

**PAIA MANUAL**  
**Of**  
**Siemens Proprietary Limited**  
**(“Siemens”)**

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

**DATE OF COMPILATION: 01/11/2022**

## TABLE OF CONTENTS

### Contents

1.	LIST OF ACRONYMS AND ABBREVIATIONS.....	3
2.	PURPOSE OF PAIA MANUAL.....	3
3.	KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SIEMENS.....	4
4.	GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE....	4
6.	DESCRIPTION OF THE RECORDS OF SIEMENS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION .....	7
7.	DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SIEMENS .....	8
8.	PROCESSING OF PERSONAL INFORMATION .....	10
9.	AVAILABILITY OF THE MANUAL.....	11
10.	UPDATING OF THE MANUAL.....	12

## 1. LIST OF ACRONYMS AND ABBREVIATIONS

**NB: please insert relevant applicable acronyms and abbreviations**

- |     |                    |                                                                    |
|-----|--------------------|--------------------------------------------------------------------|
| 1.1 | <b>“CEO”</b>       | Chief Executive Officer                                            |
| 1.2 | <b>“DIO”</b>       | Deputy Information Officer;                                        |
| 1.3 | <b>“IO“</b>        | Information Officer;                                               |
| 1.4 | <b>“Minister”</b>  | Minister of Justice and Correctional Services;                     |
| 1.5 | <b>“PAIA”</b>      | Promotion of Access to Information Act No. 2 of 2000 (as Amended); |
| 1.6 | <b>“POPIA”</b>     | Protection of Personal Information Act No.4 of 2013;               |
| 1.7 | <b>“Regulator”</b> | Information Regulator; and                                         |
| 1.8 | <b>“Republic”</b>  | Republic of South Africa                                           |

## 2. PURPOSE OF 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 Information Officer and Deputy Information Officer who will assist the public with the records 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 description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body 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
- 2.10 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 SIEMENS**

#### **3.1. Chief Executive Officer**

Name: Sabine Ulrike Dall’Omo  
Tel: +27 11 652 2000 (switchboard)  
Email: [sabine.dallomo@siemens.com](mailto:sabine.dallomo@siemens.com)

#### **3.2. Information Officer**

Name: Charl Francois Marais  
Tel: +27 11 652 2000 (switchboard)  
Email: [charl.marais@siemens.com](mailto:charl.marais@siemens.com)

#### **3.3 National or Head Office**

Postal Address: Private Bag X71, Halfway House, 1685  
Physical Address: 300 Janadel Avenue, Halfway House, 1685  
Telephone: +27 (11) 652 2000  
Website: [www.siemens.co.za](http://www.siemens.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, 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, electronic mail address of-
    - 4.3.2.1. the Information Officer of every public body, and

- 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
- 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<sup>3</sup>; and
  - 4.3.3.2. access to a record of a private body contemplated in section 50<sup>4</sup>;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. 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-
  - 4.3.6.1. an internal appeal;
  - 4.3.6.2. a complaint to the Regulator; and
  - 4.3.6.3. 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;
- 4.3.7. the provisions of sections 14<sup>5</sup> and 51<sup>6</sup> requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

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<sup>1</sup> Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

<sup>2</sup> 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.*

<sup>3</sup> Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

<sup>4</sup> Section 50(1) 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.*

<sup>5</sup> Section 14(1) of PAIA- *The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.*

<sup>6</sup> Section 51(1) of PAIA- *The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.*

- 4.3.8. the provisions of sections 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
  - 4.3.9. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and
  - 4.3.10. the regulations made in terms of section 92<sup>11</sup>.
- 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 Information Officer;
  - 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 two official languages, for public inspection during normal office hours-
- 4.6.1 English
  - 4.6.2 Afrikaans

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<sup>7</sup> Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

<sup>8</sup> Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

<sup>9</sup> Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>10</sup> Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

<sup>11</sup> Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

**5. CATEGORIES OF RECORDS OF SIEMENS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

<b>Category of records available on company website</b>
Publications
Brochures
Press Releases
Marketing and Promotional Material

**6. DESCRIPTION OF THE RECORDS OF SIEMENS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Information and records are available in terms of certain provisions of the following legislation as amended from time to time, to the persons or entities specified in such legislation:

<b>Applicable Legislation</b>
Companies Act 71 of 2008
Promotion of Access to Information Act 2 of 2000
Employment Equity Act 55 of 1998
Broad-Based Black Economic Empowerment Act 130 of 1993
Competition Act 71 of 2008
Consumer Protections Act 68 of 2008
Compensation of Occupational Injuries and Disease Act 130 of 1993
Unemployment Contributions Act, 2002
Value Added Tax Act, 1991
Occupational Health & Safety Act, 1993
Unemployment Insurance Act, 2002
Labour Relations Act, 1995
Pension Funds Act, 1956
Insolvency Act, 1936
Protection of Personal Information Act,
Income Tax Act, 1962

