

POLICY DOCUMENT

POPIA MANUAL

VERSION: 001
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1. LIST OF ACRONYMS AND ABBREVIATIONS	
1.1. "Act"	Promotion of Access to Information Act, No 2 of 2000;
1.2. B.U.I.L.D	A programme comprising of the Register of Projects, standards for industry development and a national development fund
1.3. "CEO"	Chief Executive Officer;
1.4. "cidb"	Construction Industry Development Board
1.5. "cidb Act"	the Construction Industry Development Board Act, No. 38 of 2000;
1.6. "client"	Various governmental organisations.
1.7. "DIO"	Deputy Information Officer;
1.8. "DMG"	Delivery Management Guidelines;
1.9. "IO"	Information Officer;
1.10. "ICT"	Information and Communications Technology;
1.11. "IDM"	Infrastructure Delivery Management;
1.12. "Minister"	Minister of Justice and Correctional Services;
1.13. "NCDP"	National Contractor Development Programme;
1.14. "NIMS"	National Infrastructure Maintenance Strategy;
1.15. "OHS"	Occupational Health and Safety
1.16. "PAIA"	Promotion of Access to Information Act No. 2 of 2000(as Amended;
1.17. "PFMA"	Public Finance Management Act No.1 of 1999 as

	Amended;
1.18. "POPIA"	Protection of Personal Information Act No.4 of 2013;
1.19. "Regulator"	Information Regulator.
1.20. "SACI"	South Africa Construction Industry.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1. verify the nature of the records which may already be available at the cidb, without the need for submitting a formal PAIA request;
 - 2.2. understand the process in requesting access to a record of the cidb;
 - 2.3. access all the relevant contact details of the persons who will assist the public with the records they intend to access;
 - 2.4. be informed of all the remedies available from the cidb regarding request for access to the records, before approaching the Regulator or the Courts;
 - 2.5. understand the services available to members of the public from the cidb, and how to gain access to those services;
 - 2.6. obtain a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
 - 2.7. if the cidb will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
 - 2.8. know if the cidb has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
 - 2.9. know whether the cidb has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
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3. ESTABLISHMENT OF THE CIDB

The cidb was established in terms of section 2 of the cidb Act.

3.1. Objectives/Mandate

The objectives of the cidb are found in section 4 of the cidb Act, which holds:

“4. Objects of Board -

The objects of the Board are to -

- (a) promote the contribution of the construction industry in meeting national construction demand and in advancing—
 - (i) national, social and economic development objectives;
 - (ii) industry performance, efficiency and competitiveness; and
 - (iii) improved value to clients;
 - (b) provide strategic leadership to construction industry stakeholders to stimulate sustainable growth, reform and improvement of the construction sector;
 - (c) determine and establish best practice that promotes—
 - (i) improved industry stability;
 - (ii) improved industry performance, efficiency and effectiveness;
 - (iii) procurement and delivery management reform;
 - (iv) improved public sector delivery management;
 - (v) national social and economic objectives, including—
 - (aa) growth of the emerging sector;
 - (bb) labour absorption in the construction industry;
 - (cc) improved labour relations; and
 - (dd) positive safety, health and environmental outcomes;
 - (vi) human resource development in the construction industry;
 - (d) promote best practice through the development and implementation of appropriate programmes and measures aimed at best practice and improved
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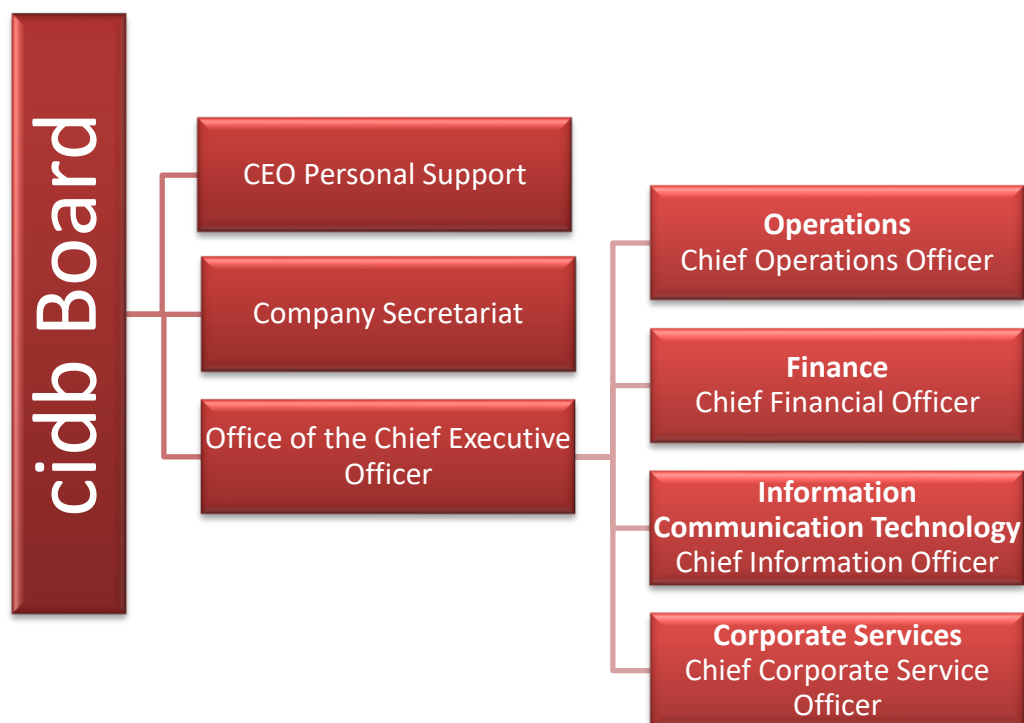
performance of public and private sector clients, contractors and other participants in the construction delivery process;

- (e) promote uniform application of policy with regard to the construction industry throughout all spheres of Government;
- (f) promote, establish or endorse—
 - (i) uniform standards; and
 - (ii) ethical standards,that regulate the actions, practices and procedures of parties engaged in construction contracts;
- (g) promote sustainable growth of the construction industry and the participation of the emerging sector therein;
- (h) promote appropriate research on any matter related to the construction industry and its development;
- (i) implement policy on construction industry development;
- (j) advise the Minister on policy and programmes which impact on construction industry growth and development; and
- (k) promote any other related objective.

