



PAIA MANUAL

A copy of the manual will be available for inspection at Ocean Basket's Offices and is available on the company website at <https://oceanbasket.com> and <https://oceanbasket.co.za>

OCEAN BASKET HOLDINGS (PROPRIETARY) LIMITED AND IT'S SUBSIDIARIES ("OCEAN BAKSET")
PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

INTRODUCTION:

9 March 2001, new legislation was enacted called the Promotion of Access to Information Act of 2000 (herein after referred to as "PAIA"). The purpose of this legislation is to address Section 32 of the Constitution, which provides that any person has a right to gain access to any information held by a public or private body. If the record is requested from a private body the requester needs to prove that the record is required for the exercise or protection of a right.

One of the main requirements specified in the PAIA is the compilation of a manual by 23 August 2003 that provides information on both the types and categories of records held by the public or private body. In terms of the PAIA, a private body includes any former or existing juristic person. Therefore, Ocean Basket is regarded as a "private body" and both the manual and the requirements regarding access must be in compliance with the provisions of PAIA relevant to private bodies.

In addition, the Protection of Personal Information Act of 2013 ("POPIA") amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information.

This document serves as Ocean Basket's manual in terms of PAIA and POPIA, to provide a reference as to the records held and the process that needs to be followed to request access to such records. This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

COMPANY OVERVIEW

Ocean Basket Holdings (Proprietary) Limited and its Subsidiaries (listed in Annexure A herein) (hereinafter referred to as "Ocean Basket" or "the Group") was incorporated in South Africa in 1995.

Ocean Basket and Its Subsidiaries participate in the business of operating and licensing others to operate a chain of Home of Seafood franchised restaurants and corporate owned restaurants using the name "Ocean Basket".

SCOPE OF MANUAL

This manual will exclude Ocean Basket’s operations outside of South Africa and will serve to provide as a reference regarding the records held by Ocean Basket at the offices, corporate restaurants, and other divisions within the Group.

ADMINISTRATION OF THE ACT

Section 51(1) (a)

The Chief Executive Officer (CEO) of Ocean Basket has duly authorised the contact person below to follow all the requirements of PAIA and POPIA are administered in a fair, objective, and unbiased manner:

Appointed Information Officer (“IO”)

Contact Person :	Alicia Singh-Pillay
Postal Address :	Private Bag X184, Halfway House, Midrand, 1685
Physical Address:	1 st Floor Building 13, Thornhill Office Park, 94 Bekker Road, Vorna Valley Ext 60, Midrand, 1685
Phone Number :	+ 27 11 655 1300
Email Address :	alicia@oceanbasket.com

REQUESTS for the GUIDE ON HOW TO USE THE ACT

Section 51(1) (b)

A Guide will be, or has been, compiled and is readily made available by the Information Regulator (established in terms of POPIA) and contains information to assist a person wishing to use their right of access to information in terms of PAIA and POPIA. Copies of the updated Guide are available from Information Regulator and the Information Officer free of charge. Any request for public inspection of the Guide at the office of the Information Officer or a request for a copy of the Guide from the Information Officer must substantially correspond with the form set out in Schedule 3.

Any enquiries regarding the Guide should be directed to:

Contact Person :	The Information Regulator (South Africa)
Physical Address :	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Postal Address :	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Phone Number :	010 023 5200
Email Address :	enquiries@info regulator.org.za PAIACompliants@info regulator.org.za
Website :	https://www.info regulator.org.za

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS

Section 51(1) (c)

The following categories of records are automatically available for inspection, purchase, or photocopying:

- menus / brochures
- press releases
- publications; and
- various other marketing and promotional material

RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

Section 51(1) (d)

