



TASS ENGINEERING (PTY) LTD

Reg. No. 1969/012246/07 VAT: 4310106242

STRUCTURAL AND ARCHITECTURAL STEELWORK CONTRACTOR

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PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

TASS ENGINEERING (PTY) LTD

Prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000
(as amended)

Document Information

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|---------------------|----------------------------|
| Company Name | TASS Engineering (Pty) Ltd |
| Registration Number | 1969/012246/07 |
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1. INTRODUCTION

This Manual has been compiled in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("PAIA"), as amended, and incorporates the requirements of the Protection of Personal Information Act, No. 4 of 2013 ("POPIA").

The purpose of this Manual is to:

- Facilitate requests for access to records held by TASS Engineering (Pty) Ltd;
- Inform data subjects of the manner in which their personal information is processed;
- Promote transparency, accountability and effective governance within the organisation.

2. COMPANY PARTICULARS

Company Name: TASS Engineering (Pty) Ltd

Registration Number: 1969/012246/07

Physical Address:
63 Rigger Road

Directors: T G Tasioulas, M Spencer, M Gomes



Physical Address:

63 Rigger Road
Spartan
Kempton Park
Gauteng
South Africa

Postal Address:

Same as Physical Address (unless otherwise advised)

Telephone Number:

011 975 0647

Email Address:

tasseng@mweb.co.za

Website:

www.tassengineering.com

3. INFORMATION OFFICER

In terms of POPIA, the head of a private body is automatically designated as the Information Officer unless another person has been formally appointed and registered with the Information Regulator.

Information Officer: Tim Tasioulas

Position: Managing Director

Telephone Number: 011 975 0647

Email Address: dawn@tasseng.co.za

Deputy Information Officer: Dawn du Plessis

Position: Accounts Department

Telephone Number: 011 975 0647

Email Address: dawn@tasseng.co.za

Directors: T G Tasioulas, M Spencer, R E Myroie



Information Regulator Contact Details:

Physical Address:

JD House
27 Stiemens Street
Braamfontein
Johannesburg

Telephone: 010 023 5200

Email: enquiries@inforegulator.org.za

Website: www.inforegulator.org.za

5. APPLICABLE LEGISLATION

TASS Engineering maintains records in accordance with legislation including but not limited to:

- Companies Act 71 of 2008
 - Labour Relations Act 66 of 1995
 - Basic Conditions of Employment Act 75 of 1997
 - Employment Equity Act 55 of 1998
 - Occupational Health and Safety Act 85 of 1993
 - Compensation for Occupational Injuries and Diseases Act 130 of 1993
 - Skills Development Act 97 of 1998
 - Unemployment Insurance Act 63 of 2001
 - Income Tax Act 58 of 1962
 - Value Added Tax Act 89 of 1991
 - Protection of Personal Information Act 4 of 2013
 - Promotion of Access to Information Act 2 of 2000
 - Electronic Communications and Transactions Act 25 of 2002
 - Any other legislation applicable to engineering and maintenance services.
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6. RECORDS HELD BY TASS ENGINEERING

Corporate Records

- Company registration documents
- Statutory registers
- Shareholder records
- Board resolutions
- Company policies

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Financial Records

- Annual Financial Statements
- Management accounts
- Tax returns
- VAT records
- Banking records
- Asset registers
- Audit reports

Human Resources Records

- Employee records
- Employment contracts
- Payroll records
- Leave records
- Training records
- Medical fitness certificates
- Disciplinary records

Operational Records

- Client contracts
- Service Level Agreements
- Quotations and tenders
- Maintenance reports
- Project records
- Engineering drawings
- Supplier agreements
- Procurement records

Health and Safety Records

- Risk assessments
- Incident reports
- SHEQ documentation
- Medical surveillance records
- Training certificates
- Equipment inspection records

Information Technology Records

- User access records
- System logs
- Security records
- Software licences
- Backup records

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7. PROCESSING OF PERSONAL INFORMATION

TASS Engineering processes personal information for the following purposes:

- Employee administration
- Payroll administration
- Recruitment processes
- Client relationship management
- Supplier administration
- Contract management
- Legal compliance
- Health and safety compliance
- Financial administration
- Security and access control

8. CATEGORIES OF DATA SUBJECTS

Personal information may be collected from:

- Employees
- Job applicants
- Clients
- Contractors
- Suppliers
- Visitors
- Service providers

9. CATEGORIES OF PERSONAL INFORMATION

The Company may process:

- Names and surnames
- Identity numbers
- Contact information
- Physical addresses
- Banking information
- Employment information
- Tax information
- Medical information where legally required
- Vehicle details
- CCTV footage

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- Access control records

10. RECIPIENTS OF PERSONAL INFORMATION

Personal information may be shared with:

- SARS
- Department of Labour
- Bargaining Councils
- Banks
- Auditors
- Legal advisors
- Medical aid providers
- Pension and provident fund administrators
- Regulatory authorities
- Approved service providers

11. TRANSBORDER INFORMATION FLOWS

Where required for legitimate business operations or cloud-based services, personal information may be transferred outside South Africa subject to appropriate safeguards and compliance with POPIA.

12. SECURITY MEASURES

TASS Engineering maintains appropriate technical and organisational security measures including:

- Physical access controls
- Password protection
- Firewalls and anti-virus protection
- Restricted access to records
- Confidentiality undertakings
- Secure storage facilities
- Regular system backups
- Staff awareness training

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13. REQUEST PROCEDURE

A requester seeking access to records must complete the prescribed PAIA Request Form and submit it to the Information Officer.

Requests must contain:

- Sufficient details of the record requested;
 - The identity of the requester;
 - Contact details;
 - The form of access required;
 - The right sought to be exercised or protected.
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14. FEES

Request and access fees may be payable in accordance with the PAIA Regulations.

The applicable fee schedule will be made available by the Information Officer upon request.

15. GROUNDS FOR REFUSAL

Access to records may be refused in accordance with PAIA where:

- Disclosure would involve unreasonable disclosure of personal information;
 - Confidential commercial information would be revealed;
 - Legal privilege applies;
 - Disclosure would endanger safety or security;
 - The request is frivolous or vexatious.
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16. AVAILABILITY OF THIS MANUAL

This Manual is available:

- At the registered offices of TASS Engineering (Pty) Ltd;
 - On the company website;
 - Upon request from the Information Officer.
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APPROVAL

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- At the registered offices of TASS Engineering (Pty) Ltd;
- On the company website;
- Upon request from the Information Officer.

APPROVAL

Approved by:

Name: DAWN DU PLESSIS

Position: Deputy Information Officer

Date: 12/06/2026

Signature: 

Directors: T G Tasioulas, M Spencer, R E Mylroie

