

Bregman Moodley Inc Attorneys Manual
prepared in terms of Section 51 of the Promotion to Access to Information Act (“PAIA”)
and
The Protection of Personal Information Act (“POPIA”).

1. Introduction and Definitions

This manual is created to help anyone, clients, the public, or employees, understand how to request access to information held by Bregman Moodley Inc Attorneys (**“BMA”**), and how we handle requests in line PAIA and POPIA.

Key terms:

- **Client:** any natural or juristic entity that receives services from BMA.
- **PAIA:** The law enabling the public to access information from private and public bodies in South Africa.
- **POPIA:** The law regulating the processing of personal information.
- **Information Regulator:** The authority ensuring compliance with PAIA and POPIA.
- **Information Officer:** means a person or persons acting on behalf of Bregman Moodley Inc Attorneys who is responsible for discharging the duties as prescribed in terms of PAIA.
- **Manual:** This guide on making access to information requests.
- **Other Requester:** any requester other than a personal requester.
- **Personal Requester:** a requester who is seeking to access a record containing personal information about that requester.
- **Requester:** any person making a request for access to a record that is under the control of BMA.
- **Third Party:** any natural or juristic person other than the requester or such party acting on behalf of the requester, or BMA itself.

2. Purpose of This Manual

This document helps Bregman Moodley Inc Attorneys comply with PAIA by making our information accessible, and with POPIA, by explaining how we process and protect personal information.

3. Contact Details

- **Information Officer** Roy Bregman
roy@bmalaw.co.za
- **Deputy Information Officer** Sharusha Moodley
sharusha@bmalaw.co.za
- **Physical/Street Address:** Suite 316 Killarney Office Towers, 60 Rivie Road, Killarney, Johannesburg.
- **Telephone:** 011 646-0335

4. Where To Get More Information About PAIA and POPIA

You can read an official guide about PAIA (in all official languages) on the Information Regulator's website: www.inforegulator.org.za.

You can also contact the Information Regulator at:

- Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
- Postal address: P.O. Box 31533, Braamfontein, Johannesburg, 2017
- Telephone: 010 023 5200
- Email: PAIAComplaints@inforegulator.org.za

5. Section 52(2) Notice

Currently, there is no notice under Section 52(2) of PAIA for records automatically available without requesting.

6. Records Held in Terms of Other Laws

Bregman Moodley Inc Attorneys keeps and uses records according to many South African laws, which may include:

- Legal Practice Act
- Income Tax Act
- Labour Relations Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Occupational Health and Safety Act
- Financial Intelligence Centre Act
- Electronic Communications and Transactions Act
- Pension Funds Act
- Insurance Act
- Medical Schemes Act
- Copyright and Tax laws
- POPIA and PAIA

Other laws may also require us to keep certain records.

7. Types of Records We Hold

We keep the following main groups of records:

- Information about legal work, legal advice, and correspondence
- Documents about properties and assets
- Contracts, agreements, and legal documents
- Software licensing records
- Information about clients, suppliers, and service providers
- Financial and tax documents, including annual financial statements and tax returns
- Employee records (applications, contracts, payroll, benefits, performance)
- Compliance and regulatory correspondence
- Records about claims (by, against, or involving Bregman Moodley Attorneys)
- Risk and insurance assessment documents
- Marketing materials

8. Processing of Personal Information (POPIA)

Our Privacy Policy (available at <https://bregmans.co.za/privacy-policy/>) contains details about:

- Kinds of personal information we collect
- Why we collect and process this information
- People whose information we process (clients, staff, suppliers, etc.)
- Recipients (who might receive this information, if anyone)
- Whether information might be sent outside South Africa
- General security measures we use to guard your information

Both parties shall comply with their obligations under the Protection of Personal Information Act 4 of 2013 regarding the processing, storage, and transmission of personal information.

9. How to Request Information

1. The Requester must fill in Form 2 (Request for Access to Record) found at <https://bregmans.co.za/about-us/promotion-of-access/> and submit same as well as payment of a request fee (if applicable) and a deposit, where a request is made for access to information relating to a third party, to the Information Officer.
2. Email your form to the Information Officer, Roy Bregman roy@bmalaw.co.za.
3. Supply enough detail for us to identify the records, confirm your identity, and communicate with you.
4. Clearly state which right you wish to exercise or defend and explain why you need the information for that purpose.
5. Attach proof of identity (and authorisation if you request information for someone else).

10. Fees

- If you require access to records of your personal information, you do not have to pay a request fee.
- A set request fee is payable as set out in Form 3.
- If preparing the record will take more than six hours, you may be asked to pay a deposit, which will be offset against the final amount due.
- Access or copies of records will not be released until all fees have been paid.
- If you believe you qualify for exemption from fees, please explain your reasons in writing.
- The current fee schedule is available on the Information Regulator's website.

11. Updates and Availability of This Manual

This manual will be updated if the law or our practices change. You may:

- View it at our office (at the address above)
- View or download it from our website <https://bregmans.co.za/about-us/promotion-of-access/>
- Request a copy from the Information Regulator