**SAICA reminds all private bodies to prepare a PAIA manual**

<https://www.saica.org.za/news/saica-reminds-all-private-bodies-to-prepare-a-paia-manual>

The exemption for private companies with less than 50 employees or with a turnover less than the amounts stipulated in the Schedules to PAIA came to an end on 31 December 2021.

The Act applies to persons, companies or other types of juristic entities that carry on a trade, business, or profession, including a political party; inclusive of a person providing services from their home or a small business in the form of a sole proprietor, company, close corporation or trust. Therefore, any person carrying on a business as a sole proprietor or in a juristic entity must prepare a PAIA manual. The manual provides guidelines on the processes to be taken when a request for information is made, the associated costs thereof, the type of information that is available, and contact details of the relevant information officers, amongst others.

Additionally, the PAIA manual should integrate the Protection of Personal Information Act by outlining; the purpose for the processing of information; a description of the categories of data subjects and of the information or categories of information relating thereto; the recipients or categories of recipients to whom the personal information may be supplied; planned transborder flows of personal information; and, a general description allowing a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information which is to be processed.

Private entities are required to publish a regularly updated PAIA manual on their websites (if available) and ensure its accessibility at its principal place of business for inspection during normal business hours. The manual should be provided to any person who asks for it, including the Information Regulator when required.