



PAIA MANUAL

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AXALTA PLASCON (PTY) LTD
Registration Number of Company
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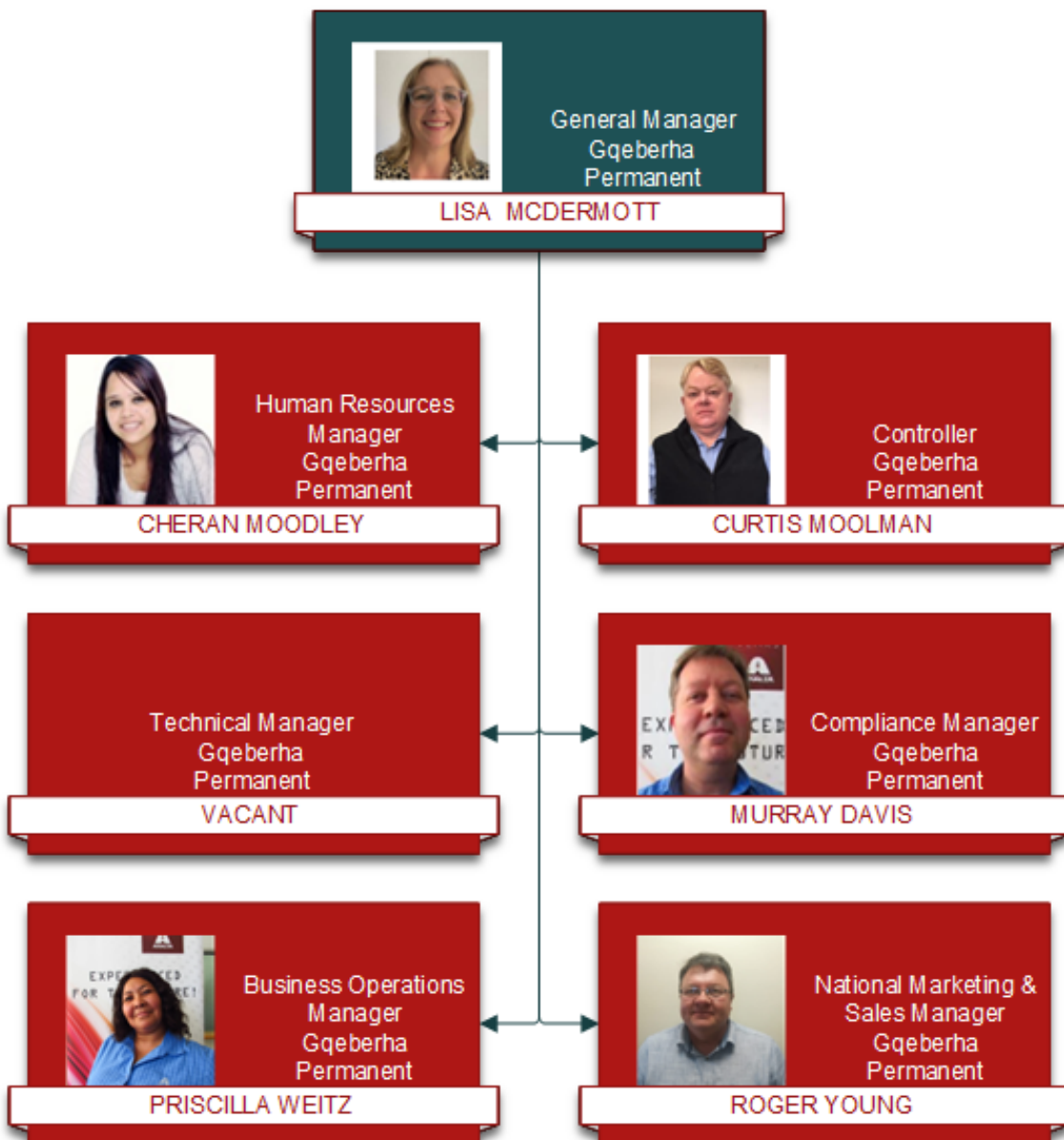
1. INTRODUCTION

The promotion of Access to Information Act, 2000 (the “Act”) gives third parties the right to approach private bodies and the government to request information held by them, which is required in the exercise and/or protection of any rights. On request, the private body or government is obliged to release such information unless the Act expressly states that the records containing such information may or must not be released. This manual informs requestors of procedural and other requirements which a request must meet as prescribed by the Act.

