

JET DEMOLITION (PROPRIETARY) LIMITED

Registration number: 1994/006895/07

PAIA MANUAL

(Private Body)

Prepared in terms of Section 51 of the
Promotion of Access to Information Act No 2 of 2000 (as amended)



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1. INTRODUCTION

- 1.1. Jet Demolition (Pty) Ltd conducts business as a provider of turnkey, specialized demolition services. People designated or duly authorized are the appointed Directors.
- 1.2. Refer to the disclosure certificate of the company's current members available from the Companies and Intellectual Property Commission website: <http://www.cipc.co.za/>

2. COMPANY DETAILS [SECTION 51 (1) (a)]

- 2.1. Name of Private Body: Jet Demolition (Pty) Ltd
- 2.2. Registration Number: 1994/006895/07
- 2.3. Head Office Address: No. 1332 The Clubhouse Street, Maraisburg Extension 2, Roodepoort, Gauteng, 1709
- 2.4. Postal Address: P O Box 35866, Northcliff, Johannesburg, Gauteng, 2115
- 2.5. Telephone Number: +27 11 495 3800
- 2.6. Website: www.jetdemolition.co.za

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1. Chief Information Officer:

- 3.1.1. Name: Yolanda Tia Haydock
- 3.1.2. Tel: +27 11 495 3837 / [REDACTED]
- 3.1.3. Email: tia@jetdemolition.co.za
- 3.1.4. Fax number: +27 11 495 3836

3.2. Deputy Information Officers:

Name of Deputy Information Officer	Work Telephone Number	Fax Number	Email
Boipelo Tefu	+27 11 495 3839	+27 11 495 3842	boipelo@jetdemolition.co.za
Yber vd Linde	+27 11 495 3857	+27 11 495 3842	yber@jetdemolition.co.za
Renier Theron	+27 11 495 3819	+27 11 495 3817	renier@jetdemolition.co.za
Annette Erasmus	+27 11 495 3835	+27 11 495 3817	annette@jetdemolition.co.za
Jezebel Smit	+27 11 495 3840	+27 11 495 3836	jezebel@jetdemolition.co.za

3.3. Access to information general contacts:

- 3.3.1. Email: info@jetdemolition.co.za

4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

- 4.1. In accordance with Section 15 of the Promotion of Access to Information Act, Jet Demolition has identified the following categories of records that are available to the public without the need to formally request access by completing Form 2.
- 4.2. These records can be accessed via the company's website, or requested telephonically, by email, or in writing.

4.3. Access Methods:

- 4.3.1. Website: www.jetdemolition.co.za
- 4.3.2. Email Requests: info@jetdemolition.co.za
- 4.3.3. Telephone Requests: +27 11 495 3800
- 4.3.4. Postal Address: PO Box 35866, Northcliff, 2115

Category of Record	Type of Record	How to Access
Company Information	Company Profile, Vision and Mission Statements, Company Structure, and General Contact Information	Available on website
Compliance Certifications	ISO 9001:2015 and ISO 45001:2023 Certificates, B-BBEE Certificate, Tax Clearance Certificate	Available on website or request via email
Policies & Procedures	Anti-Corruption Policy, Environmental Policy, Health and Safety Policy, Quality Policy	Available on request via email
Employment Equity Information	Employment Equity Plan (Executive Summary), Annual Employment Equity Report Summary	Available on request via email
Annual Reports	Company Overview and High-Level Financial Summaries (if published for public consumption)	Available on request via email
Tenders and Procurement	Open Tender Notices, Supplier Registration Forms	Available on request via email
Media Releases	Press Releases, Public Statements, Project Highlights	Available on website, social media platforms or request via email
Career Opportunities	Job Listings, Recruitment Policies	Available on social media platforms
PAIA and POPIA Compliance	PAIA Manual, POPIA Privacy Policy, Information Officer Contact Details	Available on website or request via email

