

Promotion of Access to Information Manual

ATLAS COPCO INDUSTRIAL SA (PTY) LTD
Registration number: 2017/206999/07

**MANUAL ISSUED IN TERMS OF:
SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
(PAIA) INCONJUNCTION WITH
THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)**

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1. **Definitions**

Company refers to Atlas Copco Industrial SA Pty (Ltd).

POPIA refers to The Protection of Personal Information Act 4 of 2013.

PAIA refers to The Promotion of Access to Information Act 2 of 2000.

Personal Details/Information means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- a) Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
- b) Information relating to the education or the medical, financial, criminal or employment history of the person.

- c) Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
- d) The biometric information of the person.
- e) The personal opinions, views or preferences of the person.
- f) Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
- g) The views or opinions of another individual about the person.
- h) The name of the person if it appears with other **personal information** relating to the person or if the disclosure of the name itself would reveal information about the person.

Information Officer is the Head of a **Company** who is ultimately responsible for the **Companies** compliance to **POPIA** and **PAIA**.

Deputy Information Office is a Senior Employee appointed by the **Information Officer** to assist in the **Companies** compliance to **POPIA** and **PAIA**.

2. **Introduction**

This Manual, herein referred to as the Manual has been compiled in accordance with the requirements of **PAIA**, in conjunction with the relevant sections of **POPIA**.

The **Company** is a private body as defined in **PAIA**, and this Manual contains the information specified in section 51 of **PAIA**, which is applicable to such a private body.

The **Company** is a part of a Group **Company** based in Sweden, however the South African Head office is based in Jet Park, Johannesburg, South Africa.

The Manual will be updated on a regular basis in accordance with the requirements of section 51(2) of **PAIA**.

3. **Contact Details**

The Vice President of the **Company**, is the head of the Atlas Copco Industrial SA (Pty) Ltd for purposes of **PAIA**, and is the **Companies** registered **Information Officer** for purposes of **POPIA**.

In addition, the IT Manager, MEA, has been designated as **Deputy Information Officer** for purposes of **PAIA** and **POPIA**, referred to as the DIO.

Their contact details are as follows:

Information Officer:

Telephone: 083-633-6418

Fax: N/A

E-mail: wendyb@atlascopco.com

Deputy Information Officer/s:

Telephone: 083-376-4395

Fax: N/A

Email: nyasha.ruzvidzo@atlascopco.com

Company Postal address:

P O Box 14110, Witfield, 1467

Company Physical address:

16 Innes Road, Jetpark, Boksburg 1459

4. Guide on how to use PAIA

- 4.1 **PAIA** grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request for information from the **Company**, the public body must be acting in the public interest. Requests in terms of **PAIA** shall be made in accordance with the prescribed procedures, at the rates provided.
- 4.2 The Regulator has, in terms of section 10(1) of **PAIA**, updated and made available the revised guide on how to use **PAIA** (the Guide), in an easily and comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in **PAIA** and **POPIA**.
- 4.3 The Guide is available in each of the official languages and in braille.
- 4.4 The Guide contains a description of;
- 4.4.1 The objects of **PAIA** and **POPIA**;
- 4.4.2 The postal and street address, phone and fax number and, if available, electronic mail address of:
- 4.4.2.1 The **Information Officer** of every public body, and
- 4.4.2.2 Every **Deputy Information Officer** of every public and private body designated in terms of section 17(1) of **PAIA** and section 56 of **POPIA**.
- 4.4.3 The manner and form of a request for:
- 4.4.3.1 Access to a record of a public body contemplated in section 11 of **PAIA**; and
- 4.4.3.2 Access to a record of a private body contemplated in section 50 of **PAIA**.
- 4.4.4 The assistance available from the **Information Officer** of a public body in terms of **PAIA** and **POPIA**;
- 4.4.5 The assistance available from the Regulator in terms of **PAIA** and **POPIA**;

