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**PAIA MANUAL**

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	2	1 December 2021

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT  
2 OF 2000 (“PAIA”)**

**AS AMENDED BY THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (“POPIA”)**

OF

**MACMILLAN SOUTH AFRICA (PTY) LIMITED**

(REG. NO.: 1993/000118/07)

(“Macmillan”)

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REVISION NUMBER	
2	
PAGE NUMBER	EFFECTIVE DATE
3	1 December 2021

**INDEX**

1. AN INTRODUCTION TO PAIA..... 4

2. OUR PAIA MANUAL ..... 4

3. WHO ARE WE - ABOUT US AND OUR BUSINESS..... 5

5. OUR BOARD OF DIRECTORS ..... 5

6. OUR CONTACT DETAILS ..... 6

7. DETAILS OF OUR INFORMATION OFFICER OFFICERS ..... 6

8. PAIA GUIDE ..... 7

9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE ..... 8

10. RECORDS KEPT IN TERMS OF OTHER LEGISLATION..... 8

11. A DESCRIPTION OF SUBJECTS & CATEGORIES OF RECORDS ..... 8

12. INFORMATION RELATED TO POPIA ..... 10

13. REQUEST PROCEDURE ..... 13

14. OBJECTION ..... 14

15. CORRECTION..... 14

16. PROOF OF IDENTITY ..... 15

17. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS ..... 15

18. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION .... 15

19. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS ..... 16

 <b>macmillan</b> education South Africa	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	4	1 December 2021

## 1. AN INTRODUCTION TO PAIA

The Promotion of Access to Information Act, 2000 ("**PAIA**") came into operation on 9 March 2001.

PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable.

## 2. OUR PAIA MANUAL

This Manual constitutes Macmillan's PAIA manual.

This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("**POPIA**"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. 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. 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.

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	5	1 December 2021

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.

For purposes of this Manual, we refer to ourselves as “Macmillan”, “we”, “us” or “our”.

We have compiled this Manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

### **3. WHO ARE WE - ABOUT US AND OUR BUSINESS**

We are Macmillan South Africa (Pty) Ltd., a world class educational content and service provider that supports learners, teachers and institutions through a lifetime of learning by providing them with content in the most relevant, engaging and flexible formats.

If you would like to find out more about us, including our main business activities, our company profile is available at [www.macmillaneducation.co.za/about-us/who-we-are](http://www.macmillaneducation.co.za/about-us/who-we-are).

### **4. MAIN SUBSIDIARIES AND ASSOCIATE COMPANIES**

Macmillan’s associate entity is Springer Nature South Africa (Pty) Ltd.

If you have a PAIA request you would like to submit to one of them, you should follow the procedures set out in this Manual.

### **5. OUR BOARD OF DIRECTORS**

Our directors are:

Govindasamy Letchmanan Naidoo

Brett Justin Basel

Millicent Nomkhosi Sibeko

Emma Jane Bourne

The Directors and Management Committee may change from time to time.



## 6. OUR CONTACT DETAILS

Our general contact details are as follows:

Postal Address: Private bag x19  
Northlands  
Johannesburg  
Gauteng  
2116

Physical Address: 4th Floor, Building G, Hertford Office Park,  
90 Bekker Road, Vorna Valley,  
Midrand, 1685

Telephone contact number: +27 11 731 3300

## 7. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The details of our Information and Deputy Information Officer/s are as follows:

### Information Officer:

Name: Kefiloe Lehlohonolo Kgomo

Address: 4th Floor, Building G, Hertford Office Park,  
90 Bekker Road, Vorna Valley,  
Midrand, 1685

Fax: +27 11 731 3535

Telephone number: +27 11 731 3424

Email: [kefiloe.kgomo@macmillaneducation.co.za](mailto:kefiloe.kgomo@macmillaneducation.co.za)

Information Regulator reference number: 11130/2021-2022/IRRTT

### Deputy Information Officer(s):

Name: Thato Ndaba

Address: 4th Floor, Building G, Hertford Office Park,  
90 Bekker Road, Vorna Valley,  
Midrand, 1685

Fax: +27 11 731 3535

Telephone number: +27 11 731 3421

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	7	1 December 2021

Email: [thato.ndaba@macmillaneducation.co.za](mailto:thato.ndaba@macmillaneducation.co.za)

Information Regulator reference number: 11130/2021-2022/IRRTT

**Correspondence:**

For the attention of the Information Officer

Phone number for PAIA / POPIA requests: +27 11 731 3424/+27 11 731 3421

Fax number for PAIA / POPIA requests: +27 11 731 3535

Email address for PAIA / POPIA requests: [za.legal@macmillaneducation.co.za](mailto:za.legal@macmillaneducation.co.za)

**8. PAIA GUIDE**

In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in 5 (five) South African official languages.

If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	8	1 December 2021

## 9. INFORMATION THAT IS AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST

The information available on our website, may be automatically accessed by you without having to go through the formal PAIA request process.

## 10. RECORDS KEPT IN TERMS OF OTHER LEGISLATION

Macmillan is subject to many laws and regulations, some of which require us to keep certain records.