The below records are available in accordance with the following legislation, however, the records may not be a true representation of the records of the laws and legislation which Ocean Basket complies with:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Competition Act No. 89 of 1998
- Customs and Excise Act No. 91 of 1964
- Electronic Communications and Transactions Act No. 2 of 2000
- Employment Equity Act No. 55 of 1998
- Financial Markets Control Act No. 19 of 2012
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- National Environmental Management Act No. 107 of 1998
- National Environmental Management: Air Quality Act No. 39 of 2004
- National Environmental Management: Waste Act No. 36 of 1947
- National Payment Systems Act No. 78 of 1998
- Protection of Personal Information Act No. 4 of 2013
- The Compensation For Occupational Injuries and Diseases Act No. 130 of 1993
- The Hazardous Substances Act No. 15 of 1973
- The Insolvency Act No. 24 of 1936
- The Medical Schemes Act No. 131 of 1998
- The Mutual Banks Act No. 124 of 1993
- The National Health Act No. 61 of 2003
- The Occupational Health and Safety Act No. 85 of 1993
- The Prescription Act No. 68 of 1969
- The Value Added Tax Act No. 89 of 1991
- Unemployment Insurance Act No. 63 of 2001
- Animal Diseases Act No. 35 of 1983
- Animal Protection Act No. 71 of 1962
- Agricultural Products Standards Act No. 119 of 1990
- Foodstuffs, Cosmetics and Disinfectant Act No. 54 of 1972
- Waste Act No. 59 of 2008
- Regulations Governing the Maximum Limits for Veterinary Medicine and Stock Remedy Residues that may be Present in Foodstuffs (R1809)
- Regulations Governing General Hygiene Requirements for Food Premises and Transport of Food (R962)
- Codex Alimentarius General Principles of Food Hygiene (CAC / RCP 1 – 1969)
- National Standard for Drinking Water (SANS 241 – 1 and SANS 241 – 2)
- Liquor Act No. 59 of 2003

RECORD SUBJECTS AND CATEGORIES

Section 51 (1) (e)

General

- General correspondence
- Legal and compliance records
- Insurance Records
- Financial records
- Marketing and media records
- Human Resources records
- Information Technology records
- Operational records relating to the franchised restaurants

Finance

- Accounting records
- Investments records
- Management reports
- Transactional reports
- VAT records
- PAYE records
- Tax records
- Consolidation records

Audit

- Risk Management records
- Audit Practice records
- Audit Reports and Supporting working papers

Marketing

- Press releases and statements
- Media records
- Brochures / Menu

Company Secretary

- Share registration records
- Statutory records

People Practice (Human Resources)

- Employee records
- People Practice policies and procedures
- External training records
- Employee benefit records
- Labour relations records
- Statutory records
- Employment equity records
- Employment contracts

Legal

- General legal correspondence
- Patent records
- Property records
- Litigation records
- Dispute records
- Trademarks

Information Technology

- IT Contracts
- IT Agreements
- IT operational records
- Asset records
- IT policy records

Development – Store Builds

- Store build and revamp costs
- Drawings and design records
- Restaurant occupational certificates

OB Academy / Learning and Development

- Training material
- Training records
- Upskill programmes
- Training agreements

ACCESS REQUESTS PROCEDURE

Section 51(1) (e)

It is important to note that an application for access to information can be refused if the application does not comply with the procedural requirements of PAIA.

In addition, the successful completion and submission of an access request form does not automatically allow the requestor access to the requested record, especially if records cannot be found, or any other permissible grounds for refusal as provided for in PAIA.

If it is suspected that a requestor has obtained access to Ocean Basket records through the submission of materially false or misleading information, legal proceedings may be instituted against such requestor.

Completion Of Access Request Form

The Access Request Form set out in Schedule 1 should be completed in order for Ocean Basket to respond to requests in a timely manner:

Please complete the form per the below instructions:

- Complete the form in Schedule 1
- Type or print in BLOCK LETTERS
- Please provide sufficient details on the form to ensure the record can be identified, indicate the form access required, and identify the right which the requestor is seeking to exercise or protect and explain as to why the requested record is required for the exercise or protection of that right.
- If the request is made on behalf of a person, the requestor must submit proof of capacity or identity in which the requester is making the request to the satisfaction of the contact person indicated in section 51(1)(a) of PAIA.
- If a question does not apply, please state "N/A".
- If there is nothing to disclose to a particular question, please state "N/A" in response to that question.
- If there is sufficient space on a printed form in which to answer a question, additional information may be provided on an additional page.
- When the use of an additional page is required, precede each answer thereon with the title applicable to that question.

