JITTERBUGS TRADING CC (T/A ALPHABUGS)

alphabugs.co.za

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

Date of compilation: 13/11/2026
Date of revision: 13/11/2027

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1 Definitions

Term	Definition
CEO	Chief Executive Officer
Client / Customer	Any natural or juristic person that purchased or purchases products from, or received or receives services from, the company
Complainant	Any person who lodges a complaint with the Information Regulator
Complaint	(a) A matter reported to the Information Regulator in terms of section 74(1) and (2) of the Act; (b) A complaint referred to in section 76(1)(e) and 92(1) of the Act; (c) A matter reported or referred to the Information Regulator in terms of other legislation that regulates the mandate of the Information Regulator
Conditions for Lawful Processing	The conditions for the lawful processing of personal information as fully set out in chapter 3 of POPI and in section 12 of this manual
Data Subject	The person to whom Personal Information relates
Day	A calendar day, unless the last day of a specified period happens to fall on a Sunday or public holiday, in which case it is calculated exclusive of that Sunday or public holiday (Interpretation Act, 1957 - Act No. 33 of 1957)
DIO	Deputy Information Officer
Information Officer/IO	The individual who is identified herein and legally appointed to ensure compliance with POPIA and PAIA
Manual	This manual
Minister	Minister of Justice and Correctional Services
Office Hours	(a) For the Information Regulator: 08:00–16:00, Monday to Friday (excluding public holidays); (b) For designated offices: Hours during which the offices operate
PAIA	The Promotion of Access to Information Act, No. 2 of 2000
Personal Information	Information relating to an identifiable living person, or an identifiable existing juristic person, including but not limited to race, gender, contact info, biometrics, correspondence, opinions, and identifiers
Personnel	Any person who works for or provides services to or on behalf of the company and receives or is entitled to receive remuneration, including permanent, temporary and part-time staff, directors, and contractors
POPI/POPIA	The Protection of Personal Information Act, No. 4 of 2013
POPI Regulations	Regulations promulgated in terms of section 112(2) of POPI
Private Body	(a) A natural person conducting business; (b) A business partnership; (c) A juristic person not being a public body
Processing	Any operation or activity concerning personal information, including collection, storage, dissemination, or destruction
Regulator	Information Regulator established in terms of POPIA
Republic	Republic of South Africa
Signature	Any legally accepted form of signature, including electronic signature where applicable

Term	Definition
Writing	As referred to in section 12 of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002)

2 Purpose of the PAIA Manual

This PAIA Manual is useful for the public to:

2.1 Check the categories of records held by a body which are available without a person having to submit a formal PAIA request.

2.2 Have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject.

2.3 Know the description of the records of the body which are available in accordance with any other legislation.

2.4 Access all the relevant contact details of the IO and DIO who will assist the public with the records that they intend to access.

2.5 Know the description of the guide on how to use PAIA, as updated by the Regulator, and how to obtain access to it.

2.6 Know if the body 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.

2.7 Know the recipients or categories of recipients to whom the personal information may be supplied.

2.8 Know if the body has planned to transfer or process personal information outside of the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied.

2.9 Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3 Key Contact Details for Access to Information of Jitterbugs (trading as Alphabugs)

Alphabugs is a South African supplier of children's labels, stickers, stationery, educational products and personalised items, and is operated by Jitterbugs. In this manual, "Alphabugs", "the company", "we" and "us" refer to Jitterbugs trading as Alphabugs.

3.1 Information Officer

Name	Chantell Papalexis
Contact number	082 765 3528
Email address	infoofficer@alphabugs.co.za

3.2 Deputy Information Officer

If more than one DIO is designated, the details of every DIO of the body designated in terms of section 17(1) of PAIA must be provided.

Name	Chantell Papalexis
Contact number	0827653528
Email address	infoofficer@alphabugs.co.za

3.3 General contacts for access to information

Email address	orders@alphabugs.co.za

3.4 National or head office

Postal address	
Physical address	Hatton Estate, Pinetown
Contact number	082 765 3528
Email	orders@alphabugs.co.za
Website	https://alphabugs.co.za

4 Guide on how to use PAIA and how to Obtain Access to the Guide

4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, 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.