- 4.4.6 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:
- 4.4.6.1 An internal appeal;
 - 4.4.6.2 A complaint to the Regulator; and
 - 4.4.6.3 An application with a court against a decision by the **Information Officer** of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body.
- 4.4.7 The provisions of sections 14 and 51 of **PAIA** requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.4.8 The provisions of sections 15 and 52 of **PAIA** providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.4.9 The notices issued in terms of sections 22 and 54 of **PAIA** regarding fees to be paid in relation to requests for access; and
- 4.4.10 the regulations made in terms of section 92 of **PAIA**.
- 4.5 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.6 The Guide can also be obtained;
- 4.6.1 upon request to the **Information Officer** of the **Company**;
 - 4.6.2 from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).
- 4.7 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-
- 4.7.1 In terms of Regulation 3(1) of the amended **PAIA** Regulations an **Information Officer** is required have a copy of the Guide, in at least two of the official languages, at her/his registered head office, for public inspection during normal office hours. The 2 Official Languages of this **PAIA** Manual is available in English and Zulu.
- 4.7 The contact details for the Information Regulator are (at present) as follows:
- The Information Regulator (South Africa)
- JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
- Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017
- Telephone number: +27 (0)10 023-5200 / +27 (0)82 746-4173
- Website: <https://www.justice.gov.za/infoereg/index.html>

5. **Records available in terms of any other legislation**

The **Company** holds details of its own registration, together with its financial statements and proof of its registration in terms of section 18A of the Income Tax Act, 1962 (**the ITA**).

It holds information pertaining to its Directors and Shareholders.

The **Company** also holds information pertaining to its Employees, as required in terms of applicable employment legislation including the Basic Conditions of Employment Act, 1997, the Employment Equity Act, 1998, the Compensation for Occupational Injuries and Diseases Act, 1993, and the Information Technology Association of South Africa.

The **Company** holds information pertaining to its clients in terms of the Financial Intelligence Centre Act, 2001.

6. **Access to records**

6.1 For purposes of facilitating a request in terms of **PAIA**, the information below includes a description of the subjects on which the **Company** holds records and the categories into which these fall. This information is not exhaustive and may be amended from time to time.

6.2 Certain records are available without having to be requested in terms of the request procedures set out in **PAIA** and detailed in paragraph 6 of the Manual below.

6.3 Subject to the provisions of **PAIA**, information may be inspected, collected, purchased or copied at the offices of the **Company**, unless the records are available on the **Company's** website. An appointment to view the records will have to be made with the **Information Officer** or the **Deputy Information Officer**. The schedule of reproduction fees in relation to section 52 information request are set out below.

6.4 Categories of records of the **Company** which are available to a person without having to request access in terms of **PAIA**:

Category	Description	Format	Maintained by	Stored at	Retention period
Information in the public domain	Incorporation documents	Hard copy and electronic copy.	IO / DIO	The Companies premises	Indefinite
	B-BBEE certificate	Hard copy and electronic copy.	IO / DIO	The Companies premises and website -	Indefinite

Category	Description	Format	Maintained by	Stored at	Retention period
				www.atlascopco.com	
	Annual reports	Hard copy and electronic copy	IO / DIO	The Companies premises	Indefinite
	Audited financial statements	Hard copy and electronic copy	IO / DIO	The Companies premises	Indefinite
	Public statements and communications	Hard copy and electronic copy	IO / DIO	The Companies premises	Indefinite
	Employment Equity Report	Hard copy and electronic copy	IO / DIO	The Companies premises	Indefinite
	General information pertaining to the Atlas Copco Industrial SA (Pty) Ltd and information regarding the services rendered	Hard copy and electronic copy	IO / DIO	The Companies premises	Indefinite

6.5 The records listed below, which need to be requested in terms of **PAIA** and/or **POPIA**, will not in all instances be provided to a requester. In other words, the records held under the various subjects are not automatically available and access to them is subject to the nature of the information contained in the record, as well as the grounds of refusal as set out in **PAIA** that may be applicable to a request for such records, see below for further details. The procedure in terms of which such records may be requested from the **Company** is set out in paragraph below.