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

Applicable Legislation	Type of Records Maintained
Companies Act, No. 71 of 2008	Company Registration Documents, Memorandum of Incorporation, Shareholder Records, Board Resolutions, Financial Statements, Director Declarations
Income Tax Act, No. 58 of 1962	Tax Returns, IRP5 Certificates, PAYE Records, Supporting Tax Documents
Value-Added Tax Act, No. 89 of 1991	VAT Registration Certificate, VAT201 Submissions, VAT Invoices and Supporting Documentation
Basic Conditions of Employment Act, No. 75 of 1997	Employee Contracts, Payroll Records, Attendance Registers, Leave Records, Overtime and Working Hours Records
Labour Relations Act, No. 66 of 1995	Disciplinary Records, Grievance and Dispute Records, Retrenchment Records
Employment Equity Act, No. 55 of 1998	Employment Equity Plan, EEA2 and EEA4 Reports, Records of Consultations with Employees
Occupational Health and Safety Act, No. 85 of 1993	Incident and Accident Reports, Health and Safety Risk Assessments, Safety Meeting Minutes, PPE Issuance Records, COIDA Reports, Medical Surveillance Records
Compensation for Occupational Injuries and Diseases Act (COIDA), No. 130 of 1993	WCL2 Forms, Compensation Claims Records, Incident Investigation Reports
Skills Development Act, No. 97 of 1998	Workplace Skills Plan (WSP), Annual Training Reports (ATR), Training and Development Records
National Environmental Management Act (NEMA), No. 107 of 1998	Environmental Management Plans, Environmental Impact Assessments, Waste Disposal Records, Environmental Monitoring Reports
ISO 9001:2015 (Quality Management System)	Quality Manuals, Control of Non-Conforming Products, Corrective Action Reports, Audit Reports
ISO 45001:2023 (Occupational Health & Safety)	Occupational Health and Safety Policies, Hazard Identification and Risk Assessment Reports, Corrective Action Logs, Safety Training Records

Applicable Legislation	Type of Records Maintained
Broad-Based Black Economic Empowerment Act, No. 53 of 2003	B-BBEE Certificates, Verification Reports, Supplier and Enterprise Development Records
Unemployment Insurance Act, No. 63 of 2001	UI19 Forms, Unemployment Claims Records, UIF Registration Records
Protection of Personal Information Act (POPIA), No. 4 of 2013	PAIA Manual, POPIA Compliance Documentation, Personal Information Impact Assessments (PIIAs), Data Processing Agreements
Promotion of Access to Information Act (PAIA), No. 2 of 2000	PAIA Manual, Annual PAIA Reports, Access Request Records
Customs and Excise Act, No. 91 of 1964	Customs Declarations, Import/Export Permits, SARS Correspondence (if applicable)
Mine Health and Safety Act, No. 29 of 1996	Health and Safety Reports, Incident Investigations, Mandatory Codes of Practice

10. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Subjects on Which the Body Holds Records	Category of Records
Finance Department	Annual Financial Statements, Management Accounts, Bank Statements, Tax Returns, VAT Returns, Invoices and Receipts, Asset Register, Audit Reports, B-BBEE Certificates, SARS Correspondence
Human Resources	Employee Personal Files, Employment Contracts, Payroll Records, Leave Records, Training and Development Records, Performance Appraisals, Disciplinary Records, Medical Certificates, Employment Equity Plans and Reports, UIF and COIDA Documents, Skills Development Reports (WSP and ATR)
Supply Chain Management (SCM)	Supplier Database, Approved Supplier Lists, Procurement Policies and Procedures, Tender Documents, Purchase Orders, Supplier Contracts and Agreements, Quotations, Delivery Notes, Payment Records
Health, Safety, Environment and Quality (SHEQ)	Safety Files, Incident and Accident Reports, Risk Assessments, Safety Meeting Minutes, PPE Issuance Records, ISO 9001:2015 and ISO 45001:2023 Certification Records, Environmental Management Plans, Waste Management Records, Quality Assurance Reports, Legal Compliance Audits
Information Technology (IT)	IT Policies and Procedures, POPIA Compliance Records, Data Breach Registers, User Access Logs, Software Licenses, IT Asset Register, Cybersecurity Policies
Legal and Compliance	Company Registration Documents, Memorandum of Incorporation, Director and Shareholder Records, PAIA Manual, POPIA Policies, Litigation Records, Insurance Policies, Regulatory Submissions
Operations	Project Files, Project Schedules, Site Reports, Daily Diaries, Client Contracts, Equipment Maintenance Logs, Plant and Equipment Registers, Operational Risk Assessments
Marketing and Communications	Media Releases, Marketing Strategies, Social Media Content, Public Relations Correspondence, Corporate Branding Guidelines
Board and Executive Management	Board Resolutions, EXCO Meeting Minutes, Strategic Plans, Director Declarations, Governance Policies

