Employee contracts, CVs, leave records

Finance – Invoices, bank statements, tax returns

Projects – Architectural drawings, tender submissions, site reports
Clients – Contracts, correspondence, project documentation

8. PROCESSING OF PERSONAL INFORMATION FOR SOLE USE BY THE COMPANY:

Purpose:

To conduct the business of the company, execute architectural projects, manage clients, comply with laws, and manage employees.

Categories of Data Subjects & Information Processed for sole use by the company:

- Clients: Names, contact details, ID numbers, project requirements
- Employees: Personal contact details, ID numbers, qualifications, banking details
- Service Providers: Company name, registration number, VAT number, contact details

Recipients of personal information may only be:

- South African Police Services (for criminal checks) on staff.
- South African Qualifications Authority (qualification checks) all staff.
- Credit Bureaus (credit checks for third party suppliers to the company)
- Other authorities approved by the company as the need arises.

Transborder Flows: None – no personal information is transferred outside South Africa.

Security Measures: Password protection, locked filing cabinets, antivirus software, firewalls, restricted access.

9. AVAILABILITY OF THE MANUAL

This manual is available:

- At the company head office during business hours.
- From the Information Officer upon request (subject to prescribed fees).
- From the Information Regulator upon request.

Issued by:

Nancy Goncalves – Deputy Information Officer
Ian Pretorius - Managing Director



Signed by CEO/Director.