6.6 Categories of records that may be requested in terms of PAIA and/or POPIA:

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention
Finance and administration	Bank account records; Books and records of account and financial statements; Annual budget; VAT, SITE and PAYE records; Asset registers; Details of auditors; External auditor reports; Information pertaining to clients as required in terms of the Financial Intelligence Centre Act; Minutes of the meetings of the Atlas Copco Industrial SA (Pty) Ltd (non-confidential parts); Minutes of the meetings of committees/ subcommittees; Minutes of staff meetings and/or management meetings.	Hard copy and electronic copy	Holdings Controller	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention
Management	Minutes of meetings of the Executive Committee and subcommittees; Internal correspondence; Resolutions and directives; internal investigation reports; Policies, procedures, and codes; Travel management and arrangements.	Hard copy and electronic copy	The Vice President Holdings	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
Human Resources	Organisational information (organisational structure, etc.); Personnel files; Contracts, conditions of service and other agreements; Statutory employee records; Records of background checks (including qualification, credit and criminal record checks); Retirement fund records;	Hard copy and electronic copy	Human Resources & Compliance Manager	As required in terms of applicable legislation / contracts of employment

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention
	<p>Medical aid records;</p> <p>Budget projections in respect of staff;</p> <p>Employee leave records;</p> <p>Employee payments and benefits (statutory and contractual);</p> <p>Correspondence with or about employees;</p> <p>Performance management records;</p> <p>Records of disciplinary hearings and findings;</p> <p>Records of incapacity proceedings, including medical information</p> <p>Records of occupational injuries and diseases;</p> <p>Employee declarations in terms of the EEA.</p>			
Relationships with third parties	Agreements with stakeholders;	Hard copy and electronic copy	The Vice President Holdings, and the relevant	Indefinite / as required in terms of applicable

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention
	<p>Service level agreements with suppliers;</p> <p>Contact details of suppliers;</p> <p>Tender and bid documentation;</p> <p>Service level agreements;</p> <p>Details of customers / clients including contact details, details pertaining to transactions, loyalty programmes, etc.;</p> <p>Licences and general conditions for conducting business.</p>		Division Heads	legislation / as required in terms of applicable contracts
Information technology	<p>Computer software; Support and maintenance agreements;</p> <p>Licensing agreements;</p> <p>Records regarding computer systems and programmes.</p>	Hard copy and electronic copy	IT Manager Africa & Middle East	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts
Property	<p>Asset registers;</p> <p>Lease agreements in respect of immoveable property;</p>	Hard copy and electronic copy	Holdings Controller	Indefinite / as required in terms of applicable legislation / as required in

Subjects on which the body holds records	Category / description of record	Format	Maintained by	Retention
	Records regarding insurance in respect of movable or immovable property.			terms of applicable contracts
Legal	Litigation; Appeals; Contracts and memoranda of understanding; Regulatory permissions, licenses, and/or exemptions.	Hard copy and electronic copy	The Vice President Holdings	Indefinite / as required in terms of applicable legislation / as required in terms of applicable contracts

6.7 For purposes of POPIA

- 6.7.1 For the purposes of facilitating a request for **personal information**, the information below includes details of the purpose of the processing of **personal information** by the **Company**, a description of the categories of data subjects, and of the information or categories of information relating to data subjects held by the **Company**, the recipients or categories of recipients to whom **personal information** may be supplied, planned trans-border flows of **personal information**, and a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the **Company** to ensure the confidentiality, integrity and availability of the information which is to be processed.
- 6.7.2 In terms of **POPIA**, a requester to whom certain **personal information** relates may request the **Company** to confirm, free of charge, whether or not it holds **personal information** about that particular requester.
- 6.7.3 A requester may make a request that the **Company** provides the record/s or a description of the **personal information** about the requester which is held by it, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information. This request must be made within a reasonable time, in a reasonable manner, and format, at a fee, and in a form that is generally understandable.