4.2 The guide is available in each of the official languages and in braille.

4.3 The aforesaid guide contains the description of:

4.3.1 The objects of PAIA and POPIA;

4.3.2 The postal and street address, phone and fax number and, if available, email address of:

4.3.2.1 The IO of every public body, and

4.3.2.2 Every DIO of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;[1]

4.3.3 The manner and form of a request for:

4.3.3.1 Access to a record of a public body contemplated in section 11[2].

4.3.3.2 Access to a record of a private body contemplated in section 50[3].

4.3.3.3 An internal appeal.

4.3.3.4 A complaint to the Regulator.

4.3.3.5 An application with a court against a decision by the IO 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.

[1] *Section 56(a) of POPIA - Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

[2] *Section 11 of PAIA – A requester must be given access to a record of a public body if the requester complies with all the procedural requirements in PAIA relating to a request for access to that record, and if access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

[3] *Section 50 of PAIA – A requester must be given access to any record of a private body if: (a) that record is required for the exercise or protection of any rights; (b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and (c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

4.3.4 The provisions of sections 14[4] and 51[5] requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

4.3.5 The provisions of sections 15[6] and 52[7] providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

4.3.6 The notices issued in terms of sections 22[8] and 54[9] regarding fees to be paid in relation to requests for access;

4.3.7 The regulations made in terms of section 92[10];

4.3.8 The assistance available from the IO of a public body in terms of PAIA and POPIA;

4.3.9 The assistance available from the Regulator in terms of PAIA and POPIA; and

4.3.10 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 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.

4.5 The guide can also be obtained:

4.5.1 Upon request to the IO.

4.5.2 From the website of the Regulator (https://www.justice.gov.za/inforeg/).

4.6 A copy of the guide is also available in the following three official languages, for public inspection during normal office hours:

4.6.1 English.

4.6.2 Afrikaans.

4.6.3 Zulu.

5 Guide of Information Regulator

5.1 A guide to PAIA and how to access information in terms of PAIA has been published pursuant to section 10 of PAIA.

5.2 The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA.

5.3 Should you wish to access the guide, you may request a copy from the IO by contacting him/her using the details specified above.

5.4 You may also inspect the guide at the company's offices during ordinary working hours.

5.5 You may also request a copy of the guide from the Information Regulator at the following details:

Postal address	P O Box 31533, Braamfontein, Johannesburg, 2017
Contact number	+27 (10) 023-5200

[4] *Section 14 of PAIA – The Information Officer of a public body must update and publish the manual referred to in subsection (1) at intervals of not more than 12 months.*

[5] *Section 51 of PAIA – The head of a private body must update and publish the manual referred to in subsection (1) at intervals of not more than 12 months.*

[6] *Section 15 of PAIA – The Information Officer of a public body must update and publish any notice issued under subsection (2) at intervals of not more than 12 months.*

[7] *Section 52 of PAIA – The head of a private body must update and publish any notice issued under subsection (2) at intervals of not more than 12 months.*

[8] *Section 22 of PAIA – If access to a record is granted, the notice must state the access fee (if any) required to be paid by the requester.*

[9] *Section 54 of PAIA – If access to a record is granted, the notice must state the access fee (if any) required to be paid by the requester.*

[10] *Section 92(11) of PAIA – The Information Regulator must update and publish the guide referred to in subsection (1) at intervals of not more than two years.*

Website	www.inforegulator.org.za
Email	PAIACompliance.IR@justice.gov.za

6 Latest Notices in terms of Section 52(2) of PAIA

At this stage, no notice(s) has/have been published on the categories of records that are available without having to request access to them in terms of PAIA.