4. STRUCTURE OF THE CIDB AND FUNCTIONS

4.1. Structure

4.1.1. Top Structure



4.1.2. Committees/Teams/Units:

- 4.1.2.1. ICT Strategic Committee (CIDB Executive Management Committee).
- 4.1.2.2. ICT Management Committee.
- 4.1.2.3. Risk Committee
- 4.1.2.4. Audit Committee / Internal Audit Function
- 4.1.2.5. Communication Unit
- 4.1.2.6. cidb Media Liaison
- 4.1.2.7. Rapid Response Team
- 4.1.2.8. Human Resources Department
- 4.1.2.9. Job Evaluation Committee
- 4.1.2.10. Job Evaluation Moderation Committee
- 4.1.2.11. Employment Equity Committee
- 4.1.2.12. Audit, Risk and Governance Committee

- 4.1.2.13. OHS Committee
- 4.1.2.14. Fire, First Aid and Evacuation Committees
- 4.1.2.15. Human resources Committee
- 4.1.2.16. Moderation Committee
- 4.1.2.17. Chief corporate services
- 4.1.2.18. Appeal Committee
- 4.1.2.19. Remuneration Committee
- 4.1.2.20. Selection Committee
- 4.1.2.21. Skills development Committee
- 4.1.2.22. ICT Steering Committee
- 4.1.2.23. Bid Evaluation Committee
- 4.1.2.24. Bid Adjudication Committee
- 4.1.2.25. Price Quotation Committee

4.2. **Functions**

The powers and functions of the cidb is contained in Section 5 of the cidb Act which holds as follows:

“5. Powers, functions and duties of Board

- (1) To provide strategic leadership, the Board
 - (a) must promote and implement policies, programmes and projects aimed at, amongst others—
 - (i) support of emerging enterprises sector;
 - (ii) work process transformation
 - (iii) improved labour relations;
 - (iv) human resource development;
 - (iii) innovation and best practice processes;
 - (iv) simplification of regulatory procedures;

- (v) procurement reform;
 - (vi) standardisation and uniformity in procurement documentation, practices and procedures;
 - (vii) best practice and value for money with regard to design;
 - (viii) regional co-operation; and
 - (ix) international competitiveness;
- (b) may initiate policy refinement and development in cooperation with Government;
- (c) must facilitate communication between construction industry stakeholders, all spheres of Government and statutory bodies;
- (d) must establish a construction industry stakeholders' forum as contemplated in section 13; and
- (e) must provide information to stakeholders on best practice, industry performance and improvement and generally on matters affecting the construction industry.
- (2) To promote best practice, the Board—
- (a) must, in consultation with the Minister, determine best practice priorities for the construction industry;
 - (b) must, by notice in the *Gazette*, publish best practice standards and guidelines;
 - (c) may develop targets and performance indicators related to those best practice standards and guidelines and establish mechanisms to monitor their implementation and evaluate their impact;
 - (d) must establish and maintain a national register of contractors as contemplated in Chapter Four, which provides for categories of contractors in a manner which facilitates public sector procurement, and which integrates other statutory contractor registers;
 - (e) must establish and maintain a best practice contractor recognition scheme as contemplated in section 21, which promotes contractor development and monitors contractor performance;
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- (f) must establish and maintain the register of projects and the best practice project assessment scheme contemplated in Chapter Four, for the promotion, assessment and evaluation of best practice on construction contracts;
 - (g) may establish and maintain a register of suppliers, manufacturers or service providers in the construction industry. The provisions of Chapter Four apply with the necessary changes required by the context, to that register; and
 - (h) may develop and promote other programmes and projects that promote best practice.
 - (3) To advance the uniform application of policy with regard to construction industry development, the Board—
 - (a) must promote such uniform application of policy throughout all spheres of Government;
 - (b) must identify delivery constraints in the public sector and advise the Minister on policy, practice and procedural reform in relation to public sector client performance and public sector capacity improvement;
 - (c) must, within the framework of the procurement policy of Government, promote the standardisation of the procurement process with regard to the construction industry;
 - (d) may advise all organs of state on human resource development in relation to public sector management of construction delivery; and
 - (e) in consultation with relevant institutions and professional bodies, develop and promote appropriate training programmes for public sector officials.
 - (4) To promote uniform and ethical standards within the construction industry, the Board—
 - (a) must publish a code of conduct for all construction-related procurement and all participants involved in the procurement process; and
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- (b) may initiate, promote and implement national programmes and projects aimed at the standardisation of procurement documentation, practices and procedures.
 - (5) To promote sustainable growth of the construction industry and the participation of the emerging sector therein, the Board—
 - (a) may monitor economic activity within the construction industry and the measures according to which public sector spending is scheduled;
 - (b) must consult with all organs of state to identify construction-related budgets and the application thereof;
 - (c) may assess the impact of public expenditure on the construction industry and advise the Minister accordingly;
 - (d) may promote export of construction goods and services;
 - (e) may, subject to the Statistics Act, 1999 (Act No. 6 of 1999), collect statistics from contractors, suppliers, manufacturers and service providers in the construction industry, including the size and nature of their business undertakings and the size and nature of the projects they undertake;
 - (f) may conduct surveys of the construction industry for the purpose of this Act;
 - (g) may monitor national programmes aimed at, amongst others—
 - (i) promotion of the emerging sector;
 - (ii) work process transformation;
 - (iii) innovation and best practice processes;
 - (iv) streamlining regulation and procedures;
 - (v) procurement reform;
 - (vi) standardisation and uniformity in procurement documentation, practices and procedures;
 - (vii) best practice and value for money with regard to design;
 - (viii) regional co-operation; and
-

- (ix) international competitiveness; and
 - (h) must publish quarterly and annual reports on the state of the industry.
 - (6) To promote appropriate research, the Board—
 - (a) may develop, promote and update a construction industry research agenda that defines national development priorities; and
 - (b) may establish a knowledge centre through which industry and clients can access knowledge and experience on innovation and best practice.
 - (7) To implement policy, the Board—
 - (a) must submit an annual business plan to the Minister for approval, subject to section 32;
 - (b) must annually report to the Minister on the implementation of its business plan; and
 - (c) must, subject to section 14, at least once every five years, obtain an independent evaluation of itself regarding its effectiveness.
 - (8) The Board may advise the Minister on policy and legislation impacting on the construction industry or propose amendments to this Act to the Minister.
 - (9) The Board may advise the Minister on the effectiveness of the implementation of policies, programmes or legislation developed by the Minister or by the Board.
 - (10) The Board may—
 - (a) provide services in relation to its objects to any person, body of persons or organ of state and charge fees for those services;
 - (b) establish a committee to assist it in the performance of its functions and appoint any person as a member of that committee after due consideration of provincial representation;
 - (c) enter into an agreement with any other person, body of persons or organ of state to perform any of its functions; and
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- (d) perform such other functions as may be prescribed and generally do all such things as it considers necessary to achieve the objects of this Act.”