6.7.4 Categories of data subjects and categories of **personal information** relating thereto:

Data subjects	Likely recipients (including external third parties)
Employees	Human resources information (see above)
Clients	Contact details Take-on information in terms of the Financial Intelligence Centre Act, 2001 Details of services provided and fees charged Demographic information
Contractors	Contact details Details of services rendered and fees paid Demographic information

6.7.5 Purposes of processing:

Data subject category	Broad description of purposes of processing
Applicants for employment; Employees; alumni	To carry out actions for the consideration of an application for employment; To carry out actions necessary for the performance of the employment contract; To ensure compliance with an obligation imposed by law on the Company ; To pursue the legitimate interests of the Atlas Copco Industrial SA (Pty) Ltd or a third party to whom the information is supplied.
Clients	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the Company ;

	To pursue the legitimate interests of the Atlas Copco Industrial SA (Pty) Ltd or a third party to whom the information is supplied.
Contractors / service providers	To carry out actions necessary for the performance of the services contract; To ensure compliance with an obligation imposed by law on the Atlas Copco Industrial SA (Pty) Ltd; To pursue the legitimate interests of the Atlas Copco Industrial SA (Pty) Ltd or a third party to whom the information is supplied.

6.7.6 Likely recipients:

Data subjects	Likely recipients
Applicants for employment; Employees; Alumni.	Human Resources Department Line management Exco
Clients	Marketing Department Employees working on client mandates Exco
Contractors / Service providers	Exco Responsible Division within the Company

6.7.7 Planned trans-border flows of **personal information**:

Yes	No
<p>Personal Information is only shared within the Group of Companies trans-border, where only absolutely necessary.</p> <p>All individuals' personal information is only shared with their relevant consent.</p>	

6.7.8 General description of information security measures:

Technical measures	Organisational measures
<ul style="list-style-type: none"> • Security measures implemented include firewalls, password protection and other measures as required. • Employees are encouraged and reminded to remain careful as to how IT equipment and devices are used in order to minimize the risks related to the security of personal data. 	<ul style="list-style-type: none"> • Vehicle and Personal Security check points at entrance to building. • Access control per Employee per Division. • Restricted access to Employee personal information.

7. **The Request Procedure**

7.1 Form of request

7.1.1 A request for access to records held by the **Company** in terms of section 53 of **PAIA** must be made on a form that corresponds substantially with Form 2 of Annexure A to the Regulations Relating to the Promotion of Access to Information, 2021. A copy of the form is attached as Schedule A to the Manual. The request must be made to the **Information Officer / Deputy Information Officer** of the **Company** at the address, telefax number or e-mail address specified in paragraph 2 above.

7.1.2 The requester must provide sufficient detail on the prescribed form to enable the **Information Officer / Deputy Information Officer** of the **Company** to identify the record and the identity of the requester. The requester must submit details of the capacity in which the requester is making the request and indicate whether the request is made in their own name or on behalf of another person. Proof of identity of the requester must be attached to the request if it is in their own name. If a request is made on behalf of another person or entity, the requester must attach proof of authorisation to make the request.

- 7.1.3 The requester is also required to indicate what type of record s/he/it is requesting and what form of access to the relevant records is required. Additionally, the requester must provide her/his/its contact details and indicate what manner of access is requested.
- 7.1.4 The requester must provide particulars of the right to be exercised or protected and explain why the record requested is required for the exercise and protection of the aforementioned right.
- 7.1.5 For the purposes of Form 2, the requester must comply with all the procedural requirements in **PAIA** relating to a request for access to the relevant records.
- 7.1.6 The **Company** may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of **PAIA**. These grounds include: that access would result in the unreasonable disclosure of personal information about a third party, that it is necessary to protect the commercial information of a third party or the **Company** itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged information for legal proceedings, or that it is necessary to protect the research information of a third party or the **Company** itself.
- 7.1.7 If all reasonable steps have been taken to find a record that a requester has requested, and there are reasonable grounds for believing that the record is in the **Company**'s possession but cannot be found, or it does not exist, then the **Information Officer** or **Deputy Information Officer** will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record.
- 7.1.8 The **Information Officer/Deputy Information Officer** must, if a request for access to a record is granted or refused, inform a requester of her/his decision and the fees payable. This must be done on a form that corresponds substantially with Form 3 of Annexure A to the Regulations. A request for a copy of the Guide may not be refused. If the requester wishes to be informed of the **Company**'s decision in another manner as well, this must be set out in the request and the relevant details included in order to allow the **Company** to inform the requester in the preferred manner.
- 7.1.9 The **Company** will make a decision in relation to a request for records within 30 days of receiving it, unless a third party notification and intervention, as contemplated in Chapter 5 of **PAIA**, applies. This period may be extended in appropriate circumstances, in accordance with section 57 of **PAIA**.