Submission Of Access Request Form

The completed Access Request Form set out in Schedule 1 must be submitted either via post or email and must be addressed to the contact person indicated in section 51(1)(a) of PAIA.

An initial non-refundable R140.00 (one hundred and forty Rand) request fee is payable on submission of the request and before processing of such request and information must be provided for Ocean Basket to process the request. This fee is not applicable to individuals seeking access to records which contain their personal information.

Payment Of Fees

Payment details can be obtained from the IO as indicated in Section 51(1)(a) of PAIA and are set out in Schedule 2. Payment can be made via EFT and proof of payment must be supplied.

If the request for access to a record is granted, reproduction and / or preparation of the record(s) fees will be and will be calculated based on the Prescribed Fees as set out in Schedule 2. The access fee must be paid prior to access being given to the requested record.

NOTIFICATION

Requests will be evaluated, and the requestor notified within 30 (thirty) days of receipt of the completed Access Request Form.

Notification of Extension Period (if required)

The requestors may be notified whether an extension period is required for the processing of the requests including:

- The required extension period which will not exceed an additional 30 (thirty) days;
- Reasons for the extension as permitted by PAIA; and
- Notice that the requestor may lodge an application with a court against the extension and the procedure, including the period, for lodging the application.

Payment of Deposit (if applicable)

The requestor may be notified whether a deposit is required. A deposit will be required on certain factors such as volume and / or format of the information requested and the time required for search and preparation of the record(s).

The notice will state:

- The amount of the deposit payable; and
- The requestor may lodge an application with a court against the payment of the deposit and the procedure, including the period, for lodging the application.

A deposit is required if it will take longer than six hours to search and/or prepare a record. The deposit shall amount to one third of the access fees requestor.

In the event the access is refused for the requested record(s), the full deposit will be refunded to the requester and a request for personal information such as the bank account details will be required (if applicable).

Decision On Request

If no extension period or deposit is required, the requestors will be notified within 30 (thirty) days of the decision on their requests.

If the request for access to a record is successful, the requestor will be notified of the followings:

- The amount of the access fee payable upon gaining access to the record (if any);
- An indication of the form in which the access will be granted;
- Notice that the requestor may lodge an application with a court against the payment of the access fee and the procedure including the period for lodging the application.

If the request for access to a record is not successful, the requestor will be notified of the following:

- Reason(s) for the refusal.
- That the requestor may lodge an application with a court against the payment of the access fee and the procedure including the period for lodging the application.

Third Party Information

If access is requested to a record that contains information about a third party, Ocean Basket is obliged to attempt to contact this third party to inform them of the request. This allows the third party the opportunity to respond by either consenting to the access or by providing reasons why the access should be denied.

In the event, the third party provides reasons for the support or denies access, our designated IO will consider these reasons in determining whether access should be granted or not.

Grounds For Refusal

Ocean Basket may legitimately refuse to grant access to a requested record that falls within a certain category, which include:

- Protecting personal information which Ocean Basket holds about a third person (a natural person), including a deceased person, from unreasonable disclosure.
- Protecting commercial information which Ocean Basket holds about a third party or on Ocean Basket (for example, trade secrets, financial, commercial, scientific, or technical information that may harm the commercial or financial interests of Ocean Basket and/ or the third party).
- If the disclosure of the record would result in a breach of duty or confidence owed to a third party in terms of an agreement.
- If the disclosure of the record would prejudice or impair the security of property or means of transport.

- If the disclosure of the record would endanger the life or physical safety of an individual.
- If the disclosure of the record would prejudice or impair the protection of the safety of the public.
- If the disclosure of the record would prejudice or impair the protection of a person in accordance with a witness protection scheme.
- If the disclosure of the record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interest of Ocean Basket.
- If the disclosure of the record is privileged from production in legal proceedings unless the legal privilege has been waived.
- If the disclosure of the record is a computer programme.
- If the disclosure of the record would place Ocean Basket at a disadvantage in contractual or other negotiations or prejudice it in commercial competition.
- If the disclosure of the record contains information about research being carried out or about to be carried out on the behalf of a third party or Ocean Basket.