7 Availability of Certain Records in terms of PAIA

7.1 Categories of records of Alphabugs which are available without a person having to request access:

Category of Records	Types of the Record	Available on Website	Available on Request
PAIA Manual	Company's current PAIA Manual	X	X
Company overview	Company profile (Who We Are), business activities, contact details	X	X
Policies (public-facing)	Privacy policy and website cookies policy	X	
Legal disclosures	Terms and conditions, terms of use, consumer information	X	X
Delivery, returns and FAQs	Delivery and postage information, frequently asked questions	X	
Public marketing materials	Product catalogue, product descriptions, price lists, specials and promotions	X	
News and announcements	Newsletters, media releases, product updates		X
POPIA and PAIA awareness	Company's attendance registers on training of POPIA and PAIA		
Contact information for IO	Name, designation, email address, contact number	X	

7.2 Description of the records/subjects of Alphabugs which are available in accordance with any other legislation:

Category of Records	Applicable Legislation	Department / Subject Area
Memorandum of Incorporation, company registration documents, minutes of board meetings, share register	Companies Act, 71 of 2008	Admin
Employment contracts, employee attendance records, payroll information, leave records	Basic Conditions of Employment Act, 75 of 1997	Admin

Category of Records	Applicable Legislation	Department / Subject Area
Disciplinary records, grievance procedures, Commission for Conciliation, Mediation and Arbitration (CCMA) documentation	Labour Relations Act, 66 of 1995	Admin
Employment Equity (EE) plans and reports (if applicable)	Employment Equity Act, 55 of 1998	Admin
Tax returns, IRP5 certificates, Pay-As-You-Earn (PAYE) records, employee tax submissions	Income Tax Act, 58 of 1962	Finance
Workplace Skills Plans (WSPs), annual training reports (if applicable)	Skills Development Act, 97 of 1998	Admin
Unemployment Insurance Fund (UIF) contribution records, declarations, employee benefit claim records	Unemployment Insurance Act, 63 of 2001	Admin
Health and safety records, incident reports, risk assessments	Occupational Health and Safety Act, 85 of 1993	Admin
Value-Added Tax (VAT) returns, input/output tax records, SARS correspondence (if VAT registered)	Value-Added Tax Act, 89 of 1991	Finance
Workers Compensation Assistance (WCA) claims, injury-on-duty reports, compensation records	Compensation for Occupational Injuries and Diseases Act, 130 of 1993	Admin
B-BBEE certificates / affidavits and supplier development records (if applicable)	Broad-Based Black Economic Empowerment Act, 53 of 2003	Admin
Customer orders, invoices, delivery and returns records, complaint records, marketing disclaimers, product terms and conditions	Consumer Protection Act, 68 of 2008	Sales
Data subject consent forms, privacy notices, PAIA Manual, operator agreements, processing activity records	Protection of Personal Information Act, 4 of 2013	Admin
PAIA Manual, access request logs, training records	Promotion of Access to Information Act, 2 of 2000	Admin
Electronic communications policies, website terms and conditions, online order and consent records	Electronic Communications and Transactions Act, 25 of 2002	Admin
Document retention and disposal schedules, archive logs	National Archives and Records Service Act, 43 of 1996	Admin

Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

7.3 The company holds and/or processes the following records for the purposes of PAIA and POPIA:

7.3.1 PAIA: PAIA Manual; PAIA guides; PAIA records; PAIA submission records; awareness training.

7.3.2 POPIA: Including, but not limited to, the following: IO Registration Certificate; data breach records; retention records; awareness training.

7.3.3 Further information which may be made available upon request.

7.4 The above-mentioned records may be requested; however, it should be noted that there is no guarantee that the request will be honoured. Each request will be evaluated in terms of PAIA and any other applicable legislation.

8 Request Process

8.1 An individual who wishes to place a request must comply with all the procedures laid down in PAIA.

8.2 The requester must complete PAIA Form 02 (Request for Access to Record), which is listed in the Applicable Forms section herein, and submit it to the IO at the details specified herein.

8.3 The prescribed form as well as payment of a request fee and a deposit (if applicable) must be submitted to the IO at/via the postal or physical address or email address as is stated herein.