1.1 NATURE OF THE BUSINESS

Axalta is a global coatings company focused on providing customers with innovative, colourful and sustainable solutions. With more than 150 years of experience in the coatings industry, Axalta continues to find ways to serve more than 100,000 customers with the finest coatings, application systems and technology.

1.2 ORGANISATIONAL STRUCTURE



2. CONTACT DETAILS

2-3 Bedford Street
 Neave
 Gqeberha
 6001
 South Africa

P.O. Box 1594
 Gqeberha
 6000
 South Africa
 Telephone number: 041 101 3514
 Website: www.axaltaplascon.co.za

Duly authorised persons:

Information Officer	Deputy Information Officer
Name: Lisa McDermott Contact Number: 041 101 3506 Email: lmcdermott@axaltaplascon.co.za	Name: Cheran Moodley Contact Number: 041 101 3477 Email: cmoodley@axaltaplascon.co.za

3. HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

A guide to the Act (as contemplated under section 10 of the Act) is available from the South African Human Rights Commission. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide and its contents should be directed to:

The South African Human Rights Commission:
 PAIA Unit (the Research and Documentation Department)
 Postal address: Private Bag 2700, Houghton, 2041
 Telephone: +27 11 484-8300
 Fax: +27 11 484-7146
 Website: www.sahrc.org.za
 E-mail: PAIA@sahrc.org.za

Alternatively, the Information Regulator:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
 P.O Box 31533, Braamfontein, Johannesburg, 2017
 - Complaints email: complaints.IR@justice.gov.za
 - General enquiries: infoereg@justice.gov.za.

4. APPLICABLE LEGISLATIONS (Section 51 (1) (c)).

NO		
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 85 of 1993	Occupational Health and Safety Act

PROMOTION OF ACCESS TO INFORMATION POLICY (PAIA)



9	No 69 of 1984	Close Corporations Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act
12	No 4 of 2013	Protection of Personal Information Act
13	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
14	No 97 of 1998	Skills Development Act

5. SCHEDULE OF RECORDS (Section 51 (1) (d))

Records that are available with a PAIA request

All records or information available on our website are automatically available and voluntarily disclosed. This information is available for viewing or downloading or access without you having to make a PAIA request. Records that we hold that are not automatically available. If the records are not automatically available, you will be required to submit a PAIA request. To assist you with your request we have described below, subjects on which we hold records, divided into categories:

Department	Subject
All Departments	General Contract Documentation
	Company Guidelines, Policies and Procedures
	Intellectual Property Records
	Employee, customer, and supplier information
	Statutory Records
All Departments	Service Level and Business Agreements with contractors, suppliers, and customers.
Compliance	SHEQ Policy
	Environmental Records
	Health and Safety Records (Employees, Contractors)
	Physical Security Records (Visitors, Suppliers, Contractors, Employees)
	Electronic Access & Identity Management Records
	Complaints and Investigations Records
Human Resources	Employee Records
	Employment Contracts
	Personnel Guidelines, Policies and Procedures
	Employee Medical Records
	Employee Disability Insurance Records
	Employee Pension and Provident Fund Records
	Payroll Records
	Recruitment Records
Finance	Audited Financial Statements
	Tax Records (Company & Employees)
	Asset Register
	Supplier Records
	Management Accounts
	Fleet Insurance Records
Sales and Technical Departments	Sales Performance Records
	Product Sales Records

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	Marketing and Future Product Strategies
	Customer Information and Database
Operations and Technical Departments	Production Records
	Quality Records
	Processing, Testing and Development Records