These laws are detailed below:

- \* Basic Conditions of Employment Act, 1997
- \* Broad Based Black Economic Empowerment Act, 2003
- \* Companies Act 2008 (Act No. 71 of 2008)
- \* Compensation for Occupational Injuries and Diseases Act, 1993
- \* Consumer Protection Act, 2008
- \* Copyright Act, 1978
- \* Electronic Communications and Transactions Act, 2002
- \* Employment Equity Act, 1998
- \* Income Tax Act, 1962
- \* Labour Relations Act, 1995
- \* Occupational Health and Safety Act, 1993
- \* Promotion of Access to Information Act, 2000
- \* Protection of Personal Information Act, 2013
- \* Unemployment Insurance Act, 2001
- \* Unemployment Insurance Contributions Act, 2002
- \* Value-Added Tax Act, 1991

This list is not exhaustive.

## 11. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS

Described below and in Appendix A attached hereto are the records which we hold, divided into categories for ease of reference:



 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	9	1 December 2021

### **Companies Act Records**

- Documents of Incorporation;
- Memorandum of Incorporation;
- Minutes of Board of Directors meetings and General Meetings;
- Written Resolutions;
- Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records.

### **Financial Records**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;
- Rental Agreements; and
- Invoices.

### **Income Tax Records**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;



- VAT;
- Regional Services Levies;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation.

### **Personnel Documents and Records**

- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.

## **12. INFORMATION RELATED TO POPIA**

### **Introduction**

POPIA requires us to provide you with certain information relating to how personal information that we process is, amongst others, used, disclosed and destroyed.

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	11	1 December 2021

We have set out the required information below in Appendix A attached hereto.

**Information on how you can request your personal information under POPIA**

Requests for personal information under POPIA must be made in accordance with the provisions of PAIA. This process is outlined in paragraph 13 below.

If we provide you with your personal information, you have the right to request the correction, deletion or destruction of your personal information, in the prescribed form. You may also object to the processing of your personal information in the prescribed form.

We have attached the prescribed forms to this Manual for your convenience.

We will give you a written estimate of the fee for providing you with your personal information, before providing you with the services. We may also require you to provide us with a deposit for all or part of the fee prior to giving you the requested personal information.

**Purpose of processing**

POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject’s) privacy.

The type of personal information that we process will depend on the purpose for which it is collected. We will disclose to you why the personal information is being collected and will process the personal information for that purpose only.

**Personal information that is processed; category of data subject; and category of personal information**

The information provided under this section refers to broad categories of information.

This list is not exhaustive.

Clients - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.

Clients – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	12	1 December 2021

Clients – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

Contracted Service Providers: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

Intermediary / Advisor: Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.

Employees / Directors / Potential Personnel / Shareholders / Volunteers / Employees’ family members / Temporary Staff: gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children’s name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.

Website end-users / Application end-users: names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

**Categories of recipients for purposes of processing personal information**

We may supply personal Information to these potential recipients:

- Management;
- Employees;
- Temporary Staff;
- Sub-contracted Operators; and
- Other recipients in international organisation.

We may disclose personal information we collected to any of our overseas associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	13	1 December 2021

### **Actual or planned trans-border flows of personal information**

We may disclose personal information we collected to our shareholders, any of our associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

### **General description of information security measures**

Macmillan employs appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:

- Firewalls;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up our information technology infrastructure; and
- Outsourced service providers who are contracted to implement security controls.

## **13. REQUEST PROCEDURE**

### **Completion of the prescribed form**

Any request for access to a record from a public body in terms of PAIA must substantially correspond with the form attached hereto marked *Appendix B - FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10]*.

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

### **Payment of the prescribed fees**

A Fee may be payable, depending on the type of information requested, as described under *Appendix C - Fees in respect of private bodies*.

 <b>macmillan</b> education South Africa	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	14	1 December 2021

There are two categories of fees which are payable:

- **The request fee:** R50
- **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.

Section 54 of PAIA entitles Macmillan to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

POPIA provides that a data subject may, upon proof of identity, request Macmillan to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Macmillan must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

#### 14. OBJECTION

POPIA provides that a data subject may object, at any time, to the processing of personal information by Macmillan, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as *Appendix D - FORM 1 - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2]* and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

#### 15. CORRECTION

A data subject may also request Macmillan to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Macmillan is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	15	1 December 2021

A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as *Appendix E - FORM 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]*

## **16. PROOF OF IDENTITY**

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

## **17. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS**

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

## **18. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION**

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;

 <b>macmillan</b> <b>education</b> <b>South Africa</b>	<b>REVISION NUMBER</b>	
	2	
	<b>PAGE NUMBER</b>	<b>EFFECTIVE DATE</b>
	16	1 December 2021

- if the record contains trade secrets, financial or sensitive information or any information that would put Macmillan at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by Macmillan.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty-one) days of receipt of the request. The third party would then have a further 21 (twenty-one) days to make representations and/or submissions regarding the granting of access to the record.

## **19. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

In the event that you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

## **20. AVAILABILITY OF THIS MANUAL**

Copies of this Manual are available for inspection, free of charge, at the registered offices of Macmillan at 4th Floor, Building G, Hertford Office Park, 90 Bekker Road, Vorna Valley, Midrand, 1685.