8.4 The prescribed form must be completed with enough particularity to enable the IO to determine:

8.4.1 The record(s) requested;

8.4.2 The identity of the requester;

8.4.3 What form of access is required; and

8.4.4 The postal address or fax number of the requester.

8.5 The requester must state that the records are required for the requester to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. An explanation of why the records are requested is required to exercise or protect the right.

8.6 The request for access will be dealt with within 30 (thirty) days from date of receipt, unless the requester has set out special grounds that satisfies the IO that the request be dealt with sooner.

8.7 The period of 30 (thirty) days may be extended by not more than 30 (thirty) additional days, if the request is for a large quantity of information, or if the request requires a search for information held at another office of the company and the information cannot reasonably be obtained within 30 (thirty) days. The IO will notify the requester in writing should an extension be necessary.

8.8 The IO must communicate a response to the request for access using PAIA Form 03 (Outcome of Request and of Fees Payable). This communication shall inform the requester of:

8.8.1 The decision; and

8.8.2 Fees payable.

8.9 In the event that the IO is of the opinion that the searching and preparation of the record for disclosure would amount to more than six (6) hours, he/she shall inform the requester to pay a deposit not exceeding one third of the amount payable.

8.10 Should the requester have any difficulty with the form or the process laid out herein, the requester should contact the IO for assistance.

8.11 An oral request can be made to the IO should the requester be unable to complete the form due to illiteracy or a disability. The IO will then complete the form on behalf of the requester and provide a copy of the form to the requester.

8.12 POPIA Form 2 (Request for Correction or Deletion of Personal Information) is used by a data subject to request the correction of inaccurate, outdated, incomplete, irrelevant, or misleading personal information, and/or the deletion or destruction of personal information that is no longer necessary or unlawfully obtained, in accordance with section 24(1) of POPIA. It ensures that responsible parties maintain accurate and lawful records of personal data.

8.13 POPIA Form 3 (Application for the Issue of a Code of Conduct) is used by an industry body, profession, or class of entities to apply for the issuance of a Code of Conduct under section 61(1)(b) of POPIA. It allows industries to self-regulate how personal information is processed within their sector, in line with the conditions for lawful processing.

8.14 POPIA Form 4 (Request for Consent – Direct Marketing) enables a responsible party to formally request a data subject's consent to receive direct marketing communications via unsolicited electronic means (e.g., SMS, email), as required under section 69(2) of POPIA. It ensures that individuals have control over whether and how they are marketed to.

8.15 POPIA Form 5 (Complaint Regarding Interference with Personal Information) allows a data subject or complainant to submit a complaint to the Regulator concerning unlawful interference with personal information, or a determination made by an adjudicator under POPIA. It provides an avenue for recourse and investigation in cases of non-compliance with data protection obligations.

9 Grounds for Refusal

The following are grounds upon which the company may, subject to the exceptions in chapter 4 of PAIA, refuse a request for access in accordance with chapter 4 of PAIA:

9.1 Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of personal information would be unreasonable.

9.2 Mandatory protection of the commercial information of a third party, if the records contain:

9.2.1 Trade secrets of that third party;

9.2.2 Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or

9.2.3 Information disclosed in confidence by a third party to the company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition.

9.3 Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.

9.4 Mandatory protection of the safety of individuals and the protection of property.

9.5 Mandatory protection of records that would be regarded as privileged in legal proceedings.

9.6 Protection of the commercial information of the company, which may include:

9.6.1 Trade secrets (including product designs, artwork and supplier information);

9.6.2 Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the company;

9.6.3 Information which, if disclosed, could put the company at a disadvantage in contractual or other negotiations or prejudice the company in commercial competition; and/or

9.6.4 Computer programs, designs and artwork which are owned by the company, and which are protected by copyright and intellectual property laws.

9.7 Research information of the company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage.

9.8 Requests for records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

10 Remedies Should a Request be Refused

10.1 If the company does not have an internal appeal procedure in light of a denial of a request, decisions made by the IO are final.