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE CIDB

5.1. Information Officer

Name: Mr. Bongani Dladla
Tel: 012 482 7200
Email: bonganid@cidb.org.za

5.2. Deputy Information Officer

Name: Mr. Elliot Naka
Tel: 012 482 7200
Email: elliottn@cidb.org.za

5.3. Access to information general contacts

Email: PAIA-POPI@cidb.org.za

5.4. National / Head Office

Postal Address: PO Box 2107, Brooklyn Square, 0075

Physical Address: No. 1 Gordon Hood Road, Centurion, Pretoria, 0157

Telephone: 086 100 2432 / 012 482 7200

Email: cidbgp@cidb.org.za

Website: <https://www.cidb.org.za/>

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

- 6.1. The Regulator has, in terms of section 10(1) of PAIA, 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.
- 6.2. The Guide is available in each of the official languages.
- 6.3. The aforesaid Guide contains the description of-
 - 6.3.1. the objects of PAIA and POPIA;
 - 6.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 6.3.2.1. the Information Officer of every public body, and
 - 6.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 6.3.3. the manner and form of a request for-
 - 6.3.3.1. access to a record of a public body contemplated in section 11 ; and
 - 6.3.3.2. access to a record of a private body contemplated in section 50 ;
 - 6.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 6.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 6.3.6. 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-
 - 6.3.6.1. an internal appeal;
 - 6.3.6.2. a complaint to the Regulator; and
 - 6.3.6.3. 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;

- 6.3.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 6.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 6.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 6.3.10. the regulations made in terms of section 92.
- 6.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours.
- 6.5. The Guide can also be obtained-
 - 6.5.1. upon request to the Information Officer by submitting an application on the form annexed hereto as [Annexure A](#);
 - 6.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

7. REQUEST FOR ACCESS TO INFORMATION

7.1. Steps to consider before making a request

Step 1: Are you entitled to use PAIA to request access?

- 7.1.1. Section 7(1) of the Act provides that the Act does not apply to a record of a public or private body if:
 - 7.1.1.1. that record is requested for the purpose of criminal or civil proceedings
 - 7.1.1.2. so requested after the commencement of such criminal or civil proceedings, as the case may be and
 - 7.1.1.3. the production of or access to that record for purposes

referred to in paragraph 7.1.1. is provided for in any other law.

- 7.1.2. If section 7(1) of the Act applies, you may not bring a request in terms of this Act. You must use the rules and procedures for discovery of information of the relevant legal forum and proceedings you are involved in. The cidb reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of section 7(1) of the Act.

Step 2: Does the information requested exist in the form of a record?

- 7.1.3. Please note that PAIA only applies to records that are in existence at the time of us receiving your request. PAIA does not compel anyone to create a record which is not yet in existence at the time the request is made. For instance, PAIA cannot be used to obtain reasons for a decision taken by the cidb if such reasons are not in the form of a record.

Step 3: Is the record in the possession or under the control of the cidb?

- 7.1.4. PAIA provides that the record requested must be in our possession or under our control. Therefore, even if a record was created by the cidb or at some point in the cidb's possession (but no longer in the cidb's control at the time of your request), you must seek access to the record from the party under whose possession or control it is.

7.2. How to submit a request for access

- 7.2.1. Please consider the steps above before submitting your request. Once you are satisfied that none of the foregoing prohibitions apply to you, you may proceed to submit a request as follows:

7.2.1.1. Request form

- 7.2.1.2. Please complete the request form in [Annexure B](#) to this Manual (the "Request Form"). You can send the completed request form via email or by hand.

- 7.2.2. The requester must pay the prescribed R100.00 request fee, before submitting the request and provide a deposit slip as proof of payment

which must accompany the Request Form.

7.2.3. In the Request Form, you need to provide sufficient information to enable us to adequately identify–

7.2.3.1. the record/ records requested;

7.2.3.2. the identity of the requester;

7.2.3.3. which form of access is required if the request is granted;
and

7.2.3.4. The postal address or fax number or email address of the requester.

7.2.3.5. the identity of the right of the requester which must include an explanation of why the requested record is required for the exercise or protection of that right.

7.2.3.6. if, in an addition to a written reply, the requestor wishes to be informed of the decision on the request in any other manner, that manner and the necessary particulars to be so informed.

7.2.4. Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be necessary for the exercise or protection of the right so stated.

7.2.5. It is important to note that the cidb' s Information Officer may refuse you access to the records requested if the right is not clearly defined or where the right you claim to seek to exercise or protect does not qualify as a right as contemplated in PAIA.

7.3. Representatives

7.3.1. If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the cidb 's Information Officer.

7.4. Illiteracy or disability

7.4.1. If an individual is unable to complete the prescribed form because of

illiteracy or disability, such a person may make the request orally.

7.5. Outcome of Request and Fees payable

- 7.5.1. The cidb's Information Officer will, if a request for access to a record is granted or refused, inform the requestor of his or her decision and the fees payable on the prescribed form.
- 7.5.2. A person who requests either a copy of an automatically available record or any other record will be charged the fee for reproduction and postage prescribed in the table below, if the request is granted.
- 7.5.3. If the search for the record in which a request for access has been made and the preparation of the record for disclosure, including any of the arrangements of inspection a copy of a written or printed form or a recording of a record by sound, would in the opinion of the Information Officer require more than 6 hours the Information Officer will, on the prescribed form ([Annexure C](#)), require the requester, to pay as a deposit, one third of the fees which would be payable if the request is granted (Calculated at one third of the amount per requested in terms of items 2 to 8 below).
- 7.5.4. A requester whose request has been granted will pay for the fees which be calculated by using the table below.

Item	Description	Amount
1.	The Request fee payable by every requester	R100.00
2.	Photocopy/printed black & white copy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer readable form	R40.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service

		provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record	R40.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100.00 R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual Expense, if any.

