CODE & COPY

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PAIA MANUAL

Prepared in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA)

and incorporating provisions of the Protection of Personal Information Act, 4 of 2013 (POPIA)

Last reviewed: 2025/03/01

Prepared By: Zander Labuschagne
Title: Information Officer

1. Introduction

This manual has been prepared in accordance with Section 51 of PAIA and sets out the process by which members of the public may request access to records held by **Code and Copy (Pty) Ltd** ("the Company").

Code and Copy is a professional services company specialising in web development and digital marketing.

2. Company Details

- **Company Name:** Code and Copy (Pty) Ltd

- **Registration Number:** 2019/315962/07

- **Industry:** Professional Services

- **Physical Address:** Unit 4 Amadeus, 148 Blaauwberg Rd, Tableview, Cape Town, 7441

- **Postal Address:** Unit 4 Amadeus, 148 Blaauwberg Rd, Tableview, Cape Town, 7441

- **Telephone:** +27 (0)67 7399 037

- **Email:** legal@codeandcopy.co.za

- **Website:** https://codeandcopy.co.za

3. Information Officer

In terms of POPIA, the Information Officer is responsible for ensuring compliance.

- **Name:** Zander Labuschagne (CTO)

- **Email:** zander@codeandcopy.co.za

- **Telephone:** +27 (0)67 7399 037

4. Records Held

Code and Copy holds the following categories of records (may be subject to confidentiality and access limitations):

1. **Company records** – incorporation documents, directors' details, minutes.

2. **Financial records** – invoices, annual returns, tax records.

3. **Client information** – contracts, project files, correspondence.

4. **Employee information** – employment contracts, payroll, leave records.

5. **Marketing & operational information** – policies, proposals, internal communications.

5. Access Procedure

Any person requesting access to a record must complete the prescribed **Form C** (available from the Information Regulator's website) and submit it to the Information Officer at the email or physical address listed above, together with the prescribed access fee (if applicable).

6. Grounds for Refusal

Code and Copy may refuse access to records where:

- Disclosure would involve the unreasonable disclosure of personal information of a third party.

- Records are subject to confidentiality agreements.

- Disclosure would harm commercial or financial interests of the company or third parties.

7. Available Records Without a Request

Certain records are automatically available without formal request, including:

- Information publicly available on the Code and Copy website.

- Published marketing material, newsletters, or brochures.

8. Information Available from Other Sources

Certain records may be requested directly from:

- The **Information Regulator** (www.justice.gov.za/inforeg)

- The **CIPC** (www.cipc.co.za)

9. Fees

Requesters may be required to pay a fee before a request is processed. A full schedule of fees is available from the Information Regulator.

10. Categories of Personal Information Processed (POPIA)

In the course of its operations, Code and Copy may process personal information such as:

- Client names, contact details, and correspondence

- Employee names, contact details, and HR information

- Supplier details for invoicing and payments

11. Amendment

This manual will be reviewed annually and updated when necessary.