11. PROCESSING OF PERSONAL INFORMATION: 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
Human Resource Management	Recruitment, selection, and appointment of employees. Administration of employment contracts, payroll, benefits, and leave management. Compliance with labour laws, including the Basic Conditions of Employment Act, Employment Equity Act, and Unemployment Insurance Act. Skills development and training initiatives. Performance management and disciplinary processes. Health and safety monitoring, including medical surveillance as required by the Occupational Health and Safety Act.
Finance and Administration	Processing financial transactions, including payments to employees, suppliers, and service providers. Maintenance of financial and accounting records for statutory reporting and tax compliance. Administration of insurance policies and claims.
Supply Chain Management (SCM)	Management of supplier and service provider information for procurement processes. Verification of supplier B-BBEE compliance and statutory registration details. Administration of supplier contracts and payment records.

Categories of data subjects	Personal information that may be processed
Health, Safety, Environmental, and Quality (SHEQ) Compliance	Compliance with occupational health and safety legislation. Monitoring and recording health incidents, injuries, and risk assessments. Maintaining records related to ISO 9001:2015 and ISO 45001:2023 certification requirements.
Legal and Regulatory Compliance	compliance with statutory reporting obligations (e.g., SARS, COIDA, PAIA, POPIA). Responding to access to information requests and ensuring legal compliance in line with PAIA. Management of litigation and legal claims.
Operational Requirements	Administration of project and site operations, including access control and security management. Communication with clients, service providers, and regulatory bodies. Management of company assets and resources.
Marketing and Communication	Distribution of company newsletters and communications. Management of stakeholder engagement and public relations activities. Promotion of corporate social responsibility initiatives.
Security and Access Control	Access control to company premises, project sites, and IT systems. Monitoring of CCTV footage and security logs for the protection of employees, assets, and information.

12. THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED

Subjects on which the body holds records	Category of records
Employee Information	Government Departments (e.g., SARS, Department of Labour, UIF, COIDA) Employee Benefits Providers (e.g., Pension Funds, Medical Aid Schemes) Training and Skills Development Institutions Professional Registration Bodies (e.g., SACPCMP) External Legal and Compliance Advisors Client Onboarding Portals
Financial Information	SARS External Auditors and Financial Institutions Payment Processing Service Providers
Health and Safety Information	Department of Employment and Labour Compensation Fund (COIDA / FEMA) External Occupational Health Practitioners Safety and Environmental Consultants
Supplier and Service Provider Information	B-BBEE Verification Agencies External Auditors Financial Institutions for Payment Processing
Client Information	Project-Related Stakeholders and Regulatory Authorities Legal Advisors (in case of disputes or claims)
Security and Access Control Records	Law Enforcement Agencies (when legally required) Private Security Providers IT Security Providers
Marketing and Communication Information	Marketing Service Providers (where consent has been obtained) Media and Public Relations Agencies (for approved campaigns)
Legal Compliance Records	Courts of Law Regulatory Bodies (Information Regulator, CIPC, etc.) Legal Advisors

12.1. Planned transborder flows of personal information:

Jet Demolition acknowledges that, in certain instances, it may be necessary to transfer personal information across the borders of the Republic of South Africa. These transborder data flows are conducted in compliance with Section 72 of the Protection of Personal Information Act (POPIA), ensuring that adequate data protection measures are in place in the recipient country or organization.