10.2 The requester may in accordance with sections 56(3)(c) and 78 of PAIA, apply to a court for relief within 180 (one-hundred-and-eighty) days of notification of the decision for appropriate relief.

11 Fees

The following fees shall be payable upon request by a requester:

Details	Fee
Request fee (payable on every request)	R140.00 once-off
Photocopy of an A4 page or part thereof	R2.00 per page
Printed copy of an A4 page or part thereof	R2.00 per page
Hard copy on flash drive (flash drive to be provided by requester)	R40.00 once-off
Hard copy on a compact disc (compact disc to be provided by requester)	R40.00 once-off
Hard copy on a compact disc (compact disc to be provided by the company)	R60.00 once-off
Transcription of visual images per A4 page	As per quotation of service provider
Copy of visual images	As per quotation of service provider
Transcription of an audio record	R24.00 per A4 page
Copy of an audio record on flash drive (flash drive to be provided by requester)	R40.00 once-off
Copy of an audio on a compact disc (compact disc to be provided by requester)	R40.00 once-off
Copy of an audio on a compact disc (compact disc to be provided by the company)	R60.00 once-off
Base/starting rate to search for and prepare the record for disclosure	R145.00 per hour for each hour or part thereof, excluding the first hour, reasonably required for such search and preparation (cannot exceed R435.00 per request)
Rate to search for and prepare the record for disclosure	R435.00 per hour for each hour or part thereof, excluding the first hour, reasonably required for such search and preparation (cannot exceed total cost)
Postage, email or any other electronic transfer	Actual expense, if any

12 Processing of Personal Information

12.1 Purpose of processing personal information:

12.1.1 Order Processing and Fulfilment - To receive, process, produce, personalise, pack and dispatch customer orders placed through the website or by email, including the production of customised and personalised products.

12.1.2 Delivery and Payments - To arrange delivery or collection of orders, provide tracking information, process payments (credit card and EFT), issue invoices and manage refunds and returns.

12.1.3 Customer Accounts and Website Features - To create and manage customer accounts, wishlists, stock notifications and the affiliate programme, and to enable customers to log in and view their order history.

12.1.4 Customer Relationship Management - To communicate with customers, schools and other clients, respond to enquiries, provide quotations and handle complaints and after-sales support.

12.1.5 Marketing and Communication (with Consent) - To inform customers and interested parties of new products, specials and newsletters, in accordance with POPIA direct marketing provisions.

12.1.6 Employment and Human Resource Management - To manage personal information of Alphabugs employees, applicants, and contractors for recruitment, onboarding, payroll, and performance purposes.

12.1.7 Compliance with Legal and Regulatory Obligations - To fulfil the company's obligations under South African tax, consumer protection, labour and data protection laws and to co-operate with lawful requests from authorities.

12.1.8 Website Analytics and Business Operations - To maintain and improve the website, analyse traffic (including through cookies), conduct internal administration, record-keeping, quality control and product development.

12.1.9 Information Security and Risk Management - To ensure the confidentiality, integrity, and security of personal information through authentication, monitoring, access control, backups and data protection measures.

12.2 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
Customers (individuals, parents, schools and other organisations that order from Alphabugs)	Name and surname, email address, telephone number, delivery and billing addresses, order history, payment confirmation details (card and bank details are processed by the payment provider), account login details, wishlist and communication history.
Children (where a child's name is supplied for personalised products such as labels, stickers and certificates)	First name or full name, and any other text supplied for personalisation. This information is supplied by a parent, guardian or school and is only used to produce the requested product.
Affiliates and Referrers	Name, contact details, bank details for commission payments, referral and sales tracking information.
Website Visitors and Newsletter Subscribers	Name, email address, IP address, browsing information and cookie data, postcode, preferences and interests, and any information voluntarily provided via forms (e.g. stock notifications and newsletter sign-ups).

