

PAIA MANUAL

TRAIL Magazine (Pty) Ltd
Registration Number: K201712030107
REGISTERED OFFICE ADDRESS:
64 Feilden Drive, Carrington Heights, Durban, 4001.

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1. OVERVIEW, ACCESS AND CONTACT INFORMATION

1.1 Company Description and Manual Revision:

TRAIL magazine is a Digital Marketing and Information Media company. We specialise in creating magazine content to serve the trail running fraternity in South Africa.

A copy of this Manual is available:

- On request from our Information Officer, Deon Braun
- On our website: <https://trailmag.co.za/privacy/>

When any updates are done on this policy, the updated policy will be published to our website.

1.2 Information Officer and TRAIL magazine details:

Our Information Officer is:

Deon Braun

Director

Tel number: 082 377 4669

E-mail: compliance@trailmag.co.za

Office Address: 64 Feilden Drive, Carrington Heights, Durban, 4001.

1.3 Access to information:

Requests for access to records held by TRAIL Magazine must be made via emailing the information request form to our Information Officer directly. Any requests to information held by TRAIL Magazine will be reviewed and granted/denied against the act. TRAIL Magazine endeavours to get back to any information access request within 30 days.

The Request Form must be completed. It can be obtained from the Information Officer via compliance@trailmag.co.za or on the website of the Department of Justice www.justice.gov.za under "PAIA" and "forms".

Should your request for information be denied, you are welcome to contact the Constitutional Court or the High Court for assistance.

1.4 Fees

The fees for TRAIL Magazine to process an Access to Information request, will be communicated to the person submitting the request by the Information Officer. The fee will need to be paid prior to any work being done on the request or prior to any information being sent out as a result of this request. A decision on whether to grant or deny the request will be made by the Information Officer and will be final.

2. PROCESSING OF INFORMATION AND DATA RECORDS:

2.1 Purpose of Processing:

TRAIL Magazine uses the Personal Information to provide a service to its customers, manage and remunerate employees as well as ensure compliance with South African operating laws.

2.2 Data Records held by TRAIL Magazine:

The Company may possess records relating to suppliers, shareholders, contractors service providers, staff and clients and employees, including:

- Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners - Names of contact persons; Name of Legal Entity; Gender, Pregnancy; Marital Status; Colour, Age, Language, Education information; Employment History; ID number; Contact details; Opinions, Criminal behaviour; Well-being;

2.3 Data Security Measures:

TRAIL Magazine ensures Information Protection in line with PAIA and POPIA and ensures to continuously monitor for any security breaches and improvements that are needed. TRAIL Magazine ensures that software security protocols, virus protection, physical access as well as remote access adheres to the strict measures as outlined in the Act.

3. SAHRC ACT AND CONTACT DETAILS

More information on how the Act works and all other information can be obtained from the

SAHRC – SA Human Rights Commission, at:
The South African Human Rights Commission
PAIA Unit (the Research and Documentation Department)
Private Bag 2700, Houghton, 2041
Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
PAIA@sahrc.org.za

Or, alternatively The Information Regulator (South Africa)
SALU Building, 316 Thabo Sehume Street, Pretoria
Tel: 012 406 4818
Fax: 086 500 3351
infoereg@justice.gov.za

4. APPROVAL:

Signed on behalf of TRAIL magazine on this 29th day of June 2021.



Deon Braun
Executive Director
29 June 2021