## Appendix A

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
Human Resources	<p><b>Prospective employees</b></p> <p>CVs</p> <p>Qualifications</p> <p>Contact details</p> <p>Addresses</p> <p>ID copy / passport if the employee is not South African</p> <p>Biometric information</p> <p>Disability status</p> <p>Nationality</p> <p>Criminal record information</p> <p>Interview records</p> <p><b>Employees/learnerships</b></p> <p>All of the same information as prospective employees</p> <p>Date of birth</p> <p>Gender</p> <p>Home address and postal address</p> <p>Marital status</p> <p>Driver's licence</p> <p>Banking details</p> <p>Tax registration number</p> <p>Remuneration details</p> <p>Name and contact details of emergency contact</p> <p>Details of the employee's other business interests</p> <p>Payroll number</p>	<p><b>Prospective employees</b></p> <p>To assess suitability for employment and check criminal history and qualifications.</p> <p><b>Employees/learnerships</b></p> <p>To manage the employment relationship including providing benefits, paying remuneration, conducting appraisals, onboarding employees into company systems, legislative compliance.</p> <p><b>Bursary students</b></p> <p>To administer the relationship, effect payments of stipends, effect payments to institution at which student is studying.</p>	<p>Medical Aid Fund</p> <p>Pension Fund</p> <p>SARS</p> <p>Joint employers of learnership beneficiaries</p> <p>Service Providers who provide various services related to employees, e.g. background checks, wellness, B-BBEE verification</p> <p>Document storage service provider</p> <p>Other Springer Nature group companies</p>	<p>Employment contracts</p> <p>Performance Review records</p> <p>Disciplinary records</p> <p>Medical Aid membership records</p> <p>Pension fund records</p> <p>Tax records</p> <p>Records relating to B-BBEE compliance</p> <p>Contracts with service providers</p>

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
	<p>Medical Aid membership details</p> <p>Pension fund details</p> <p>Performance review records</p> <p><b>Bursary students</b></p> <p>Name</p> <p>Contact details</p> <p>ID number</p> <p>Copy of ID</p> <p>Banking details</p> <p>Proof of registration</p>			
Marketing	<p><b>Schools</b></p> <p>School contact details</p> <p><b>Prospective clients visited by sales representatives</b></p> <p>Name and contact details of relevant contact person and decision maker</p> <p><b>Macmillan Teacher Campus course attendants</b></p> <p>(See details of information processed below)</p> <p><b>Prospective clients at exhibitions, conferences and workshops</b></p> <p>Name, surname, email, cell phone number, position, subjects that they teach, grade that they teach, school where they teach, email address of school</p> <p><b>Booksellers</b></p> <p>Company name, contact details, contact person, bookstore manager details.</p>	<p>Data is processed for purposes of marketing Macmillan's goods and services.</p> <p>Bookshop details are processed to administer a loyalty programme.</p>	<p>Service provider used to send bulk messages</p> <p>Data capturer</p> <p>Other Springer Nature group companies</p>	<p>Marketing database</p> <p>Information on website traffic</p>
Finance	<b>Customers who open an account</b>	Customer information is collected to ensure that Macmillan gets paid for	Service provider that	Forms for onboarding

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
	<p>Customer name Physical address Postal address Delivery address Contact number Fax number Email Contact person Banking details Company registration number VAT registration number Tax clearance certificates for companies Copies of the IDs of all directors if customer is a company or individual ID if customer is an individual Company registration forms Annual turnover if it exceeds a certain threshold Marital status and matrimonial property system if customer is an individual</p> <p><b>Customers who do not open an account</b> Name, email, contact number, address</p> <p><b>Service providers/business partners who receive payment</b>  Name  Contact details  Banking details</p>	<p>products that have been ordered and to verify the identity and credit record of customers who open accounts.</p> <p>Annual turnover information is required for compliance with the National Credit Act and the Consumer Protection Act.</p> <p>Service provider information is collected to facilitate making payment for services rendered and, in the case of authors, payment of royalties.</p> <p>Information is collected from third parties to whom Macmillan has to make payments in order to facilitate those payments.</p>	<p>conducts credit checks</p> <p>Service provider that assists in maintenance of finance systems</p> <p>External auditors</p> <p>B-BBEE verification service provider</p> <p>Document storage service provider</p> <p>Other Springer Nature group companies</p>	<p>customers</p> <p>Supporting documents submitted with credit applications</p> <p>Tax related records</p> <p>Records of royalty payments</p> <p>Records of payments made to service providers</p> <p>Payroll records</p> <p>Financial statements and reports</p>
Macmillan Teacher Campus	<p><b>Teachers and district officials attending free or paid non-accredited workshops</b> Name, ID number, email, cell phone number, position, subjects that they teach, grade that they teach, school where they teach, email address of school</p>	<p>Information is collected from freelancers for purposes of selecting and onboarding them as service providers, paying them for services and tax compliance. Information about race is collected for B-BBEE purposes because they are service providers to Macmillan.</p>	<p>ETDP SETA</p> <p>SACE</p> <p>Freelance course facilitators</p>	<p>Forms for onboarding course participants</p> <p>Prescribed records that must be retained for accredited courses</p>