Records which cannot be found or do not exist

Ocean Basket will endeavour to do their best to search for the requested records, however, if Ocean Basket has searched for a record and it is believed the record does not exist or cannot be located, the requester will be notified by way of an affidavit or affirmation which will include the steps taken to locate the record.

Schedule 1 REQUEST FOR ACCESS TO THE RECORD FORM

ACCESS REQUEST FORM

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

(Regulation 7)

Office Use Only

Received by:

Reference Number:

1. PARTICULARS OF BODY

Requests can be submitted by post or email and should be addressed to the relevant contact persons as indicated below:

Ocean Basket Holdings (Pty) Ltd

- Information Officer : Alicia Singh-Pillay
- Postal Address: Private Bag X184, Halfway House, Midrand, 1685
- Physical Address: 1st Floor Building 13, Thornhill Office Park, 94 Bekker Road, Vorna Valley Ext 60, Midrand 1685
- Phone Number: +27 11 655 1300
- Email Address: alicia@oceanbasket.com

2A. PARTICULARS OF REQUESTOR (IF NATURAL PERSON)

- (a) Particulars of the person who requests access to the record must be recorded below and proof of identity must be attached by the requester.
- (b) Furnish a postal address and / or email address in the Republic of South Africa which information must be sent to.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full name and surname: _____

Identity number: _____

Postal address: _____

Postal code: _____

Street address:

Postal code: _____

Contact number:

Email address:

Capacity in which the request is made, when made on behalf of another person:

2B. PARTICULARS OF REQUESTOR (IF A LEGAL ENTITY)

- (a) Particulars of the entity which requests for access to the record must be recorded below.
- (b) Furnish a postal address and / or email address in the Republic of South Africa to which information must be sent to.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Name of Entity:

Registration number:

Postal address:

Postal code: _____

Contact number:

Email Address:

3. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

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

Full name and surname:

Identity number:

Postal address: _____

Postal code: _____

Street address: _____

Postal code: _____

Contact number: _____

Email address: _____

4. PARTICULARS OF RECORDS

- (a) Provide full particulars of the record to which access is requested, including the reference number if it is known to you, to enable the record to be located.
- (b) If the provided space is not enough, please continue on a separate page and attach to this form. Please ensure you sign the additional pages.

Description of record or relevant part of the record: _____

Reference number if known: _____

Further particulars of record: _____

5. FEES

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **non-refundable request fee of R140.00** has been paid.
- (b) 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 the record.
- (c) The requester will be notified of the amount required to be paid as the access fee.
- (d) If you qualify for an exemption of the payment of any fee, please state the reason.

Reason for exemption of payment of fees: _____

6A. FORMS OF ACCESS TO RECORD

Form in which required is required – Mark the appropriate box with an X.

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

1. If the record is in written or printed form:

Copy of record* Inspection of record

2. If record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images

Copy of the images*

Transcription of the images*

3. If the record consists of recorded information that can be reproduced in sound:

Listen to the soundtrack (audio cassette)

Transcription of soundtrack* (written or printed document)

4. If the record is held on computer or in an electronic or machine-readable form:

Printed copy of record*

Printed copy of information derived from the record*

Copy in computer readable form* (USB)



*If you requested a copy or transcription of a record (above), do you wish the record be posted to you? **Postage is payable:** Yes No

6B. IN THE EVENT OF DISABILITY

If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in points 1 to 4 above, state your disability and indicate in the form in which the record is required:

Disability: _____

Form in which record is required: _____

7. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is not enough, please continue a separate page and attached to this form. Please ensure you sign the additional pages.

Indicate the right to be exercised or protected: _____

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

8. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved or denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to meet with your request.

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

9. SIGNATURE

Signed _____ this _____ day of _____ 20____

Signature of Requestor / Person on Whose Behalf the Request is Made

Requestor must:

1. Complete all necessary spaces.
2. Sign the Access Request Form.
3. Sign all additional pages and attach to the form.

Requestor to forward the below:

1. To the contact person indicated under Section 1 of this form.
2. R140.00 non-refundable request fee.
3. Any additional pages completed.

