

PAIA Manual

Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA")

Everabit Talent (Pty) Ltd Registration number: 2021/548596/07
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1. Introduction

This manual is published in terms of Section 51 of PAIA to help members of the public and any requester understand how to access records held by Everabit Talent (Pty) Ltd ("Everabit," "the company," "the private body").

This manual should be read alongside Everabit's **Privacy Policy**, which sets out in more detail how personal information is collected, used, and protected in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA").

2. Contact Details of the Head of the Private Body

Head of the private body / Information Officer	The Information Officer
Registered address	168 Rivonia Road, The Waldorf, Unit 43A, Morningside, 2196, South Africa
Email	popia@everabit.co.za
General enquiries	hello@everabit.co.za

Any request for access to a record, or any enquiry regarding this manual, should be directed to the Information Officer at the contact details above.

3. Categories of Records Held

Everabit holds the following categories of records, some of which may be accessible under PAIA, subject to the grounds for refusal set out in Chapter 4 of Part 3 of the Act:

Category	Examples
Candidate records	CVs, contact details, consent records, interview notes, background/qualification check results (where applicable)
Client records	Contact details, hiring briefs, signed terms of business, correspondence
Financial and accounting	Invoices, bank statements, tax

records	records
Company statutory records	CIPC registration documents, director and shareholder records, annual returns
Employment/HR records	Records relating to Everabit's own directors and any future employees
Correspondence	General business correspondence held in the ordinary course of business

Note: the existence of a record in one of these categories does not automatically mean it will be released on request — see Section 5 (Grounds for Refusal) below.

4. How to Request Access to a Record

A request for access to a record must:

1. Be made on the **prescribed form** (Form 2 of the PAIA Regulations)
2. Be submitted to the Information Officer at the contact details in Section 2
3. Provide sufficient detail to identify the record requested and the requester
4. Specify the form of access required (e.g. copy, inspection)
5. Include the requester's contact details

A prescribed request fee and, where applicable, an access fee may be payable in accordance with the PAIA Regulations. Personal inspection of information at Everabit's registered address is free of charge, subject to a scheduled appointment.

Everabit will respond to a request within the timeframes prescribed by PAIA.

5. Grounds for Refusal

Access to a record may be refused on the grounds set out in Chapter 4 of Part 3 of PAIA, which include (but are not limited to):

- Mandatory protection of the privacy of third parties, including personal information of candidates, clients, and other individuals
- Protection of commercially confidential information of Everabit or third parties (e.g. client pricing, candidate placement fees, business strategy)
- Legal privilege, where applicable

Where a request is refused, in whole or in part, the requester will be informed of the reasons for refusal and of their right to lodge a complaint with the Information Regulator or apply to a court, in accordance with PAIA.

6. Processing of Personal Information (POPIA)

In accordance with Section 17 of POPIA, Everabit maintains a record of its processing activities. A summary is provided below; full detail is available in Everabit's **Privacy Policy**.

Responsible Party	Everabit Talent (Pty) Ltd
Categories of personal information processed	Candidate CVs and contact details; client contact details; employment and financial records
Purpose of processing	Recruitment matching and placement; client service delivery; statutory and financial compliance
Retention period	Candidate information: 24 months from last contact, unless renewed
Cross-border processing	Some data may be processed by service providers (e.g. email/document storage) outside South Africa; equivalent protection is ensured in these cases

7. Availability of This Manual

This manual is:

- Available on Everabit's website
- Available in physical form on request at Everabit's registered address
- Available on request from the Information Officer

Members of the public may also consult the Information Regulator's general guide on how to use PAIA, available in all official languages at www.inforegulator.org.za.

8. Complaints

Should a requester be dissatisfied with the outcome of a request, or believe their information has been processed unlawfully, they may lodge a complaint with:

The Information Regulator (South Africa) Website: www.inforegulator.org.za Email: inforegulator@justice.gov.za

9. Review of This Manual

The Information Officer will review and update this manual on a regular basis to ensure it remains accurate and compliant with PAIA, POPIA, and any applicable regulations.

Issued by: The Director Everabit Talent (Pty) Ltd

This manual follows the format prescribed by the Information Regulator's Private Bodies Manual Template. We recommend confirming the latest requirements with a legal advisor or the Information Regulator directly.