6. INFORMATION ON HOW YOU CAN MAKE A PAIA REQUEST TO US (Section 51 (1) (e))

- a) All requests should be submitted to the Information Officer on the prescribed form. We have attached the form to this Manual.
- b) In order to ensure that we are able to provide you with the correct record that you need, make sure that:
 - i. You provide us with enough detail on the request form to enable us to identify you and the record you need from us.
 - ii. You indicate in what form you would like to access the records, for example hardcopy printouts or electronic format. Please let us know whether, in addition to a written response, you would like us to contact you in some other way, for example by telephone. If so, please provide us with your additional contact details.
 - iii. You list the right that you want to exercise or protect and provide us with an explanation of why the requested record is required for the exercise or protection of that right, and.
 - iv. If you are making a request on behalf of another person, you must submit proof of the capacity in which you make the request.
- c) Our Information Officer, will, as soon as reasonably possible and within thirty (30) days after the request has been received, decide whether to grant the request or not. You will be notified whether it has been rejected or accepted.
- d) If we refuse your request, our Information Officer will give you written reasons. You may lodge a complaint with the Information Regulator and lodge an appeal with the High Court against the refusal of the request.
- e) If we fail to respond to you within thirty (30) days after a request has been received, it is deemed that the request has been refused.
- f) Please note that all requests which we receive will be evaluated and considered in accordance with PAIA. It is important to remember that, even though we have published this Manual and described the categories and subject matter of information or records that we hold, this does not give you any rights to access such information or records, except in terms of PAIA. Records that you may not be entitled to include those of third parties who are natural persons (i.e., humans), the commercial information of third parties, those related to the safety of individuals or protection of property, those that are privileged from production in legal proceedings, the commercial information of a private body and research information of a third party and a private body.

7. THE PURPOSE OF PROCESSING PERSONAL INFORMATION (Section 51 (1) (f))

We process personal information for a variety of purposes, including but not limited to the following:

- To provide or manage any information, products and/or services requested by data subjects.
- To help us identify data subjects when they contact.
- For general administration, financial and tax purposes.
- For legal or contractual purposes.
- For health and safety purposes.
- To monitor access, secure and manage our premises and facilities.
- To help us improve the quality of our products and services.
- To carry out analysis and customer profiling; and
- To identify other products and services which might be of interest to data subjects and to inform them about our products and services.

7.2 CATEGORIES OF DATA SUBJECTS AND THEIR PERSONAL INFORMATION

Categories of Data Subjects	Personal Information Processed
Customers and Potential customers	Customer contracts
Suppliers	Supplier personal information

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	Personal information of supplier representatives
Employees	Employee personal information
	Employee medical information
	Employee disability information
	Employee Pension and Provident Fund Information
	Employee contracts
	Employee performance records
	Payroll records
	Health and safety records
	Training records
	Employment history
	Time and attendance records
Job Applicants	Curriculum vitae and application forms
	Criminal Checks
	Background of reference checks

8. HOW WE SECURE PERSONAL INFORMATION OF DATA SUBJECTS

We are required to employ appropriate, reasonable technical and organisational measures to prevent loss of damage to or unauthorised destruction of Personal Information and unlawful access to or processing of Personal Information.

9. PRESCRIBED FEES

If you require access to records of your personal information, you do not have to pay a request fee.



POPI DATA Subject Request Form

We are committed to safeguarding your privacy and the confidentiality of your Personal Information is bound by the Protection of Personal Information Act.

Please submit your complaint to the Personal Information Officer:

Name:	Lisa McDermott
Contact Number	041 101 3506
Email Address	lmcdermott@axaltaplascon.co.za

Please be aware that we may require you to provide proof of identification prior to processing your request. There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject

Name & Surname	
ID Number	
Postal Address	
Contact Number	
Email Address	

B. Request

I request Lisa McDermott to:

a) Inform me whether it holds any of my personal information	
b) Stop processing my personal information for direct marketing purposes	
c) Notify me of reasons for the refusal to grant my request	

C. Instructions / Details of Request not granted

Signed at this.....day of.....20.....

.....
Signature of data subject