Country	Purpose of Transfer / Storage	Categories of Personal Information
South Africa	Cloud Data Storage (e.g., Microsoft 365, OneDrive, Teams)	Employee Contact Details, Payroll Information, Company Operational Data, Business Communication Records
	Cloud Data Storage (e.g., Microsoft Data Centers)	Employee Contact Details, Business Communication Records
	Backup Storage and IT Services (if applicable)	Employee Personal Files, Operational Reports

12.2. General description of information security measures to be implemented by the responsible party to ensure confidentiality, integrity and availability of the information:

Jet Demolition is committed to implementing appropriate, reasonable, and organizational security measures to safeguard personal information against unauthorized access, accidental loss, destruction, or damage. These measures are designed to ensure the confidentiality, integrity, and availability of personal information, in compliance with the Protection of Personal Information Act (POPIA).

12.2.1. Technical Security Measures

- 12.2.1.1. Data Encryption: All sensitive personal information is encrypted both in transit and at rest using industry-standard encryption protocols.
- 12.2.1.2. Firewall Protection: Enterprise-grade firewalls are implemented to protect network infrastructure from external threats.
- 12.2.1.3. Antivirus and Anti-Malware Solutions: Up-to-date antivirus and anti-malware software is deployed across all devices to prevent malicious attacks.
- 12.2.1.4. Access Controls: User access to personal information is restricted based on the principle of "least privilege," ensuring only authorized personnel can access specific data.
- 12.2.1.5. Multi-Factor Authentication (MFA): Critical systems and cloud platforms are protected using multi-factor authentication to prevent unauthorized access.
- 12.2.1.6. Regular Data Backups: Automated and secure data backups are performed regularly to ensure data recovery in the event of data loss or system failure.
- 12.2.1.7. Patch Management: Software updates and security patches are applied promptly to minimize system vulnerabilities.

12.2.2. Organizational Security Measures

- 12.2.2.1. Information Security Policies: Formal information security policies are implemented and regularly reviewed to ensure compliance with evolving threats and legislation.
- 12.2.2.2. Employee Awareness and Training: All employees handling personal information receive regular training on data privacy, information security, and POPIA compliance.
- 12.2.2.3. Physical Security Controls: Access to physical records and critical infrastructure is restricted through controlled access systems and monitored by security personnel.
- 12.2.2.4. Incident Response Plan: A documented incident response plan is in place to promptly address and mitigate any data breaches or security incidents.

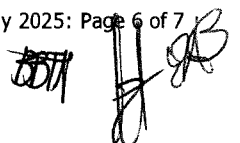
12.2.3. Third-Party Security Measures

- 12.2.3.1. Data Processing Agreements: Contracts with third-party service providers include data protection clauses to ensure compliance with POPIA and other relevant data protection laws.
- 12.2.3.2. Vendor Risk Assessments: Periodic assessments are conducted to evaluate the security posture of third-party service providers handling personal information.

13. AVAILABILITY OF THE MANUAL

13.1. A copy of the Manual is available -

- 13.1.1. on www.jetdemolition.co.za
- 13.1.2. head office of Jet Demolition for public inspection during normal business hours;
- 13.1.3. to any person upon request and upon the payment of a reasonable prescribed fee; and
- 13.1.4. to the Information Regulator upon request.

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14. APPROVAL & UPDATE OF THE MANUAL

The appointed Information Officer of Jet Demolition (Pty) Ltd will on a regular basis update this manual.

Prepared By:

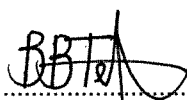


Tia Haydock
Chief Information Officer / HR & IMS Manager

2025.05.22

Date

Reviewed By:



Boipelo Tefu
Deputy Information Officer / Finance Manager

22 May 2025

Date

Approved By:



EA Brinkmann
Executive Director

22 May 2025

Date