Schedule 2 **PRESCRIBED FEES IN RESPECT OF PRIVATE BODIES**

PRESCRIBED FEES

(Section 54 (7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Regulation 11 (3)

1. ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

➤ Request fee payable by every requester	R140.00
➤ For every photocopy of an A4 size page or part thereof.	R2.00
➤ For every printed A4 size page or part thereof held on a computer or an electronic or machine readable form.	R2.00
➤ For transcription of visual images, for an A4 size page or part thereof.	R60.00
➤ For a copy of visual images.	R68.40
➤ For a transcription of an audio record, for an A4 size page or part thereof.	R24.00
➤ To search for and prepare the record for disclosure – for each hour or part thereof reasonably required for such search and preparation.	R145.00
	R435.00
The capped total cost to search for and prepare the record for disclosure.	

Additional Prescribed Information

Section 51(1)(f)

The Minister of Justice has prescribed no additional information.

Schedule 3 **REQUEST FOR COPY OF THE GUIDE**

REQUEST FOR A COPY OF THE GUIDE

(Section 51(1)(b)(i) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Regulations 2 and 3

Requests can be submitted by post or email and should be addressed to the relevant contact persons as indicated below:

Information Regulator of South Africa

Postal Address: P.O. Box 31533, Braamfontein, 2017
Physical Address: JD House, 27 Stiemens Street,
 Braamfontein, Johannesburg, 2001
Phone Number: +27 10 023 5200
Email Address: enquiries@info regulator.org.za

Ocean Basket Holdings (Pty) Ltd

- Information Officer : Alicia Singh-Pillay
Postal Address: Private Bag X184, Halfway House, Midrand, 1685
Physical Address: 1st Floor Building 13, Thornhill Office Park, 94 Bekker Road,
 Vorna Valley Ext 60, Midrand 1685
Phone Number: +27 11 655 1300
Email Address: alicia@oceanbasket.com

1. REQUESTOR DETAILS

Full name and surname: _____

Identity number: _____
Postal address: _____

Postal code: _____

Street address: _____

Postal code: _____

Contact number: _____

Email address: _____

Capacity in which the request is made:

Information Officer

Other

2. LANGUAGE AND COPIES OF THE GUIDE

Language (make with "X")		No. of copies	Language (make with "X")		No. of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			IsiXhosa	
	isiZulu				

3. MANNER OF COLLECTION

Street address: _____

Postal code: _____

Contact number: _____

Email address: _____

4. SIGNATURE

Signed _____ this _____ day of _____ 20____

Signature of Requestor / Person on Whose Behalf the Request is Made

Schedule 4 OUTCOME OF REQUEST AND OF FEES PAYABLE

OUTCOME OF REQUEST AND OF FEES PAYABLE

(Section 56 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation 8]

Note:

1. If your request is granted the-
 - a) amount of the deposit, (if any), is payable before your request is processed; and
 - b) 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: _____

Your request dated _____, refers.

You requested:

<p>Personal inspection of information at the registered address of Ocean Basket (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) 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 are liable for the fess prescribed in Error: Reference source not found.</p>	
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OR

You requested:

Printed copies of the information (including copies of an virtual images, transcriptions and information held on computer or in an electronic or machine readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

Kindly note that your request has been:

Approved

Denied for the following reasons:

Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a transcription of visual images per A4-size page (A)	Service to be outsourced. Will depend on quotation from Service Provider. Estimated Costs: (A) R60.00 (B) R68.40		
Copy of visual images (B)			
Transcription of an audio record, per A4-size page	R24.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL			

Deposit payable (if search exceeds six hours):

Yes No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	
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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 _____ on this _____ day of _____ 20__

Signature of Information Officer

Schedule 5 INFORMATION AVAILABLE IN TERMS OF SECTION 51(1)(c) of PAIA
PROTECTION OF PERSONAL INFORMATION ACT (“POPIA”)

PURPOSE

The personal information regarding POPIA, the following information is processed by Ocean Basket for the following purposes:

- Human resource management (including recruitment and processing of crew benefits);
- Personal information from members of the public who subscribe to our website for the purposes of receiving marketing information, partake in promotional competitions and surveys;
- Personal information obtained for purposes entering into agreements with Ocean Basket, including procurement, design, lease, licence agreements, logistical, accounting information and other agreements, and Ocean Basket confirms such personal information is only processed by authorised crew and processing is limited to the extent required by the terms of such agreement(s);
- Processing of financial information for accounting and auditing purposes;
- Personal information received from customers, with consent, for marketing purposes (including digital marketing), customer care and customer feedback.

