Llandudno Special Rating Area NPC

Information Impact Assessment

This document has been prepared in order to assist Llandudno Special Rating Area NPC (‘LSRA’) to establish and monitor its compliance and policies and procedures to ensure that it complies with the Protection of Personal Information Act 2013.

Measures taken to protect information:

1. Information is stored electronically, with appropriate level of access given depending on operational requirements
2. Computers are password protected, and computers are kept in safety of the user, computers are in locked offices outside of office hours,
3. information is only made available to our tax advisors for the purposes of tax compliance with SARS for the purposes of income tax (PAYE) and VAT and income Tax compliance and the department of labour for the purposes of UIF and Workmen’s compensation, where applicable.
4. Where hard copy of information is kept, the documents are locked in a secure office with only authorized staff members having access to it.
5. Records are only retained for as long as it is required by law to be kept whereafter it is destroyed.
6. IT functionality have been allocated to appropriately qualified staff ensure data privacy is adequately protected.

Measures taken by the organization generally in the compliance with Protection of Information Act (‘POPIA’):

1. An information officer has been appointed.
2. A privacy policy has been prepared and uploaded on the website
3. A Manual setting out the process to apply for information in terms of Promotion of Access to Information Act has been prepared and uploaded onto the website.
4. Directors have been informed of the impact of POPIA and the company has satisfied itself that the staff are adequately aware of the impact of POPIA on the business operations.
5. Data processing agreements have been concluded with relevant suppliers and service providers.
6. This information impact assessment will be reviewed and updated annually.

Types of information held

1. **INFORMATION KEPT IN TERMS OF OTHER LEGISLATION**

Records are kept in accordance with the legislation applicable to **LSRA** which includes but is not limited to:

* Basic Conditions of Employment Act, No. 75 of 1997;
* Companies Act, No. 61 of 1973
* Companies Act, No. 71 of 2008;
* Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
* Competition Act, No. 89 of 1998;
* Constitution of the Republic of South Africa 108 of 1996;
* Consumer Protection Act, No. 68 of 2008;
* Copyright Act, No. 98 of 1978;
* Currency and Exchanges Act, No. 9 of 1933;
* Credit Agreements Act, No. 75 of 1980;
* Debt Collectors Act, No. 114 of 1998; 5
* Electronic Communications and Transactions Act, No. 25 of 2002;
* Employment Equity Act, No. 55 of 1998;
* Financial Intelligence Centre Act, No. 38 of 2001;
* Income Tax Act, No. 58 of 1962;
* Labour Relations Act, No. 66 of 1995;
* Medical Schemes Act, No. 131 of 1998;
* National Credit Act, No. 34 of 2005;
* Occupational Health and Safety Act, No. 85 of 1993;
* Pension Funds Act, No. 24 of 1956;
* Protection of Personal Information Act, No.4 of 2013;
* Regulation of Interception of Communications and Provision of Communication Related Information Act, No. 70 of 2002;
* Skills Development Act, No. 97 of 1998;
* Skills Development Levies Act, No. 9 of 1999;
* Tax on Retirement Funds Act; No. 38 of 1996;
* Trade Marks Act, No. 194 of 1993;
* Trust Property Control Act, No. 57 of 1988;
* Unemployment Insurance Act, No. 63 of 2001;
* Unemployment Insurance Contributions Act, No. 4 of 2002;
* Value Added Tax Act, No. 89 of 1991.

1. **INFORMATION FREELY AVAILABLE**

The following general information is available in the public domain and does not require an official request in terms of the Act:

* Newsletter
* News
* Brochures
* Photo gallery
* Services
* Location and directions
* Privacy policy
* PAIA Manual

1. **INFORMATION KEPT BY**  **LSRA IN TERMS OF THE ACT**

(Information required under section 51(1)(d) of the Act)

Financial Records

* Annual financial statements
* Tax returns
* Accounting records
* Banking records
* Audit reports conducted
* Invoices in respect of creditors and debtors
* Bank facilities and account details

Company Records

* Documents of incorporation
* Memorandum and Articles of Association
* Share register and other statutory registers
* List of employees
* Contracts of service level agreement with suppliers

Financing agreements

* Agreements concluded with City of Cape Town regarding the additional rates collected
* Monthly reports to the City of Cape Town
* Communication received from the City of Cape Town with regard to arrears

Human Resources

* n/a

Intellectual Property

* Software licences

Immovable and Movable Property

* Agreements for the lease of immovable property n/a
* Agreements for the lease or sale of movable property by LSRA
* Records regarding insurance in respect of movable property
* Records regarding insurance in respect of immovable property
* Asset register

Website

* LSRA’s website address is **www.llandudno.org** and is accessible to anyone who has access to the Internet. The website contains various categories of information relating to the business, including service offerings, employees, clients, contact information and blog articles.

Miscellaneous

* Security agreements, guarantees and indemnities
* Marketing agreements
* Internal correspondence
* Agreements with suppliers of  LSRA
* Correspondence of LSRA