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
	<p><b>Teachers and district officials attending accredited ETDP SETA workshops</b>  Name, surname, maiden name, ID/Passport number, nationality, residency status, home language, date of birth, gender, race, disability, marital status, qualifications, fax number, physical address, postal address, email, tel/cell phone number, occupation, workplace, address of workplace, email address of workplace, work number, SACE registration number, contact details for a family member, certified copy of ID, certified copy of school and post graduate qualifications</p> <p><b>Teachers attending SACE approved workshops that carry professional development points</b>  Name, ID number, contact phone number, SACE registration number</p> <p><b>Learners that attend Saturday classes</b>  Full name</p> <p><b>Applicants for appointment as freelance facilitators, authors, critical readers, proof readers, editors, moderators, assessors</b>  Name, ID number, cell number, home and work numbers, email, physical address, banking details, name of employer, job title, whether the applicant has a driver's licence, details of teaching experience, qualifications,</p> <p><b>Freelance facilitators, authors, critical readers, proof readers, editors, moderators, assessors</b>  All the information collected</p>	<p>Information is collected from workshop participants to record their participation in the course and ensure that they receive accreditation from the ETDP SETA or professional development points from the SACE. Information is also collected for marketing purposes.</p> <p>Learner names are collected for Saturday courses to report back to the school about attendance.</p>	<p>Data capturer</p> <p>Third parties with whom Macmillan partners to jointly provide courses</p> <p>Corporate course sponsors</p> <p>Other  Springer  Nature group companies</p>	<p>Attendance registers</p> <p>Facilitator feedback forms</p> <p>Freelancer contracts</p>

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
	when a freelancer applies and also their tax number, remuneration, race, facilitator feedback forms completed by workshop attendees			
International Sales	<p><b>Local and international publishers</b> Name, company registration details, address, contact details, VAT registration numbers if applicable, banking details</p> <p><b>Prospective clients visited by sales representatives</b> Name, position of person, email address</p> <p><b>Generic schools list</b> School email addresses, physical addresses and contact numbers</p>	<p>Data is processed from companies that Macmillan represents to administer the relationship with them, facilitate marketing and sale of their books or products and effect payment to them.</p> <p>The data of actual and potential customers is processed for marketing purposes, to open accounts for customers and to provide customers with goods and services.</p>	<p>External auditors</p> <p>Other Springer Nature group companies</p>	<p>Contracts with business partners for whom Macmillan acts as an agent</p> <p>Contracts with service providers</p> <p>Records of customer visits</p>
National Sales	<p><b>Government officials/teachers</b> Name, email, contact number</p> <p><b>Managing agents and distributors</b> Name, contact details</p> <p><b>Prospective clients visited by sales representatives</b> Name and contact details of relevant contact person and decision maker</p>	Contacting individuals for marketing purposes and conducting research that assists with product development	<p>External auditors</p> <p>Other Springer Nature group companies</p>	Contracts with government appointed managing agents

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
Regional Publishing and Services	<p><b>Macmillan authors/ freelance service providers</b></p> <p>Name, gender, contact details, physical and postal address, nationality, copies of ID or passport, proof of banking details, royalty factor/payments, correspondence, details of employment with government, details of employment with competitor, name and position of the author's manager if employed by government or a competitor, personnel number if employed by government, details of immediate family members employed by government or a competitor, tax registration number, VAT registration number,</p> <p>If the entity is a company or an author uses a company to enter into the agreement then: company registration number, tax registration number of company, VAT registration number of company, B-BEE certificate</p> <p>performance management information</p> <p><b>External requestors, external copyright holders</b></p> <p>Names, contact details, correspondence, banking/payment details</p>	<p><b>Macmillan authors and freelance service providers</b></p> <p>Administration of contractual agreements and payment of royalties/fees</p> <p>Verifying the identity and credentials of the individual or company</p> <p>To manage and maintain the editorial department's freelancer database. To track and monitor freelancer performance over time</p> <p>Effecting payment for service</p> <p>Nationality, race and gender are used for B-BBEE purposes</p> <p><b>External requestors, external copyright holders</b></p> <p>Licensing agreements, administration and payments</p> <p><b>External copyright holders</b></p> <p>Record of research, permissions clearance, payment, delivery of products and services</p> <p><b>Teachers who participate in research</b></p> <p>To conduct the research, effect payment to participants and track B-BBEE</p>	<p>Dramatic, Artistic and Literary Rights Organisation</p> <p>External auditors</p> <p>Other Springer Nature group companies</p> <p>Other publishing companies in the event of a joint venture</p> <p>Author information may have to be supplied to South African or foreign government if requested as part of a tender process</p>	<p>Contracts with authors, freelancers, rights holders and other third parties</p> <p>Records of rights holder research</p> <p>Freelancer database</p>

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
	<p><b>External copyright holders</b></p> <p>Names, contact details, correspondence, banking/payment details, physical address/location, date of birth and date of death (if relevant), names of family members, names of associates (e.g. colleagues, literary agent, etc.), contact details for family/associates</p> <p><b>Teachers who participate in research</b></p> <p>Name, contact telephone numbers, email, race, banking details, remuneration to be paid by Macmillan, school at which they are employed, grade that they teach</p>	compliance		
TVET Colleges	<p>TVET colleges provide the same details as other customers (see finance section above)</p> <p>Contact details of prospective customers</p> <p>Names and ID numbers of students who require access to special material</p> <p>Name, contact details and banking details of joint venture business partner</p>	<p>Information is collected from TVET colleges for the same purpose as other customers (see finance section above)</p> <p>Information is collected from lecturers for marketing purposes as they are involved in making decisions about which books to assign for their courses.</p> <p>Information is collected from students who have special needs because they need to sign a licence agreement in respect of receiving a softcopy of the Macmillan content which can be converted into a format that is suitable for them.</p> <p>Information is collected from</p>	<p>External auditors</p> <p>Other Springer Nature group companies</p>	<p>Agreements with joint venture business partner</p> <p>Records relating to customer relationship management</p> <p>Agreements with students who are provided with special material</p>

Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
		Troupant and relevant employees to administer the JV relationship.		
Customer service	Customer information (see finance section above and website section below)	<p>Ensuring that products are delivered to customers and that their orders are properly managed</p> <p>Ensuring that Macmillan gets paid for products that have been ordered on credit and that the identity and credit record of the client is checked before allowing them to take stock on credit</p>	<p>External auditors</p> <p>Other Springer Nature group companies</p> <p>Courier companies that deliver material to customers</p>	Customer records
Production	<p><b>Printing companies</b></p> <p>B-BBEE certificates</p> <p>Company registration documents</p> <p>Telephone details</p> <p>Physical address</p> <p>VAT registration number</p> <p>Tax registration number</p> <p>Banking details</p> <p>Contact details</p>	Administering the relationship and effecting payment for services rendered	<p>External auditors</p> <p>Other Springer Nature group companies</p>	Contracts with printers and records relating to orders placed



Business area	Data subjects and categories of personal information processed	Purpose of processing	Categories of recipients of personal information	Types of records held
Website	<p>Analytics information about website visitors</p> <p><b>Customers who purchase hardcopy books</b> Name, email, delivery address</p> <p><b>Customers who purchase e-books</b> Name, email</p> <p><b>Customers who complete a contact form</b> Name, email</p>	<p>Analytics information is processed in order to analyse traffic to the website and better understand the needs and interests of website visitors</p> <p>Customer information is processed to supply customers with goods that have been ordered and to make contact with customers</p>	<p>IT service providers that assist with website</p> <p>Website analytics service provider</p> <p>Courier companies that deliver material to customers</p> <p>Other Springer Nature group companies</p>	<p>Analytics records</p> <p>Records of website related purchases</p>



**D. PARTICULARS OF RECORD**

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.  
(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

.....  
.....  
.....

2. Reference number, if available:

.....  
.....  
.....

3. Any further particulars of record:

.....  
.....  
.....

**E. FEES**

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

Reason for exemption from payment of fees:

.....  
.....

**F. FORM OF ACCESS TO RECORD**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: ..... Form in which record is required: .....

Mark the appropriate box with an **X**.

**NOTES:**

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if 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.

<b>1. If the record is in written or printed form:</b>					
	copy of record*		inspection of record		
<b>2. If record consists of visual images -</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (portable USB or Electronic Mail Format)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

**G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Indicate which right is to be exercised or protected:

.....  
.....  
.....

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

.....  
.....  
.....

**H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS**

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

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

.....

Signed at ..... this day..... of .....year .....

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

## Appendix C

### FEES IN RESPECT OF PRIVATE BODIES

1. The “request fee” payable by a requester, other than a personal requester, referred to in section 54(1) of the Act, is R50
2. The “fees for reproduction” referred to in section 52(3) and “access fees” payable by a requester referred to in section 54(7), unless exempted under section 54(8) of the Act, are as follows:
  - (a) for every photocopy of an A4-size page or part thereof - R1 - R10
  - (b) for every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form - R0 - R75
  - (c) for a copy in a computer-readable form on:
    - (i) portable USB - R50 – R70
    - (ii) Electronic Mail Format (EMF) – R0
  - (d) (i) for a transcription of visual images, for an A4-size page or part thereof - R40;  
(ii) for a copy of visual images - R60
  - (e) (i) for transcription of an audio record, for an A4-size page or part thereof - R20;  
(ii) for a copy of an audio record - R30
  - (f) To search for the record for disclosure, R30 for each hour or part of an hour reasonably required for such search.

The actual postal fee is payable when a copy of a record must be posted to a requester  
Exemptions from paying “access fees”

Person or persons exempted from paying access fees:

- (i) A single person whose annual income does not exceed R14,712.00; or
- (ii) Married persons or a person and his/her life partner whose annual income does not exceed R27,192.00

**Appendix D**

**FORM 1 - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION  
IN TERMS OF SECTION 11(3) OF POPIA**

**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.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number/ E-mail address:	

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at ..... this ..... day of .....20.....

.....

*Signature of data subject/designated person*

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL 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 request 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:**

or  Correction or deletion of the personal information about the data subject which is in possession 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 THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code (     )
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (     )
Contact number(s):	
Fax number/ E-mail address:	



<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<p><b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and/or</b></p> <p><b>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</b></p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at ..... this ..... day of .....20.....