7.2 Fees

7.2.2 The access fees for reproduction of information that is automatically available from the **Company** (a section 52 request), are as follows:

(a)	For every photocopy/printed black and white copy of an A4-size page or part thereof.	R2,00
(b)	For every printed copy of an A4-size page or part thereof	R2,00
(c)	For copy in a computer-readable form on: (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to the requestor	R40,00 R40,00 R60,00
(d)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(e)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(f)	For a transcription of an audio record, for an A4-size page	R24,00
(g)	Copy of an audio record, per A4-size page (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to be requestor	R40,00 R40,00 R60,00

7.2.2 The request fee and access fees for information which needs to be requested in terms of **PAIA** and/or **POPIA** (a section 53 request) are as follows:

(a)	Request fee payable by every requester	R140,00
(b)	For every photocopy/printed black and white copy of an A4-size page or part thereof	R2,00
(c)	For every printed copy of an A4-size page or part thereof	R2,00
(d)	For copy in a computer-readable form on: (i) flash drive (to be provided by requestor) (ii) compact disc - If provided by requestor - If provided to the requestor	R40,00 R40,00 R60,00
(e)	For a transcription of visual images, for an A4-size page or part thereof	Service to be outsourced, will depend on quotation from service provider.
(f)	For a copy of visual images	Service to be outsourced, will depend on quotation from service provider.
(g)	For a transcription of an audio record, for an A4-size page	R24,00
(h)	For a copy of an audio record (i) Flash drive (to be provided by requestor) (ii) Compact disk - If provided by requestor - If provided to the requestor	R40,00 R40,00 R60,00

(i)	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably. To not exceed a total cost of:	R145,00 R435,00
(j)	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items (b) to (h).
(k)	Postage, e-mail or any other electronic transfer	Actual expense, if any.

7.1.3 The request fee must be paid before the request will be considered.

7.2.4 Where a request for access to a record or records held by the **Company** is granted, the requester also has to pay an access fee for the reproduction of the record or records and for the search for and the preparation of the records for disclosure. The access fee amount depends on the form in which access is required and the reasonable time required to search for and prepare the record. The requester will be notified of the amount of the access fee. The **Company** is entitled to withhold a record until the required access fees have been paid.

7.2.5 The **Information Officer** may inform the requester to pay, as a deposit, a portion of the access fee (not exceeding one third of the amount payable) if the request is granted and if the search for the record and the preparation of the record for disclosure would in the **Information Officer's** opinion require more than six hours.

7.2.6 If a request is granted, the deposit (if any), is payable before the request will be processed and the requested record or portion thereof will only be released once proof of full payment is received.

7.2 Remedies for refusal to request for information

7.3.1 *Internal remedy*

The **Company** does not have an internal appeal procedure. As such, the decision made by the **Information Officer** or **Deputy Information Officer** is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the **Information Officer** or **Deputy Information Officer**.

7.3.2 *External remedy*

Where a requester is not satisfied by a decision made by **Information Officer** or **Deputy Information Officer** of the **Company**, s/he/it may submit a complaint to the Information Regulator, or apply to court for relief, within 180 days of receiving the decision that has caused the grievance. The court application can be made to a Magistrate's Court or High Court.

8. **Other information as may be prescribed**

The amended Regulations published in terms of **PAIA**, under Government Notice R757 in Government Gazette 45057 of 27 August 2021, set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in the tables above).

9. **Availability of the Manual**

This Manual is available on the **Company's** website www.atlascopco.com/en-za, as well as in hard copy on the **Companies** premises.