7.6. Considering your request

- 7.6.1. Subject to the provisions in PAIA in respect of extension of time periods, the cidb will process the request within 30 (thirty) days, unless you have stated: "personal requester", which means a requester seeking access to a record containing personal information (as defined in PAIA) and/or any special reasons which would satisfy the cidb's Information Officer that circumstances dictate that the above time periods cannot be complied with.
- 7.6.2. You will be informed in writing whether access has been granted or denied.
- 7.6.3. The main grounds for the cidb to refuse a request for information relate to the:

- 7.6.3.1. Mandatory protection of privacy of a third party who is a natural person.
- 7.6.3.2. Mandatory protection of commercial information of a third party.
- 7.6.3.3. Mandatory protection of certain confidential information, and protection of certain other confidential information, of a third party.
- 7.6.3.4. Mandatory protection of safety of individuals, and protection of property.
- 7.6.3.5. Mandatory protection of records privileged from production in legal proceedings.
- 7.6.3.6. Economic interests and financial welfare of the Republic of South Africa and commercial activities of public bodies.
- 7.6.3.7. Mandatory protection of research information of a third party, and protection of research information of a public body.
- 7.6.3.8. Operations of public bodies.
- 7.6.3.9. Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources.
- 7.6.3.10. Mandatory disclosure in public interest.

8. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE CIDB

8.1. Internal Appeal

- 8.1.1. A requestor may lodge an internal appeal against a decision of the Information Officer of the cidb.
 - 8.1.2. An internal appeal must be lodged in the prescribed form annexed as [Annexure D](#) to this manual:
 - 8.1.2.1. within 60 days;
 - 8.1.2.2. if notice to a third party is required, within 30 days after
-

- notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken;
- 8.1.2.3. must be delivered or sent to the Information Officer of the cidb at his or her address or electronic mail address;
 - 8.1.2.4. must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant;
 - 8.1.2.5. if, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;
 - 8.1.2.6. if applicable, must be accompanied by the prescribed appeal fee and
 - 8.1.2.7. must specify a postal address, email address and or fax number.
 - 8.1.2.8. A requester lodging an internal appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any).
 - 8.1.2.9. If the prescribed appeal fee is payable in respect of an internal appeal, the decision on the internal appeal may be deferred until the fee is paid.
- 8.1.3. The internal appeal will be sent to the Secretary of the Board of Directors who will consider the appeal.
 - 8.1.4. The outcome of the appeal will be made known to the relevant authority who will then consider the appeal and either confirm the cidb' s decision or substitute it for a new one.
 - 8.1.5. The relevant authority must decide on the internal appeal:
 - 8.1.5.1. as soon as reasonably possible, but in any event within 30 days after the internal appeal is received by the Information Officer of the body;
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8.1.5.2. if a third party is informed, as soon as reasonably possible, but in any event within 30 days; or

8.1.5.3. if notice is given to the requestor concerned:

8.1.5.3.1. within five working days after the requester concerned has made written representations; or

8.1.5.3.2. in any other case within 30 days after notice is so given.

8.1.6. The relevant authority will notify the appellant of the final decision.

8.1.7. If the relevant authority fails to give notice of the decision on an internal appeal to the appellant within the periods above, that authority is, for the purposes of this Act, regarded as having dismissed the internal appeal.

8.2. External Remedies

Complaint to the Information Regulator

8.2.1. A requestor who is dissatisfied with the outcome of the internal appeal may lodge a complaint with the Information Regulator. The details of the Information Regulator are:

Address: 33 Hoofd Street
Forum III, 3rd Floor
Braampark

Postal Address: P.O. Box 31533
Braamfontein
Johannesburg

Telephone No: 010 023 5207

Email Address: infoereg@justice.gov.za

Applications to a Court

8.2.2. A requestor or third party may apply to a court by way of application, within 180 days for appropriate relief in the following circumstances:

- 8.2.2.1. after that requester or third party has exhausted the internal appeal procedure; or
- 8.2.2.2. after that requester or third party has exhausted the complaints procedure.

9. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE CIDB

Subjects on which the body holds records	Categories of records held on each subject
Operations	- Annual Reports - Strategic Plan - Annual Performance Plan - ICT Strategic Plan - Delegations of authority - Frameworks - Policies - Structures - Plans - Procedures - Processes - Mechanisms - Controls - Service Delivery Plan, - Information Security Strategy - Audits - Standards - Decisions - Assessments - Reports - Minutes of meetings - Press statements and speeches - Evaluations - Media Queries and responses - Sponsor details and documents

Subjects on which the body holds records	Categories of records held on each subject
	- Marketing Documents
Human Resources	- HR policies and procedures - Advertised posts - Applications submitted by candidates in terms of vacancies. - Employee records - Learning and development e.g.: skills development and training plans - Employment equity plan and statistics - List of New Employees
Legislative Mandated Information	- Data captured on applications & Supporting documents - Register of Contractors - Register of Projects - Brochures - Case Law Reports & Breaches of Code of Conduct - Compliance Monitor - Construction Monitor - Construction Industry Indicators - Guidelines - Development Reports - Legislation - Green Building documents - Health and Safety - Infrastructure Delivery Management Documents - Newsletters - Practice Notes - Procurement documents - Regulations and Government Gazette Notices - SME Business Conditions Reports - Skills Reports

Subjects on which the body holds records	Categories of records held on each subject
	- Standards - Other Reports
Supply Chain Management	- Policies - Disclosures - Service level agreements and accompanying documents - Banking details - Audits - Breach Reports - Delegations - Approved yearly requirements for development of consolidated annual procurement plan and processing - Consolidated annual Procurement plan - Standards and Technical specifications - Bid documents - Accounting records and documents - Tax clearance certificates and details - Advertisement of bids - Details of service providers, Bidders, State owned Corporations, Contractors, Donators and Sponsors - Project plans and Milestones - Special funded projects records - Order records - Stocktaking records - Invoices - Inventory of losses and surpluses - Auction records - Procurement transactions analysis - B-BBEE records - Bid Committee records

Subjects on which the body holds records	Categories of records held on each subject
	- Records of Bid Evaluation Committee - Records of Bid Adjudication Committee - Records of Price Quotation committee
Information Communication Technology	- List of all authorised users - Exit control forms and clearance certificates when employees leave - Cookies - IT related data and records - Policies, standards and procedures - Audits, assessments, reports
Finance	- Revenue and Debtors management documents - Annual financial reports - Invoices - Ledgers - Accounts - Banking Details - Tender details - Budgets - Financial records

10. CATEGORIES OF RECORDS OF THE CIDB WHICH ARE AVAILABLE ON THE CIDB'S WEBSITE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category	Document Type
About the cidb	- Mandate - Programmes - Composition of the cidb Board - Vacancies - Frequently asked questions
cidb Tenders	- Current Tenders - Awarded Tenders