.....  
*Signature of data subject/ designated person*

## **FURTHER INFORMATION**

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### **FEES IN RESPECT OF PRIVATE BODIES IN TERMS OF PAIA**

1. The fee for a copy of the Manual as contemplated in regulation 9(2)(c) of PAIA is R1,10 is for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) of PAIA are as follows:
  - (a) For every photocopy of an A4-size page or part thereof R 1, 10.
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0, 75.
  - (c) For a copy in a computer-readable form on -
    - (i) portable USB R50 – R70,00;
    - (ii) Electronic Mail Format (EMF) – R0,00.
  - (d)
    - (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
    - (ii) For a copy of visual images R60,00.
  - (e)
    - (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
    - (ii) For a copy of an audio record R30,00.
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) of PAIA is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) of PAIA are as follows:
  - (1)
    - (a) For every photocopy of an A4-size page or part thereof R1, 10.
    - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form R0,75.
    - (c) For a copy in a computer-readable form on -
      - (i) portable USB R50,00 – R70, 00;
      - (ii) Electronic Mail Format –R0,00.
    - (d)
      - (i) For a transcription of visual images, for an A4-size page or part thereof R40,00;
      - (ii) For a copy of visual images R60,00.
    - (e)
      - (i) For a transcription of an audio record, for an A4-size page or part thereof R20,00;
      - (ii) For a copy of an audio record R30,00.
    - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and reparation.
  - (2) For purposes of section 54(2) of PAIA, the following applies:
    - (a) six hours as the hours to be exceeded before a deposit is payable; and
    - (b) one third of the access fee is payable as a deposit by the requester.
  - (3) The actual postage is payable when a copy of a record must be posted to a requester.

## **RECORDS KEPT IN TERMS OF THE OTHER LEGISLATION**

- Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act 19 of 2006 (Science)
- Administration of Estates Act 66 of 1965 (Estates)
- Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (Transport)
- Admission of Advocates Act 74 of 1964 (Professions)
- Advertising on Roads and Ribbon Development Act 2 of 1940 (Environment and Conservation)
- Advisory Board on Social Development Act 3 Of 2001 (Welfare and Pensions)
- African Renaissance and International Co-operation Fund Act 51 of 2000 (Finance)
- Aged Persons Act 81 of 1967 (Welfare and Pensions)
- Agricultural Debt Management Act 45 of 2001 (Farming)
- Airports Company Act 44 of 1993 (Transport)
- Alienation of Land Act 68 of 1981 (Contract and Delict)
- Appeals Amendment Act 105 of 1982 (Procedural Law)
- Apportionment of Damages Act 34 of 1956 (Contract and Delict)
- Arbitration Act 42 of 1965 (Procedural Law)
- Architectural Profession Act 44 of 2000 (Professions)
- Associated Institutions Pension Fund Act 41 of 1963 (Welfare and Pensions)
- Associated Institutions Provident Fund Act 11 of 1971 (Welfare and Pensions)
- Atmospheric Pollution Prevention Act 45 of 1965 (Environment and Conservation)
- Attorneys Act 53 of 1979 (Professions)
- Auditing Profession Act 26 of 2005 (Professions)
- Aviation Act 74 of 1962 (Transport)
- Banking Institutions Act 25 of 1946 (Financial Institutions and Insurance)
- Banks Act 94 of 1990 (Financial Institutions and Insurance)
- Basic Conditions of Employment Act 75 of 1997 (Labour)
- Bills of Exchange Act 34 of 1964 (Commercial Law)
- Broad-Based Black Economic Empowerment Act 53 of 2003 (Constitutional Law)
- Broadcasting Act 4 of 1999 (Communication)
- Business Names Act 27 of 1960 (Commercial Law)
- Carriage of Goods by Sea Act 1 of 1986 (Shipping)
- Central Energy Fund Act 38 of 1977 (Energy)

- Citation of Constitutional Laws Act 5 of 2005 (Constitutional Law)
- Civil Aviation Act 13 of 2009 (Transport)
- Civil Aviation Offences Act 10 of 1972 (Transport)
- Civil Proceedings Evidence Act 25 of 1965 (Procedural Law)
- Close Corporations Act 69 of 1984 (Corporate Law)
- Co-operatives Act 91 of 1981 (Corporate Law)
- Co-operative Banks Act 40 of 2007 (Corporate Law)
- Commission on Gender Equality Act 39 of 1996 (Constitutional Law)
- Communal Land Rights Act 11 of 2004 (Land)
- Companies Act 61 of 1973 (Corporate Law)
- Companies Act 71 of 2008 (Corporate Law)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Labour)
- Competition Act 89 of 1998 (Commercial Law)
- Computer Evidence Act 57 of 1983 (Procedural Law)
- Constitution of the Republic of South Africa 108 of 1996 (Constitutional Law)
- Consumer Affairs (Unfair Business Practices) Act 71 of 1988 (Commercial Law)
- Consumer Protection Act 68 of 2008 (Commercial Law)
- Contingency Fees Act 66 of 1997 (Legal Administration)
- Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)
- Conventional Penalties Act 15 of 1962 (Contract and Delict)
- Copyright Act 98 of 1978 (Commercial Law)
- Convention on Agency in the International Sale of Goods Act 4 of 1986 (Commercial Law)
- Corporate Amendment Act 24 of 2006 and Directors Liability
- Corruption Act 94 of 1992 (Criminal Law)
- Council for Medical Schemes Levies Act 58 of 2000 (Health)
- Council for the Built Environment Act 43 of 2000 (Professions)
- Counterfeit Goods Act 37 of 1997 (Commercial Law)
- Credit Agreements Act 75 of 1980 (Contract and Delict)
- Criminal Procedure Act 51 of 1977 (Procedural Law)
- Cross-Border Insolvency Act 42 of 2000 (Estates)
- Cross-Border Road Transport Act 4 of 1998 (Transport)
- Customs and Excise Act 91 of 1964 (Revenue)
- Debt Collectors Act 114 of 1998 (Legal Administration)