CATEGORIES OF DATA SUBJECTS

Ocean Basket processes personal information from the following categories of data subjects:

- For example, but not limited to:
 - Crew
 - Franchisees
 - Suppliers
 - Shareholders and Directors
 - Third party vendors
 - Sponsors / Promoters
 - Customers
 - Website and various online applications users
 - Competitions and promotion entrants

CATEGORIES OF INFORMATION

Ocean Basket processes the following categories of information:

- Information relating to race, gender, sex, pregnancy, marital status, national, ethnic origin, age, physical or mental health, well-being, disability, religion;
- Information relating to education or medical, financial, criminal or employment history;
- Unique identifying numbers, personal company statutory information, email-address, physical address, location information, online identifiers;
- Biometric information of a person;
- Personal opinions / views or preferences of a person;
- Private and confidential correspondence;
- Views or opinions of another individual about a person; and
- Name of a person.

RECIPIENTS OF PERSONAL INFORMATION

Depending on the nature of personal information, Ocean Basket may provide information or records to the following categories of recipients:

- Suppliers
- Third party vendors
- Crew
- Statutory oversight bodies or regulators
- Subsidiary entities within the Ocean Basket Group in SA and International
- Any court, administrative or judicial forum making a request for data or discovery in terms of the applicable rules (for example: SARS and other similar authority and successful application for access of information in terms of PAIA).

TRANSBORDER FLOW

Ocean Basket may need to transfer data subject's information to service providers and various Ocean Basket subsidiaries in countries outside of South Africa. Some of these countries may not have data-protection laws which are like those of South Africa. To the extent Ocean Basket ensures transborder flow of information is required to achieve the purpose of processing and fully complies with applicable data privacy and protection legislation in accordance and adheres to the data privacy and protection legislation of countries who have their own data -protection laws.

INFORMATION SECURITY

Ocean Basket takes the appropriate technical and organisational measures designed to ensure that personal information remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT

Section 11(3) of the POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the processing of his/her/ theirs/ its personal information in the prescribed format attached to hereto subject to exceptions contained in POPIA.

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their personal information to be corrected / deleted in the prescribed form attached hereto.

Schedule 6 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

Regulations relating to the protection of personal information, 2018 - (Regulation 2)

Note:

1. Affidavits 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(s):	
Email address:	
B	DETAILS OF RESPONSIBLE PARTY
Name (s) and surname / registered name of data subject:	
Residential, postal, or business address:	Code:
Contact number(s):	
Email address:	
C	RESONS FOR OBJECTION IN TERMS OF SECTION 11 (1)(d) to (f) - Please provide detailed reasons for the objection:

Signed at _____ this _____ day of _____ 20_____

Signature of data subject / designated person

Schedule 7 REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

REQUEST FOR CORRECT OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF 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 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:
 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 DATA SUBJECT
Name (s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal, or business address:	Code:
Contact number(s):	
Email address:	
B	DETAILS OF RESPONSIBLE PARTY
Name (s) and surname / registered name of data subject:	
Residential, postal, or business address:	Code:

Contact number(s):	
Email address:	
C	INFORMATION TO BE CORRECTED / DELETED/ DESTROYED / DESTRUCTED IN TERMS OF SECTION 24(1) (a) and (b) WHICH IS IN POSSESSION OR UNDER CONTROL OF THE RESPONSIBLE PARTY OR WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN - Please provide details if possible:

Signed at _____ this _____ day of _____ 20_____

Signature of data subject / designated person

Annexure A

Ocean Basket Holdings (Proprietary) Limited and Its subsidiaries:

Name	Registration Number
Ocean Basket Holdings (Pty) Ltd	1997 / 017799 / 07
Ocean Basket Franchise Company (Pty) Ltd	1997 / 017819 / 07
Ocean Basket Cyprus SA (Pty) Ltd	2005 / 038851 / 07