Category	Document Type
	- Useful documents - Submitted Tenders
News and Events	- Media Statements - Newsletters - Press Room releases - ERWIC Awards - Events Calendar
Contractors	- Overview - Application forms - cidb online services - Requirements for Grading - Tips on registration - About the cidb B.U.I.L.D Programme - Grading Calculator - Joint Venture Calculator - Registered Contractors - Register of Contractors - Work opportunities - Advisory documents - Business trends - Business ethics
Academics	- Post Graduate Conferences - Doctoral Conferences - cidb Centres of Excellence
Clients	- Overview - Register as Employer - Client login - Register of Projects - B.U.I.L.D programme - Procurement prescripts - Procurement guidelines

Category	Document Type
	- Infrastructure Delivery Guides and Standards
Learners	- WorldSkills - Skills Development Agency
Contact cidb	- Contact details - Provincial offices locator and contact details
Annual Report	- Annual report - Annual Financial Statements
Application Forms	- cidb Grade 2 to 9 Application for Contractor Registration - cidb-Three-Year-Renewal-Grade-2-9 - Change of Particulars 2021 - B.U.I.L.D-Programme-Standard-for-Indirect-Targeting - B.U.I.L.D-Programme-Standard-for-Developing-Skills - B.U.I.L.D-Programme-Data - Applications request for refund form - Application-for-Recognition-of-Management-Systems - Application-for-Contractor-Registration-Grade-1 - Application-for-Competence-Assessment-and-Recognition
Brochures	- Professionals B.U.I.L.D leaflet - Overview B.U.I.L.D leaflet - Contractors' B.U.I.L.D leaflet - Clients' B.U.I.L.D leaflet - cidb 12th Post Graduate Conference 2022 - User Manual - Online Applications - Quick Guide to Registration of Projects - Quick Guide for Contractor Registration - National Contractor Development Programme Brochure - National Contractor Development Programme Framework - NIMS - Support in Meeting the Challenges

Category	Document Type
	- Labour-based Methods and Technologies for Employment-intensive Construction Works - Information Practice Notes - Implementing Employment Intensive Road Works - Contractor Tips and Advice - Tender Processes for Public Sector Procurement - Contractor Tips and Advice - Technical Guides - Contractor Tips and Advice - Taxation for a Construction Business - Contractor Tips and Advice - Sustained Growth of Contractors - Contractor Tips and Advice - Publications in Support of Contractor Development - Contractor Tips and Advice - Marketing Your Construction Enterprise - Contractor Tips and Advice - Financial Management - Contractor Tips and Advice - Demystifying 'Set Asides and Ringfencing' - Contractor Tips and Advice - Contract Pricing Strategy by the Client - Contractor Tips and Advice - Contract Management - Contractor Tips and Advice - Construction Health and Safety - Contractor Tips and Advice - Addressing Construction Business Cash-Flow Problems - Comprehensive Guide to Contractor Registration - Code of Conduct - Best Practice - Contractor Recognition Scheme - 2022 cidb Post Graduate Research Conference

Category	Document Type
	- 2021 - Aigbavboa, Aghimien, Thwala, Ngozwanan - Unprepared industry meet pandemic COVID 19 and the SACI
Case Law Reports & Breaches of Code of Conduct	- Government Gazette notices for the period 2007 to 2020
Compliance Monitor of Register of Projects by client bodies	- Compliance Monitor for years 2013 to 2022
Contractor Development Guidelines	- Targeting for Contractor Development Programmes – Guidelines - Targeting for Contractor Development Programmes – Background - NCDP Summary Framework - Guidelines for Implementing Contractor Development Programmes - Financial Modeling Options Contractor Support and Development
Contractor Development Report	- The Construction Industry as a Vehicle for Contractor Development and Transformation - Baseline Study of Provincial Contractor Development Programmes
Contractor Management Guidelines	- Contractor Management Guidelines - Section 3 - Contractor Management Guidelines - Section 2 - Contractor Management Guidelines - Section 1
Green Building	- Greenhouse Gas Emission Baselines and Reduction Potentials from Buildings in South Africa - Best Practice Project Assessment Scheme - Green Building Certification

Category	Document Type
Infrastructure Delivery Management Documents	- <u>Guidelines for Labour Intensive Construction Methods:</u> - Manual 4 - Bituminous Pavement Seals - Manual 3 - Gravel Pavement Layers - Manual 2 - Planning and Contract Management - Labour-based Methods and Technologies for Employment Intensive Construction Works - <u>Gateway Reviews:</u> - Standard for the Delivery and Maintenance of Infrastructure using a Gateway System - Practice Note 23 - Construction Procurement Strategy - Practice Note 22c - cidb Infrastructure Gateway System – Reviews - Practice Note 22b - cidb Infrastructure Gateway System – Stages - Practice Note 22a - cidb Infrastructure Gateway System – Overview - Infrastructure Delivery Management Toolkit: - Supporting Information - Latest Draft - Version 8-3 - IDM-Toolkit-DMG-Packaged Modules-V9-1 - IDM-Toolkit-DMG-7-PG3-Performamce Management-V9-1-2010-10-16 - IDM-Toolkit-DMG-7-PG3-Performamce Management-V9-1-2010-10-16 - IDM-Toolkit-DMG-6-PG2-Construction Procurement Strategy-V9-1-2010-10-16 - IDM-Toolkit-DMG-6-PG2-Construction Procurement Strategy-V9-1-2010-10-16 - IDM-Toolkit-DMG-5-PG1-Provincial Infrastructure Strategy-V9-1-2010-10-16

Category	Document Type
	- IDM-Toolkit-DMG-5-PG1-Provincial Infrastructure Strategy-V9-1-2010-10-16 - IDM-Toolkit-DMG-4-DP3-O&M-V9-1-2010-10-16 - IDM-Toolkit-DMG-4-DP3-O&M-V9-1-2010-10-16 - IDM-Toolkit-DMG-3-DP2-Project Management-V9-1-2010-10-16 - IDM-Toolkit-DMG-3-DP2-Project Management-V9-1-2010-10-16 - IDM-Toolkit-DMG-2-DP1-Portfolio Planning-V9-1-2010-10-18 - IDM-Toolkit-DMG-2-DP1-Portfolio Planning-V9-1-2010-10-18 - IDM-Toolkit-DMG-1-Overview-V9-1-2010-10-18 - IDM-Toolkit-DMG-1-Overview-V9-1-2010-10-16 - IDM-Toolkit-DMG-0-CoverPage-V9-1-2010-10-16 - IDM-Toolkit-DMG-0-CoverPage-V9-1 - Glossary & terms V9-1 - 2010-10-16-sw
National Infrastructure Maintenance Strategy	- National Infrastructure Maintenance Strategy - Key Government Initiatives in Support of Improving Infrastructure Maintenance - Infrastructure Maintenance Budgeting Guideline
Health and Safety	- Construction Health and Safety in South Africa
Strategic Documents (Plans and Report)	- Organisational profile (Overview, Objectives, Functions, Architecture) - Annual Reports - Strategic Plan - Annual Performance Plan - Strategic and Performance Plans

11. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE CIDB AND HOW TO GAIN ACCESS TO THOSE SERVICES

Description of Services available to the Public

- 11.1. Construction plays a vital role in South Africa's economic and social development and serves as a large-scale employer. It provides the physical infrastructure that makes up the backbone of our country's economic activity.
 - 11.2. Established by Act 38, of 2000, the Construction Industry Development Board is a Schedule 3a public entity created to lead industry stakeholders in construction development.
 - 11.3. Our Focus Areas
 - 11.3.1. The role of the cidb is to facilitate and promote the improved contribution of the construction industry to SA's economy and society.
 - 11.3.2. Amongst others, the cidb promotes:
 - 11.3.3. Uniformity in construction procurement;
 - 11.3.4. Efficient and effective infrastructure delivery;
 - 11.3.5. Construction industry performance improvement; and
 - 11.3.6. Industry transformation and skills development.
 - 11.4. Scope of Work
 - 11.4.1. All contractors wishing to tender for construction projects in the public sector must be registered with the cidb. Home building is excluded from the cidb's scope of work, which falls within the mandate of the National Home Builders Regulatory Council (NHBRC). Contractors working within the public sector housing projects field therefore do not need to be registered on the cidb Register of Contractors.
 - 11.4.2. Clients must register their projects on the cidb Register of Projects. Registration is required for projects exceeding R200,000.00 in value in the public sector and projects exceeding R10 million in value in the private sector and state-owned entities.
 - 11.5. Both the Register of Contractors and the Register of Projects play a critical role in our efforts in ensuring local construction industry success.
-

11.6. Should you have any questions about the registration process or if you should be registered with the cidb, please do not hesitate to contact us at any time. Alternatively, please visit the cidb website to find your provincial email address, or phone our head office on +27 86 100 2432 or +27 12 482 7200. We will do our utmost best to provide you with answers and guidance as soon as possible.

11.7. Together We Can

11.7.1. Together we can build a South African construction industry that serves continued social and economic growth, while delivering projects at globally competitive standards.

11.8. Department of Public Works

11.8.1. The cidb is an agency of the Department of Public Works and Infrastructure under the Executive Authority of the Minister. The Minister also appoints the cidb Board. The Department of Public Works is responsible for approval of cidb strategies and plans as articulated in the Strategic Plan and Annual Performance Plan (APP). The cidb reports on its performance to the Minister on a quarterly and annual basis.

11.8.2. Progress is also reported annually to the Parliamentary Portfolio Committee on Public Works, which has oversight responsibility.

12. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE CIDB

12.1. As the cidb is an agent of the Department of Public Works and is regulated by the Department of Public Works and the Minister, the public is advised to approach the Department of Public Works for details on participation on the involvement of the formulation of policy or exercise of powers or performance of duties by the cidb.

13. PROCESSING OF PERSONAL INFORMATION

13.1. Purpose of Processing

13.1.1. The cidb engages in the processing of information for the lawful purpose of executing its constitutional and legislative mandate. The purposes for

which the cidb processes or will process Personal Information under its care, are for the following purposes:

- 13.1.1.1. Carrying out its legislative mandate.
 - 13.1.1.2. Rendering services according to the cidb business operations.
 - 13.1.1.3. Staff administration.
 - 13.1.1.4. Investigations and prosecutions.
 - 13.1.1.5. Keeping of accounts and records; and
 - 13.1.1.6. Complying with tax laws.
 - 13.1.1.7. Complying with other laws which is applicable to the cidb.
 - 13.1.1.8. Utilizing services of service providers.
 - 13.1.1.9. Media Liaison.
 - 13.1.1.10. Receiving and utilising goods and services.
 - 13.1.1.11. Engaging with public on social media platforms.
 - 13.1.1.12. Operations of the business.
 - 13.1.1.13. Risk and Audit Management.
 - 13.1.1.14. Website management.
 - 13.1.1.15. Processing refunds.
 - 13.1.1.16. Recruitment.
 - 13.1.1.17. Human Resources.
 - 13.1.1.18. Financial reporting.
-

13.2. 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
Natural Persons	- Names - Contact details - Physical and postal address - Date of birth - ID Number (including passport) - Tax related information - Nationality - Gender - Race - Sexual orientation - Marital status - Age - Medical information - Financial information - Mental health; and - Confidential correspondence - Information submitted when a candidate applies for a vacancy which may include one of a few of the personal information under the employee category of data subjects.
Juristic Persons	- Names of contact persons - Name of legal entity - Physical and postal address - Contact details - Registration number - Founding documents - Financial information - Tax related information; and

Categories of Data Subjects	Personal Information that may be Processed
	- Authorized signatories. - financial, commercial, technical information
Service Providers	- Names of contact persons - Name of Legal Entity - Physical and Postal address - Contact details including e-mail address - Financial information - Identity and or Registration Number of the Director's information - Founding documents - Tax related information - Authorized signatories - Beneficiaries; and - ultimate beneficial owner
Employees	- Name and contact details including e-mail address - Gender - Pregnancy - Marital Status - Ethnicity - Age - Language - Education information - Employment History and references - Employment Contracts - Performance appraisals - Remuneration and Salary records - Pension Funds Records - ID number and identity documents including passports - Banking and Financial details

Categories of Data Subjects	Personal Information that may be Processed
	- Physical and Postal address - Details of payments to third parties (deductions from salary) - Contact details - Disciplinary records - Criminal behavior - Well-being - Medical records - Leave records - Browsing habits and click patterns on the cidb website; and - Biometric information - Awards made to close members of family in terms of conflict-of-interest policy - Driver's license - Accident details - Business interests (other business or work) - Cellphone contracts and correspondence from Service providers. - Exit interview records - Training plans, bursary documentation - Claims

13.3. The recipients or categories of recipients to whom the personal information may be supplied

Personal information	Recipients or Categories of Recipients
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Name, contact details, physical or postal address	Courier Services and Postal services
Data captured on application forms, employment records	Auditor General
Applicant employee's information as captured on the employee's application form	Verification agents
Data captured on application form, grading, crs number, status of registration and expiry date of registration of contractors	Clients
Client's details	Contractors
Employee and contractor and or client's details	Service providers
Employee salary details and banking details	Payroll administrators
Employee details	Medical Aid
Employee disciplinary records	External Chairperson
Employee's relevant details	UIF Pension Fund Trade Unions SARS