- Deeds Registries Act 47 of 1937 (Legal Administration)
- Designs Act 195 of 1993 (Commercial Law)
- Divorce Act 70 of 1979 ((Family and Persons)
- Documentary Evidence from Countries in Africa Act 62 of 1993 (Procedural Law)
- Domicile Act 3 of 1992 (Citizenship)
- Dumping at Sea Control Act 73 of 1980 (Environment and Conservation)
- Electricity Act 41 of 1987 (Energy)
- Electronic Communications Act 36 of 2005 (Communication)
- Electronic Communications and Transactions Act 25 of 2002 (Communications)
- Employment Equity Act 55 of 1998 (Labour)
- Enforcement of Foreign Civil Judgments Act 32 of 1988 (Legal Administration)
- Engineering Profession Act 46 of 2000 (Professions)
- Environment Conservation Act 73 of 1989 (Environment and Conservation)
- Establishment of the Northern Cape Division of the Supreme Court of South Africa Act 15 of 1996 (Courts)
- Estate Agency Affairs Act 112 of 1976 (Professions)
- Expropriation Act 63 of 1975 Legal (Administration)
- Finance Act 42 of 2008 (Finance)
- Financial and Fiscal Commission Amendment Act 25 of 2003 (Constitutional Law)
- Financial Institutions (Protection of Funds) Act 28 of 2001 (Financial Institutions and Insurance)
- Financial Intelligence Centre Act 38 of 2001 (Criminal Law)
- Financial Services Board Act 97 of 1990 (Financial Institutions and Insurance)
- Financial Services Ombud Schemes Act 37 of 2004 (Financial Institutions and Insurance)
- Foreign Courts Evidence Act 80 of 1962 (Procedural Law)
- Formalities in respect of Leases of Land Act 18 of 1969 (Contract and Delict)
- Gas Act 48 of 2001 (Energy)
- Gas Regulator Levies Act 75 of 2002 (Energy)
- General Pensions Act 29 of 1979 (Welfare and Pensions)
- Hazardous Substances Act 15 of 1973 (Health)
- Health Act 63 of 1977 (Health)
- Identification Act 68 of 1997 (Citizenship)
- Immigration Act 13 of 2002 (Citizenship)

- Immovable Property (Removal or Modification of Restrictions) Act 4 of 1965 (Estates)
- Import and Export Control Act 45 of 1963 (Commercial Law)
- Income Tax Act 58 of 1962 (Income Tax)
- Insolvency Act 24 of 1936 (Estates)
- Institution of Legal Proceedings against certain Organs of State Act 40 of 2002(Procedural Law)
- Insurance Amendment Act 17 of 2003 (Financial Institutions and Insurance)
- Insurance Laws Amendment Act 27 of 2008 ((Financial Institutions and Insurance)
- Interpretation Act 33 of 1957 (Procedural Law)
- Intestate Succession Act 81 of 1987 (Estates)
- Investigation of Serious Economic Offences Amendment Act 46 of 1995 (Criminal Law)
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963 (Legal Administration)
- Land Affairs Act 101 of 1987 (Land)
- Labour Relations Act 66 of 1995 (Labour)
- Law of Evidence Amendment Act 45 of 1998 (Procedural Law)
- Law of Succession Amendment Act 43 of 1992 (Estates)
- Limitation of Legal Proceedings (Provincial and Local Authorities) Act 94 of 1970 (Procedural)
- Liquor Act 59 of 2003 (Liquor)
- Liquor Products Act 60 of 1989 (Liquor)
- Long-term Insurance Act 52 of 1998 (Financial Institutions and Insurance)
- Magistrates' Courts Act 32 of 1944 (Courts)
- Maintenance Act 99 of 1998 (Family and Persons)
- Maintenance of Surviving Spouses Act 27 of 1990 (Estates)
- Marine Pollution (Control and Civil Liability) Act 6 of 1981 (Environment and Conservation)
- Marine Pollution (Intervention) Act 64 of 1987 (Environment and Conservation)
- Marine Pollution (Prevention of Pollution from Ships) Act 2 of 1986 (Environment and Conservation)
- Marine Traffic Act 2 of 1981 (Shipping)
- Matrimonial Affairs Act 37 of 1953 (Family and Persons)
- Matrimonial Property Act 88 of 1984 (Family and Persons)
- Measurement Units and Measurement Standards Act 18 of 2006 (Science)
- Medical Schemes Act 131 of 1998 (Health)
- Mental Health Care Act 17 of 2002 (Health)