Categories of Data Subjects	Personal Information that may be Processed
Alphabugs Employees and Job Applicants	Full name, ID number, contact details, employment history, qualifications, next of kin, payroll and benefits data, performance records, and disciplinary or training records.
Suppliers and Service Providers	Name of contact person, business details, tax information, banking details, and correspondence relating to service delivery or invoicing.

13 The Recipients or Categories of Recipients to whom the Personal Information may be Supplied

Category of Personal Information	Recipients or Categories of Recipients to whom the Personal Information may be Supplied
Customer Order and Delivery Information	Courier and delivery service providers, post office and collection points, for the purpose of delivering orders.
Banking and Payment Information	Registered financial institutions and banks; online payment gateways and authorised payment processors.
Employee Payroll and Tax Information	South African Revenue Service (SARS); Department of Employment and Labour; Unemployment Insurance Fund (UIF); accountants and payroll providers; medical aid and retirement fund providers (where applicable).
Customer and Supplier Contact Information	Authorised Alphabugs employees and contractors; third-party IT, email and website service providers under operator agreements; external accountants, auditors and legal advisors if required.
Website and System Access and Usage Information	Web hosting and website maintenance providers, cybersecurity and backup providers, and analytics providers, under confidentiality and operator agreements.
Affiliate Information	Payment providers and affiliate platform providers for tracking referrals and paying commissions.
Marketing and Communication Data (with consent)	Alphabugs' marketing team and approved email marketing service providers for the distribution of newsletters, specials and product information (in compliance with POPIA opt-in requirements).
Legal and Regulatory Requests	Government agencies, regulators, or law enforcement authorities when disclosure is required or permitted by law.

14 Planned Transborder Flows of Personal Information

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

14.1.1 Access controls (who in the organisation can see what)

14.1.2 Encryption of data in transit (SSL/TLS) and at rest where applicable

14.1.3 Secure servers and regular backups

14.1.4 Audit logs / tracking of data access

14.1.5 Staff training on confidentiality and data protection

14.1.6 Physical security for non-electronic records

14.2 In addition, the following technical security safeguards have been implemented to support these objectives:

14.2.1 Data encryption (in transit, and at rest where applicable) to protect sensitive information from unauthorised access;

14.2.2 Anti-virus and anti-malware software and website malware scanning to detect, prevent, and mitigate cyber threats;

14.2.3 Firewalls and security monitoring to safeguard network and website traffic;

14.2.4 Role-based access controls and strong passwords (with multi-factor authentication where available) to limit access based on job function and business need;

14.2.5 Secure backup and recovery solutions to ensure business continuity and data integrity;

14.2.6 Ongoing system monitoring, regular software updates and access logging to detect and respond to suspicious activity;

14.2.7 Physical security controls and secure storage for paper records and stock containing customer information;

14.2.8 Employee training and awareness to promote secure data handling and prevent human error;

14.2.9 Secure disposal of physical and electronic records when no longer needed or when required by law; and

14.2.10 These safeguards are continuously reviewed and enhanced to address new risks, changing business processes, and advancements in technology.

14.3 Personal information may be transferred to, or stored in, countries outside of South Africa in the following circumstances. Where this happens, the company takes reasonable steps to ensure that the recipient is subject to law, binding rules or an agreement that provides an adequate level of protection, as required by section 72 of POPIA:

Category of Personal Information	**Description of Transfer**
Cloud Storage and Backup Services	Personal information may be stored or backed up on secure cloud servers hosted by reputable service providers located outside South Africa (e.g. Dropbox, Google Workspace or similar platforms).
Email and Communication Systems	Information shared via email, collaboration, or communication tools (e.g. Google Workspace, Microsoft 365 or Zoom) may be routed through servers in foreign jurisdictions.
Website Analytics and Marketing Tools	Website visitor data (such as IP address and browsing behaviour) may be processed by international analytics, advertising and email marketing providers (e.g. Google).
Online Payment Processing	Payment information may be processed by payment gateways and card networks that operate internationally.
Specialised IT Support and Website Maintenance	External IT service providers, including vendors and developers, may remotely access systems for maintenance, troubleshooting, or upgrades under strict confidentiality and security controls.
International Suppliers	Where products or materials are sourced internationally, company contact information may be shared with overseas suppliers or logistics providers to facilitate orders and delivery.