Personal information	Recipients or Categories of Recipients
Relevant details of data subject	Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where the cidb has a duty to share information.
	Legal Representatives
Banking Details	Financial institutions from whom payments are received on behalf of data subjects
Training Plans, learners contact details, learnership details, medical details, learner attendance, leave and site incidents, assessments, trade testing details, pre-trade test assessment, top-up training, reports	- Employers - Learners - Sector Educational and Training Authority - Medical Practitioners

13.4. General Description of Information Security Measures to be implemented by the cidb to ensure the confidentiality, integrity and availability of the information

The cidb employs up to date technology to ensure the confidentiality, integrity, and availability of the Personal Information under its care. Measures include:

13.4.1. Outsourced service providers who process personal information on behalf of the cidb are contracted to implement security controls.

13.4.2. In respect to Employees:

13.4.2.1. All staff are required to undertake confidentiality undertakings in regard to processing personal information.

13.4.2.2. Access to information systems is controlled and monitored, access is granted to employees solely as

needed to perform his or her function.

- 13.4.2.3. All staff are subject to the cidb' s information security policy which includes prescripts on acceptable and unacceptable use of Information and Communication Technology services.
 - 13.4.2.4. All staff are required to use and update passwords on the cidb' s systems and devices.
 - 13.4.2.5. All staff are required to adhere to equipment/workstation security protocols which include backup of data, security patches to be implemented and strict protocols for classified information processing and access.
 - 13.4.2.6. In respect of the physical and environment Security:
 - 13.4.2.6.1. Access to server rooms is strictly controlled and restricted to authorized staff.
 - 13.4.2.6.2. Fire prevention standards and proceeds are established.
 - 13.4.2.6.3. Overall access to the cidb' s premises is controlled and monitored.
 - 13.4.2.7. In respect of internet & email Security, the following measures have been adopted:
 - 13.4.2.7.1. Access Control of Information systems which include protocols dealing with password and user ID Management, Authentication, Authorization and Accounting, ICT Information and Systems Ownership, Access Rights and Privilege control, Access by internal staff, Remote access and Dial in, Third Party Access, Visitors Access, Mobile Computing.
-

13.4.2.8. In respect of network security, the following measures have been implemented:

13.4.2.8.1. A LAN Administrator is appointed who oversees and implements procurement of all Network Components, the connection of all Network Components to computer network, configuration and management of all network Components comprising the Computer Network, management of all network based protocols (IP addresses, routing tables, DNS, DHCP, OSPF etc), managing all aspects of network security, traffic profiling, traffic prioritization, authentication and control of access to the Computer Network, performance monitoring and measurement exercises of the Network disaster recovery of the Network, limitation and control of administrator accounts.

13.4.2.9. Other measures are implemented through the following protocols:

13.4.2.9.1. Wireless information Security protocols are in place

13.4.2.9.2. Patch management

13.4.2.9.3. Video conferencing

13.4.2.9.4. Voice over Internet

13.4.2.9.5. Server Security

13.4.2.9.6. Encryption management

13.4.2.9.7. Firewall management

13.4.2.9.8. Malicious software management

- 13.4.2.9.9. Disaster recovery and backup
- 13.4.2.9.10. Data Media Handling and Security
- 13.4.2.9.11. Operation Security
- 13.4.2.9.12. Document Security
- 13.4.2.9.13. Security and risk
- 13.4.2.9.14. Security Incident management
- 13.4.2.9.15. IT Risk assessment and review

14. DATA SUBJECT'S RIGHTS

- 14.1. All data subjects whose personal data is processed by the cidb has the right to:
 - 14.1.1. Request the cidb to correct or delete personal information about the data subject in the cidb's possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or request the cidb to destroy or delete a record of personal information about the data subject that the cidb is no longer authorized to retain. In order to exercise these rights data subjects are required to complete and send the form as held in [Annexure E](#) to this manual to the Information Officer of the cidb.
 - 14.1.2. Object, on reasonable grounds relating to his/her or its particular situation to the processing of the data subject's personal information by completing and submitting the form as held in [Annexure F](#) to this manual to the Information Officer of the cidb.

15. AVAILABILITY OF THE MANUAL

- 15.1. This Manual is made available in the following three official languages-
 - 15.1.1. English;
 - 15.1.2. IsiZulu
 - 15.1.3. Sesotho
 - 15.1.4. Afrikaans
 - 15.2. A copy of this Manual or the updated version thereof, is also available as follows-
-

- 15.2.1. On the cidb website;
- 15.2.2. at the head office of the public body for public inspection during normal business hours;
- 15.2.3. to any person upon request and upon the payment of a reasonable prescribed fee; and
- 15.2.4. to the Information Regulator.

15.3. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

16. UPDATING OF THE MANUAL

The cidb will, if necessary, update and publish this Manual annually.

Issued by



Mr. Bongani Dlaldla
(Chief Executive Officer)

Annexure A
REQUEST FOR A COPY OF THE GUIDE
PART A: PARTICULARS OF THE CIDB

The Information Officer:	
Designated Officer	Bongani Dladla
Postal Address	PO Box 2107, Brooklyn Square, 0075
Physical Address	No. 1 Gordon Hood Road, Centurion, Pretoria, 0157
Email:	bonganid@cidb.org.za
The Deputy Information Officer:	
Designated Officer	Elliot Naka
Postal Address	PO Box 2107, Brooklyn Square, 0075
Physical Address	No. 1 Gordon Hood Road, Centurion, Pretoria, 0157
Email:	elliottn@cidb.org.za

I,

Full names:				
In my capacity as: (Mark with X)	Information Officer		Other	
Name of *public/private body (if applicable)				
Postal Address:				
Street Address:				
Email Address:				
Facsimilie:				
Contact Number:	Tel:		Cellular	

Language (mark with "X")	No. of Copies	Language (mark with "X")	No of Copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	
isiZulu			

Manner of collection (mark with "x"):			
Personal Collection	Postal Address	Facsimile	Electronic Communication (Please specify)