- Merchandise Marks Act 17 of 1941 (Commercial Law)
- Merchant Shipping Act 57 of 1951 (Shipping)
- Mine Health and Safety Act 29 of 1996 (Health)
- Mineral and Petroleum Resources Development Act 28 of 2002 (Resources)
- Natal Advocates and Attorneys Preservation of Rights Act 27 of 1939 (Professions)
- Natal Conveyancers Act 24 of 1926 (Professions)
- National Building Regulations and Building Standards Act 49 of 1995 (Legal Administration)
- National Credit Act 34 of 2005 (Contract and Delict)
- National Energy Act 34 of 2008 (Energy)
- National Energy Regulator Act 40 of 2004 (Energy)
- National Environmental Laws Amendment Act 14 of 2009 (Environment and Conservation)
- National Environmental Management Act 107 of 1998 (Environment and Conservation)
- National Environmental Management Amendment Act 62 of 2008 (Environment and Conservation)
- National Environmental Management: Air Quality Act 39 of 2004 (Environment and Conservation)
- National Environmental Management: Integrated Coastal (Environment and Conservation) Management Act 24 of 2008 (Environment and Conservation)
- National Environmental Management: Protected Areas Act 57 of 2003 (Environment and Conservation)
- National Environmental Management: Protected Areas Amendment Act 15 of 2009 (Environment and Conservation)
- National Environmental Management: Protected Areas Amendment act 31 of 2004 (Environment and Conservation)
- National Environmental Management: Waste Act 59 of 2008 (Environment and Conservation)
- National Health Act 61 of 2003 (Health)
- National Key Points Act 102 of 1980 (Security and Prisons)
- National Ports Act 12 of 2005 (Transport)
- National Railway Safety Regulator Act 16 of 2002 (Transport)
- National Roads Act 54 of 1971 (Transport)
- National Road Safety Act 9 of 1972 (Transport)
- National Road Traffic Act 93 of 1996 (Transport)
- National Water Act 36 of 1998 (Resources)
- Occupational Health and Safety Act 85 of 1993 (Labour)

- Older Persons Act 13 of 2006 (Welfare and Pensions)
- Patents Act 57 of 1978 (Commercial Law)
- Pension Funds Act 24 of 1956 (Welfare and Pensions)
- Petition Proceedings Replacement Act 35 of 1976 (Courts)
- Petroleum Pipelines Act 60 of 2003 (Energy)
- Petroleum Pipelines Levies Act 28 of 2004 (Energy)
- Petroleum Products Act 120 of 1977 (Energy)
- Physical Planning Act 88 of 1967 (Environment and Conservation)
- Prescription Act 68 of 1969 (Procedural Law)
- Prescribed Rate of Interest Act 55 of 1975 (Contract and Delict)
- Private Security Industry Regulation Act 56 of 2001 (Professions)
- Prize Jurisdiction Act 3 of 1968 (Procedural Law)
- Professional and Technical Surveyors' Act 40 of 1984 (Professions}
- Promotion of Access to Information Act 2 of 2000 (Constitutional Law)
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 (Constitutional Law)
- Property Valuers Profession Act 47 of 2000 (Professions)
- Protection of Businesses Act 99 of 1978 (Commercial Law)
- Public Accountants and Auditors Act 80 of 1991 (Professions)
- Public Audit Act 25 of 2004 (Finance)
- Qualification of Legal Practitioners Amendment Act 78 of 1997 (Professions)
- Quantity Surveying Profession Act 49 of 2000 (Professions)
- Rationalisation of Corporate Laws Act 45 of 1996 (Corporate Law)
- Recognition and Enforcement of Foreign Arbitral Awards Act 40 of 1997 (Courts)
- Recognition of Foreign Legal Qualifications and Practice Act 114 of 1993 (Professions)
- Regulation of Interception of Communication and Provision of Communications- Related Information Act 70 of 2002 (Communication)
- Removal of Restrictions Act 84 of 1967 (Land)
- Renaming of High Courts Act 30 of 2008 (Courts)
- Right of Appearance in Courts Act 62 of 1995 (Courts)
- Road Accident Fund Act 56 of 1996 (Financial Institutions and Insurance)
- Road Traffic Act 29 of 1989 (Transport)
- Sea Transport Documents Act 65 of 2000 (Shipping)



- Second State Oil Fund Amendment Act 74 of 1979 (Energy)
- Sectional Titles Act 95 of 1986 (Housing)
- Security by means of Movable Property Act 57 of 1993 (Contract and Delict)
- Security Officers Act 92 of 1987 (Security and Prisons)
- Ship Registration Act 58 of 1998 (Shipping)
- Short Process Courts and Mediation in Certain Civil Cases Act 103 of 1991 (Courts)
- Short-term Insurance Act 53 of 1998 (Financial Institutions and Insurance)
- Skills Development Act 97 of 1998 (Labour)
- Skills Development Amendment Act 37 of 2008 (Labour)
- Skills Development Levies Act 9 of 1999 (Labour)
- Small Claims Courts Act 61 of 1984 (Courts)
- South African Passports and Travel Documents Act (Citizenship)
- Special Pensions Act 69 of 1996 (Welfare and Pensions)
- Standards Act 8 of 2008 (Science)
- State Attorney Act 56 of 1957 (Professions)
- Supreme Court Act 59 of 1959 (Courts)
- Temporary Employees Pension Fund Act 75 of 1979 (Welfare Pensions)
- The South African National Roads Agency Limited and Roads Act 7 of 1998 (Transport)
- Tobacco Products Control Act 83 of 1993 (Health)
- Town and Regional Planners Act 19 of 1984 (Professions)
- Trade Marks Act 94 of 1993 (Commercial Law)
- Trade Metrology Act 77 of 1973 (Science)
- Trade Practices Act 76 of 1976 (Commercial Law)
- Transfer Duty Act 40 of 1949 (Revenue)
- Trust Property Control Act 7 of 1988 (Estates)
- Unemployment Insurance Act 63 of 2001 (Labour)
- Unemployment Insurance Contributions Act 4 of 2002 (Labour)
- Value-Added Tax Act 89 of 1991 (Revenue)
- Vexatious Proceedings Act 3 of 1956 (Courts)
- Water Services Act 108 of 1997 (Resources)
- Wills Act 7 of 1953 (Estates)