

**PATROG MANAGEMENT C C
T/A ARTISTS ONE**

PAIA MANUAL

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	“CEO”	Chief Executive Officer
1.2	“IO”	Information Officer
1.3	“Minister”	Minister of Justice and Correctional Services
1.4	“PAIA”	Promotion of Access to Information Act No. 2 of 2000
1.5	“POPIA”	Protection of Personal Information Act No. 4 of 2013
1.6	“Regulator”	Information Regulator
1.7	“Republic”	Republic of South Africa

2. PURPOSE OF THE MANUAL

This PAIA Manual is useful for the public to-

- 2.1. Check the categories of records held by a body 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 the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject.
- 2.3. Know the description of the records of the body which are available in accordance with any other legislation.
- 2.4. Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intent to access.
- 2.5. Know the description of the guide on how to use PAIA, as updated by the Regulator and hoe to obtain access to it.
- 2.6. Know if the body will process personal information, the purpose of processing personal information and the description and categories of information relating thereto.
- 2.7. Know the description of the categories of data subjects and of the information 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 the body has planned to transfer or process personal information outside the Republic and the recipients or categories of recipients to whom the personal information may be supplied.
- 2.10 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 OF PATROG MANAGEMENT C C TRADING AS ARTISTS ONE

3.1 Chief Information Officer and CEO

Name: Micheal Ian Reid
Telephone: 0832867447
Email: mikereid@wol.co.za

3.2 Deputy Information Officer

Name: Karen Tallie
Telephone: 0219101127
Email: karen@artistsone.co.za

3.3 General contact

Email: info@artistsone.co.za

3.4. Head Office

Postal Address: P O Box 44
Darling
7345

Registered Address: 3a Buitekant Street
Darling
7345

Physical Address: Unit 11, The Bridge
304 Durban Road
Bellville
7530

Telephone: +27 (0)21-9101127

Email: info@artistsone.co.za

Website: www.artistsone.co.za

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

- 4.1. The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“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 and POPIA.
- 4.2 The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of
 - 4.3.1 the objects of PAIA and POPIA
 - 4.3.2 the postal and street address, phone and fax number and, if available, the electronic mail address of the Information and every Deputy Information Officer of every public and private body designated in terms of Section 17(1) of PAIA and section 56 of POPIA
 - 4.3.3 the manner and form of a request for access to a record of a public body Contemplated in section 11 and of a private body contemplated in section 50
 - 4.3.4. the assistance available from the IO of a public or private body in terms of PAIA and POPIA
 - 4.3.5. The assistance available from the Regulator in terms of PAIA and POPIA
 - 4.3.6 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- an internal appeal, a complaint to the Regulator and an application with a court against a decision by the IO of a body, a decision on an internal appeal or a decision by the Regulator or a decision of the head of a private body.
 - 4.3.7 the provisions of sections 14 and 51 requiring a public and private body to compile a manual, and how to obtain access to a manual.
 - 4.3.8 the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public and private body.
 - 4.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access and the regulations made in terms of Section 92.

- 4.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies and the office of the Regulator, during normal office hours.
- 4.5. The Guide can also be obtained upon request to the Information Officer or from the website of the Regulator (<https://www.justice.gov.za/inforeg/>)
- 4.6 A copy of the Guide is also available in the following two official languages, for Public inspection during normal office hours
-English and Afrikaans

5. CATEGORIES OF RECORDS OF PATROG MANAGEMENT CC T/A ARTISTS ONE WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

CATEGORY	TYPE OF RECORD	AVAILABLE ON
General	Basic information on the body.	Website
Artists Professional. Information	CV's, headshots, voice clips and show reels of artists	Website

6. DESCRIPTION OF THE RECORDS OF PATROG MANAGEMENT CC T/A ARTISTS ONE WHICH ARE AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Close Corporations Act:

Founding Statement
CK1, CK2 & CK2A Documents
Resolutions
Annual Financial Statements
Bookkeeping Records

Promotion of Access to Information Act

PAIA Manual

Income Tax Act

Company Income Tax Returns
PAYE Deductions and Returns
Reconciliation Returns
IRP5 Certificates
Dividend Tax Returns

Unemployment Insurance Contributions Act

Records of employee/employer contributions and Returns

Value Added Tax Act

VAT Invoices (Input and Output)

Bi-monthly VAT Returns

Compensation for Occupational Injuries and Diseases Act

Returns and Contributions

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT.**Finance**

Bookkeeping records.

Annual Financial Statements

Bank Statements

Income tax and Employees tax.

VAT

UIF

Invoices and Credit Notes

Human Resources

Policies and procedures

Employee C V's, personal information and Bank Details

Employment Contracts

Salary details

Disciplinary procedures and records

Artists Information

C V's

Copies of Identity documents

Address Details

Bank Details

Showreels

Voice Clips

Contact Details & Telephone numbers

Job History

Contracts with Production Companies

General

Production company details

Casting requests

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing of Personal Information

Personal Information of our clients needs to be shared with Casting Directors and Production Companies in order for our clients to be booked on various jobs and to prepare the necessary contracts for each job. Bank details are required in order for us to make payment to our clients. Information on Production Companies is required in order for us to invoice them in respect of fees.

8.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

Clients

Name, address, identity number, telephone numbers, bank details, CV's, Passport numbers for foreign work, history of work done, usage Information for commercials

Production Companies

Name, Registration numbers, address, VAT numbers, email contacts

Service Providers

Name, address, VAT numbers and contact details

Employees

Address, personal details and CV, terms of employment, employment contracts, salary records, leave records

8.3. The recipients or categories of recipients to whom the personal Information may be supplied

Client's information supplied to production companies and their payroll Companies where applicable

8.4 Transborder flows of personal information

Where clients do work for foreign agencies or production companies, information is shared with such companies as required and to facilitate invoicing for usages and usage renewals.

8.5 Information Security measures to be implemented to ensure confidentiality, integrity and availability of information

Every care is taken to ensure that the information held on our clients and suppliers is kept safe. Anti-virus solutions are in place on all our computers and we have directed our booking software supplier to ensure that their systems are protected at all times.

All paper records are kept as secure as possible and our premises are protected by security.

Old records are destroyed by shredding when they have passed their retention periods.

Staff are trained to ensure that they keep all information confidential except where it is necessary to divulge such information.

9. AVAILABILITY OF THE MAUAL

A copy of this manual is available at the offices of Patrog Management cc t/a Artists One during office hours, on the body's website www.artistsone.co.za, to the Information Regulator on request and to any person upon request upon payment of a reasonable prescribed fee which is payable per A4 size copy made as contemplated in annexure B of the Regulations.

10. UPDATING OF THE MANUAL

The head of Patrog Management cc t/a Artists One will on a regular basis update this manual.