Signed at _____ this _____ day of _____ 20_____

 Signature of Requester /

Person on whose behalf request is made

* Delete whichever is not applicable

**Annexure B
REQUEST FOR ACCESS TO RECORD**

PART A: PARTICULARS OF THE CIDB			
The Information Officer:			
Designated Officer	Bongani Dladla		
Postal Address	PO Box 2107, Brooklyn Square, 0075		
Physical Address	No. 1 Gordon Hood Road, Centurion, Pretoria, 0157		
Email:	bonganid@cidb.org.za		
The Deputy Information Officer:			
Designated Officer	Mr. Elliot Naka		
Postal Address	PO Box 2107, Brooklyn Square, 0075		
Physical Address	No. 1 Gordon Hood Road, Centurion, Pretoria, 0157		
Email:	elliottn@cidb.org.za		
PART B: PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another)			
Full Names of person for whom request is made			
Identity number of person for whom request is made			
Postal Address			
Street Address			
Email Address			
Contact Numbers:	Tel:	Fax:	
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
<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>			

Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises 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 the 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 a computer readable form (<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	
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:	

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 (Please specify)

Signed at _____ this _____ day of _____ 20_____

 Signature of Requester /
 Person on whose behalf request is made

FOR OFFICIAL USE	
Reference Number:	
Request received by:	
Date received:	
Access fees:	
Deposit:	

Annexure C
OUTCOME OF REQUEST AND OF FEES PAYABLE

Note:

1. If your request is granted the:

- 1.1. Amount of the deposit, if any, is payable before your request is processed; and
- 1.2. Requested record/portion of the record will only be released once proof of full payment is received.

2. Please use the reference number hereunder in all future correspondence:

Reference number: _____

To:[Requester's name]

1. Your request dated _____ refers.

1. You requested:	
Personal inspection of information 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>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Section 4.	

Or

2. You requested:	
Printed copies of the information (<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 information on a computer readable format (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	
3. To be submitted:	
Postal services to postal address	
Postal services to street address Courier service to street address	
E-mail of information (<i>including soundtracks if possible</i>)	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
Cloud share/file transfer	
Copy of record saved on cloud storage server	
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>)	
Kindly note that your request has been:	
Approved	
Denied, for the following reasons:	

4. Fees payable with regards to your request			
ITEM	Cost Per A4 size page or part thereof/item	Number of Pages/Items	Total
Photocopy	R1.50		
Printed Copy	R1.50		
For a copy in a computer readable form	R40.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record	R40.00		
Postage, email or any other electronic transfer:	Actual costs		
Total:			

5. Deposit payable			
Yes		No	
Hours of Search:		Amount of deposit (Calculated on one third of total amount per request:	

The amount must be paid into the following bank account:	
Name of Bank:	
Name of Account holder:	
Type of account:	
Account Number:	
Branch Code:	
Reference Number:	
Submit proof of payment to:	

Signed at _____ this ____ day of _____ 20 ____

Information Officer/
Deputy Information Officer

ANNEXURE D
LODGING OF AN INTERNAL APPEAL

Regulation 9

Reference number _____

PARTICULARS OF PUBLIC BODY

Name of public body:

Name and Surname of information officer:

PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL

Full names:

Identity number:

Postal address:

Tel.(B):

Facsimile:

Contact numbers:

Cellular:

E-mail address:

Is the internal appeal lodged on behalf of another person?

Yes/No

If answer is "Yes", capacity in which an internal appeal on behalf of another person is lodged: (Proof of the capacity in which appeal is lodged, if applicable, must be attached)

**PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS
LODGED**

(If lodged by a third party)

Full names:

Identity number:

Postal address:

Tel.(B):

Facsimile:

Contact numbers:

Cellular:

E-mail address:

DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

(Mark the appropriate box with an "X")

Refusal of request for access:

☐

Decision regarding fees prescribed in terms of section 22 of the Act:

☐

Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of the Act:

☐

Decision in terms of section 29 (3) of the Act to refuse access in the form requested by the

requester:

Decision to grant request for access:

GROUNDING FOR APPEAL

(If the provided space is inadequate, please continue on a separate page and attach it to this form, all the additional pages must be signed.)

State the grounds on which the internal appeal is based :

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

State any other information that may be relevant in considering the appeal:

[illegible]

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification

Postal address

Facsimile



☐ Electronic communication

(Please specify)

Signed at _____ this _____ day of _____ 20____.

FOR OFFICIAL USE

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by:

(State rank, name, and surname of information officer)

Date received:

Appeal accompanied by the reasons for the information officer's decision, and where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:

OUTCOME OF APPEAL

Refusal of request for access. Confirmed?	Yes	New decision
	No	(if not confirmed)
Fees (section 22). Confirmed?	Yes	New decision
	No	(if not confirmed)
Extension (section 26 (1)). Confirmed?	Yes	New decision
	No	(if not confirmed)
Access (section 29 (3)). Confirmed?	Yes	New decision
	No	(if not confirmed)
Request for access grant. Confirmed	Yes	New decision
	No	(if not confirmed)

Signed at _____ this _____ day of _____ 20____.

Relevant authority

ANNEXURE E:

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	

Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....
Signature of data subject/ designated person

Annexure F

OBJECTION OF THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013) REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [REGULATION 2]

Note:

1. Affidavit or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name (s) and surname / registered name of data subject:	
Unique identifier / identity number:	
Residential, postal, or business address:	
	Code ()
Contact number	
Fax number/ email address:	
	DETAILS OF RESPONSIBLE PARTY
B	
Name(s) and surname / registered name of responsible party:	
Residential, postal, or business	

[illegible]

Gauteng

No. 1 Gordon Hood Road,
Centurion, Pretoria, 0157
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cidbgp@cidb.org.za

Western Cape

No 4 Dorp Street, Cnr Long &
Dorp Street, Cape Town
Tel: 0861 100 2432
cidbwc@cidb.org.za

Eastern Cape

Dept of Public Works, Qhasana
Building, Independence Avenue;
Tel: 0861 222 327
cidbec@cidb.org.za

Northern Cape

Regional Department of
Transport, Roads and Public
Works, 45 Schmittdrift Road,;
Kimberly
Tel: 0861 222 327
cidbnc@cidb.org.za

Free State

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Street, Bloemfontein
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KwaZulu-Natal

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Limpopo

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Mpumalanga

Corner Samora Machel & Paul
Kruger Street, Nelcity Building –
Office G15-E, Nelspruit
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cidbmp@cidb.org.za

North West

Dept. of Public Works, Old
Parliament Building, Modiri
Molema Road, Gate House,
Mmabatho
Tel: 018 387 2150 / 2435
cidbnw@cidb.org.za

cidb Contact Centre:
086 100 2432

Anonymous Fraud Hotline:
0800 112 432

www.cidb.org.za

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