15 Availability of the Manual

15.1 A copy of the manual is available:

15.1.1 On https://alphabugs.co.za, or at the head office of Alphabugs for public inspection during normal business hours;

15.1.2 To any person upon request and upon the payment of a reasonable prescribed fee; and

15.1.3 To the Information Regulator upon request.

15.2 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 Objection to the Processing of Personal Information by a Data Subject

16.1 A data subject who wishes to object to the processing of personal information in terms of section 11(3)(a) or section 11(3)(b) of the Act, must submit the objection to a responsible party at any time during office hours of a responsible party and free of charge.

16.2 A data subject who wishes to object to the processing of personal information must do so on a form substantially similar to POPIA Form 1 (Objection to the Processing of Personal Information), free of charge and reasonably accessible to a data subject by hand, post, email, SMS, or WhatsApp and or in any manner expedient to a data subject in terms of section 11(3)(a) of the Act.

16.3 A responsible party must, when collecting personal information of a data subject, notify the data subject, in terms of section 18(1)(h)(iv) of the Act, of their right to object, as referred to in section 11(3) of the Act.

16.4 If an objection to the processing of personal information of a data subject is made telephonically, such an objection shall be electronically recorded by a responsible party and upon request, be made available to the data subject in any manner, including the transcription thereof.

17 Request for Correction/Deletion of Personal Information or Destruction/Deletion of Record of Personal Information

17.1 A data subject has the right, in terms of section 24 of the Act, to request, where necessary, the correction, destruction, or deletion of his, her or its personal information.

17.2 A data subject, who wishes to request a correction or deletion of his, her, or its personal information, as provided for in section 24(1)(a) of the Act, has the right to request correction or deletion of personal information at any time and free of charge, if the personal information is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully.

17.3 A data subject who wishes to request the destruction or deletion of a record of his, her, or its personal information in terms of section 24(1)(b) of the Act, has the right to request the destruction or deletion of a record of his, her or its personal information at any time and free of charge, if a responsible party is no longer authorised to retain such information in terms of section 14 of the Act.

17.4 A request for correction or deletion of personal information, or for the destruction or deletion of a record of personal information, must be submitted to a responsible party on a form which is substantially similar to POPIA Form 2 herein, free of charge and reasonably accessible to a data subject by hand, post, email, SMS, WhatsApp message or in any manner expedient to a data subject, in terms of regulation 3 of the POPI Regulations.

17.5 A request for a correction or deletion of personal information by telephonic means shall be recorded by a responsible party and such recording must, upon request, be made available to a data subject in any manner, including the transcription thereof which shall be free of charge.

17.6 A responsible party must, within 30 (thirty) days of receipt of the request referred to above, notify a data subject, in writing, of the action taken as a result of the request.

18 Updating of the Manual

The head of Alphabugs will update this manual on a regular basis, and at least once every 12 months.

Name of IO	Chantell Papalexis
Title of the head of the body	Owner / Director

APPLICABLE FORMS

PAIA Forms

Form 01: Request for a Copy of the Guide from an Information Officer [Regulation 3]
Form 02: Request for Access to Record [Regulation 7]
Form 03: Outcome of Request and of Fees Payable [Regulation 8]
Form 05: Complaint Form [Regulation 10]
Form 13: PAIA Request for Compliance Assessment Form [Regulation 14(1)]

POPIA Forms

Form 1: Objection to the Processing of Personal Information
Form 2: Request for Correction or Deletion of Personal Information or Deletion of Record of Personal Information
Form 3: Application for the Issue of a Code of Conduct
Form 4: Application for the Consent of a Data Subject for the Processing of Personal Information for the Purpose of Direct Marketing
Form 5: Complaint Regarding Interference with the Protection of Personal Information

The prescribed forms are available from the Information Regulator at www.inforegulator.org.za or from the Information Officer on request.