10. **Transfer of Personal Information Cross-Boarder**

Atlas Copco Group operates on a global basis. This means that **Personal Information** may be transferred to several different countries. Furthermore, Atlas Copco Group also has Service Providers and cooperation partners, both within and outside of the Republic of South Africa.

The Group will always ensure that transfer of **Personal Information** to different Countries have a legal basis and that it is adequately protected by the receiving parties in such Countries. Adequate protection may typically be to impose on the receiving party through contractual obligations that ensure that such party maintains the same high level of privacy and data security as practiced by the **Company**. Further information or a copy of the safeguards that Atlas Copco Group have in place to ensure lawful transfer of the Personal can be available upon request.

In general, **Personal Information** may only be transferred to Service Providers in other Countries outside the Republic of South Africa if:

- i. There is an adequacy decision by the Information Commission which means that the recipient Country is deemed to provide adequate protection for such personal data.
- ii. Where standard model contractual clauses are in place with the recipient which have been approved by the **Company** and deemed sufficient in the protection of **Personal Information**. These model contractual clauses include certain safeguards to protect the **Personal Information**.
- iii. In the event of transfers of **Personal Information** to the US, if the recipient has signed up to the US Privacy Shield Framework.
- iv. If such transfer is necessary for the performance of a contract we have with an individual person to whom the **Personal Information** relates, or if it is necessary to enable us to carry out steps at such individual's request with a view to entering into such a contract.

- v. If such transfer is necessary to enable us to enter into, or perform, a contract we may have with a third party, in order to provide services relating to the Group, provided such transfer is in the interests of the relevant individual; or if the individual to whom the personal data relates has entered into, or wishes to enter into, a contract with a third party and it is necessary for us to transfer the personal data in order to enable the individual to do so.
- vi. Personal Data may be transferred outside the Country between Atlas Copco Group **Companies** based on the “Intercompany Data Processing Policy” to which all Atlas Copco Group **Companies** are bound. The “Intercompany Data Processing Policy”, available upon request if necessary.

11. **Openness Notifications to Applicants for Employment, Suppliers and Clients**

The **Company** may collect, use and process your **Personal Information** in order to provide you with recruitment possibilities, services, products or information that you request. The **Company** will not collect your **Personal Information** without your knowledge and permission, nor will we sell or rent any such data.

In order to provide you with a specific product, service, or information or to process a transaction, we may request your personally identifiable information. This will be indicated whenever we collect it.

The collection of **Personal Information** will be transparent to you (including indication of the legal basis for the processing), and you will have the opportunity to decide whether or not to provide it. If you choose not to provide any of the **Personal Information** requested, Atlas Copco may be unable to complete your transaction, or provide the information, services or products you have requested.

When collected, the **Company** will clearly state the purposes for which the **Personal Information** may be used as well as the period during which the **Personal Information** will be kept by us. If required, we may need to get your consent to allow us to use your **Personal Information** for one or more of the purposes set out above.

You have various rights where we are processing your **Personal Information** on the basis of your consent. If at a later stage, you would like to withdraw the consent, we will make sure such withdrawal can be done in a way which is as easy as the way the consent was given.

If you would like to remove, correct, update, or access your **Personal Information** that you have submitted to us, or if you have any related concerns, please contact us. If you contact us in this regard, please note the web page name or location where you submitted the information, as well as the contact information (for instance name, email address, postal address, etc.) that you provided at that time.

All information provided to the **Company** is on a voluntary basis, unless the **Company** is governed by South African Law/s which require the access to information in certain instances.

Failure to provide the requested information may result in the **Company** stopping or halting all processes relating to the initial reason for the request of such relevant **Personal Information**.

12. **Acknowledgement**

The Manual has been based on an original template supplied by the SAHRC and amended accordingly based on a template supplied by the Information Regulator.

