

**SEAGRAVE ATTORNEYS (“SA”)
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“PAIA”)
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (“POPIA”)
MANUAL**

1. INTRODUCTION

Seagrave Attorneys (“SA”) is a private legal firm operating in the Republic of South Africa. This manual is published in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 (“PAIA”) and sections 23 to 25 of the Protection of Personal Information Act No. 4 of 2013 (“POPIA”). A guide on how to use PAIA can be found on the South African Human Rights Commission (“SAHRC”) website: www.sahrc.org.za.

2. PURPOSE OF THE MANUAL

The purpose of this manual is to promote transparency in the management of personal information by SA, outline procedures for accessing information, and ensure compliance with POPIA and related legislation.

3. CONTACT DETAILS

Name of Private Body	Seagrave Attorneys
Head of Private Body	Tim Seagrave
Designated Information Officer	Tim Seagrave
Email Address	Seagraveattorneys@gmail.com
Telephone Number	076 725 7684

4. TYPES OF PERSONAL INFORMATION COLLECTED

SA collects the following types of personal information:

- Client names and contact details
- Identification numbers and documents
- Financial information
- Correspondence and legal documentation
- Employee and supplier details

5. PURPOSE FOR PROCESSING PERSONAL INFORMATION

The purposes for which SA processes personal information include:

- Providing legal services to clients
- Complying with legal and regulatory requirements
- Administrative and operational purposes
- Employment and human resource management

6. RECIPIENTS OF PERSONAL INFORMATION

Personal information may be shared with third parties as required by law, including regulators, courts, service providers, and other parties necessary for the provision of legal services.

7. SECURITY MEASURES

SA employs reasonable, appropriate, and organizational security measures to safeguard personal information against loss, unauthorized access, or disclosure. These measures include both physical and electronic protections.

8. RIGHTS OF DATA SUBJECTS

“Data Subject” means the person to whom personal information relates.

Data subjects have the following rights:

- The right to access personal information
- The right to request correction or deletion of personal information
- The right to object to the processing of personal information
- The right to lodge a complaint with the Information Regulator

9. PROCEDURE TO REQUEST ACCESS TO INFORMATION

SA does not have any category of information that is automatically available.

To request access to personal information, please follow these steps:

1. Complete the Request for Access Form (Annexure “A”).
2. Attach certified copies of your identity document.
3. Submit the completed form and documents to the Information Officer at the contact details provided above.
4. Include sufficient detail in your request to enable SA to identify the record(s) and the requester. Specify the form of access required and provide a postal or email address in the Republic of South Africa.
5. If requesting information on behalf of another person, submit proof of your authority to do so to the reasonable satisfaction of the Information Officer.
6. Await notification from the Information Officer regarding the decision. If access is granted, the notification will include any applicable fees and details about the form of access.
7. Pay the prescribed fee for requesting records of another person (R50.00). You may lodge an application with the court against the tender or payment of the request fee.
8. If reproduction or preparation of the requested information exceeds six (6) hours, a deposit may be required as calculated in terms of PAIA.

If the request is denied, the Information Officer will notify you in writing, provide reasons for the denial, and advise you of your right to appeal to a court of competent jurisdiction. Any deposit paid will be refunded if access is denied. If the record cannot be found or does not exist, the Information Officer will notify you that it is not possible to provide access to that record.

SA may refuse to grant access to information on certain grounds, including:

- The records are privileged
- The records contain trade secrets of a third party
- Disclosure may harm the commercial or financial interests of a third party
- The records contain confidential information of a third party
- Disclosure may reasonably endanger the life or physical safety of an individual
- Disclosure may prejudice or impair the security of a building, structure, or system (including but not limited to a computer or communication system)

10. REVIEW AND UPDATES

This manual will be reviewed periodically to ensure ongoing compliance with relevant legislation. Updates will be published as required.

For further information regarding this manual, please contact the Information Officer at seagraveattorneys@gmail.com.