**7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SIEMENS**

Category of Records	Records
Companies Act Records	Memorandum of Incorporation Share Register Statutory Records
Health and Environmental Safety Records	Environmental Policy Environmental Records Health and Safety Records (Employees, Contractors) Statutory Records
Internal Records (Records listed pertain to Siemens's own affairs)	Internal policies and Procedures Information Technology, including software, support, and maintenance agreements. Minutes of Meetings Financial Records Intellectual Property Records Siemens Provident fund Records and rules Insurance Records, including professional indemnity insurance i.r.o Siemens Pty Ltd Statutory Records Operational Records Service Records Asset Register Company Guidelines Immovable property records General contract documents
Employee Records	Any personal Records provided to Siemens by its employees Conditions of Employment and other Employee-related contractual and quasi legal records Employment Policies and records Any records provided by Third-Party to Siemens in relation to employees Internal evaluation Disciplinary records Payroll Records Other Internal Records

Category of Records	Records
	Special Personal Information (Employee medical records made available)
Client Related Records	Engagement Letters Details of Transactions carried out Contracts with Clients/ Suppliers Details of contracts, sales or leases entered with Siemens Financial Records Minutes of Meetings Personal Information Memoranda and Letters
Other Third-Party Records  Records are kept in respect of other parties, joint ventures, consortia to which Siemens is a party, Contractors and subcontractors, suppliers, service providers.	Employee, Client or Siemens Records held by a third party as opposed to being held by Siemens.
Other Information	Research Information belonging to Siemens Information made available to trainees for mentorship Programme

## 8. PROCESSING OF PERSONAL INFORMATION

### 8.1 Purpose of Processing Personal Information

Siemens processes personal for a number of purposes including but not limited to the following:

- Talent acquisition and recruitment process;
- Employment relationships;
- Payroll and taxation of employees;

Siemens Data Privacy Notice further explains how we collect, store, use, disclose and transfer (hereinafter “process”) personal information. The personal data that we collect about you depends on the context of your interactions with us, the products, services and features that you use, your location, and applicable law. Siemens Data Privacy Notice can be viewed here: <https://new.siemens.com/global/en/general/privacy-notice.html>

### 8.2 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 / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race, banking details, COVID-related information in accordance with the applicable directive as issued by the Department of Employment & Labour from time to time. Special personal information is collected and processed as required by legislation.
Job applicants	Curriculum vitae containing address, identity numbers, employment status, gender, race, residential address, contact numbers, qualifications. Special personal information is collected and processed as required by legislation.
Visitors	Name, contact numbers, car registration details, identification number
Shareholders	Name, contact numbers, entity registration, key personnel, Identity numbers, address. Special personal information is collected and processed as required by legislation.

**8.3 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
Identity number and names, for criminal checks	South African Police Services Credit Bureaus
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information, biometrics	Credit Bureaus
Other personal information	Companies in the Siemens AG Group subject to binding corporate rules

**8.4 Planned transborder flows of personal information**

- 8.4.1 Personal information is transferred across South African borders when circumstances of the transaction and or process require us to do so. Such transfers occur in accordance with the applicable South Africa legislation at time of transfer.
- 8.4.2 In the event where such cross-border transfer occurs within the Siemens Group of Companies, the transfer is governed by Siemens Binding Corporate Rules and Intercompany Agreement.
- 8.4.3 In the event where an operator processes personal information on behalf of Siemens, such processing is governed in terms of contractual agreement which imposes the required duty on the operator to ensure that processing occurs in full compliance with applicable legislation.

**8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity, and availability of the information**

- 8.5.1 Siemens has implemented robust technical and organisation measures to ensure the security, confidentiality, integrity, and availability of personal information.
- 8.5.2 Siemens has a dedicated Information Security Department which continually tests, monitor, and implement technical and organisational measures in order to secure personal information.

**9. AVAILABILITY OF THE MANUAL**

- 9.1 A copy of the Manual is available-
  - 9.1.1 on ([www.siemens.co.za](http://www.siemens.co.za)), if any;
  - 9.1.2 head office of Siemens for public inspection during normal business hours;

- 9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.1.4 to the Information Regulator upon request.
- 9.2 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.

## 10. UPDATING OF THE MANUAL

Siemens will on a continuous basis evaluate the need for updates to this manual and will publish such updated versions on its website.

### *Issued by*

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**Sabine Dall’Omo**

Chief Executive Officer

Siemens Proprietary Limited

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**Charl Marais**

Information Officer

Siemens Proprietary Limited