SCHEDULE A

FORM 2

REQUEST FOR ACCESS TO RECORD

(Section 53(1) of the Promotion of Access to Information Act, 2000)

[Regulation 7]

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: **The Information Officer**

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person

PERSONAL INFORMATION			
-----------------------------	--	--	--

Full names:	
-------------	--

Identity number:	
------------------	--

Capacity in which request is made (<i>when made on behalf of another person</i>):	
---	--

Postal address:	
-----------------	--

Street address:	
-----------------	--

E-mail address:	
-----------------	--

Contact numbers:	Tel. (B):		Facsimile:	
	Cellular:			

Full names of person on whose behalf request is made (<i>if applicable</i>):	
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Identity number:	
------------------	--

Postal address:	
-----------------	--

Street address:	
-----------------	--

E-mail address:	
-----------------	--

Contact numbers:	Tel. (B):		Facsimile:	
	Cellular:			

PARTICULARS OF RECORD REQUESTED			
<p><i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			

Description of record of relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	
TYPRE OF RECORD <i>(Mark the applicable box with an "X".)</i>	
Record is in written or printed form.	
Record comprises of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches etc.)</i>	
Record consists of recorded words or information which can be reproduced in sound.	
Record is held on a computer or in an electronic, or machine-readable form.	
FORM OF ACCESS <i>(Mark if applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form).</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.).</i>	
Transcription of soundtrack <i>(written or printed document).</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks).</i>	
Copy of record on compact disk drive <i>(including virtual images and soundtracks).</i>	

Copy of record saved on cloud storage server.		
MANNER OF ACCESS		
<i>(Mark the applicable box with an "X.")</i>		
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form).</i>		
Postal services to postal address.		
Postal services to street address.		
Courier service to street address.		
Facsimile of information in written or printed format <i>(including transcriptions).</i>		
E-mail of information <i>(including soundtracks if possible).</i>		
Cloud share/file transfer.		
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>		
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED		
<i>(If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.)</i>		
Indicate which right is to be exercised or protected:		
Explain why the record requested is required for the exercise or protection of the aforementioned right:		

FEES

- a) *A request fee must be paid before the request will be considered.*
- b) *You will be notified of the amount of the access fee to be paid.*
- c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason:

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You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal address	Facsimile	Electronic communication (<i>Please specify</i>)

Signed at _____ this _____ day of _____ 20 _____.

Signature of requester/person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by (<i>state rank, name and surname of information</i>).	
Date received:	
Access fees:	
Deposit (if any):	

Signature of **Information Officer**

SCHEDULE B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000)

[Regulation 10]

A. Particulars of private body:

The **Information Officer / Deputy Information Officer:**

B. Particulars of person requesting access to the record:

(a) The particulars of the person who requests access to the record must be given below.

(b) The address and / or fax number in the republic to which the information is to be sent must be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____ ID: _____

Postal address: _____

Telephone number: _____ Fax number: _____

E-mail address: _____

Capacity when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional pages.

1. Description of record or relevant part of the record:

2. Reference number, if available _____

3. Any further particulars of record: _____

E. Fees

- a) *A request for access to a record, other than a record containing **personal information** about yourself, will be processed only after a request fee has been paid.*
- b) *You will be notified of the amount required to be paid as the request fee.*
- c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) *If you qualify for exemption of the payment fee, please state the reason for exemption:*

(Reason for exemption from payment of fees)

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____ Form in which record is required: _____

NOTES:

Mark the appropriate box below with an **X**.

- a) Compliance with your request in the specified form may depend on the form in which the record is available.
- b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:					
Copy of record*		Inspection of record			
2. If record consists of visual images (includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
View the images		Copy of the images*		Transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound					
Listen to the soundtrack (audio cassette / recording)		Transcription of soundtrack* (written or printed document)			
4. If record consists of recorded words or information which can be reproduced in sound					
Printed copy of record*		Printed copy of information derived from the record*		Copy in computer readable form* (compact disk or memory stick)	

* If you require a copy or transcription of record (above), do you wish the copy or transcription to be posted to you? (yes / no) _____ (postage is payable).

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing within 30 days whether your request has been approved / denied. Such period may, in certain circumstances, be extended in terms of PAIA. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Email	
Telephonically	
Other (specify)	

Signed at _____ this ____ day of _____ 20__.

**SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE**