



LA BELLA VITA WINE ESTATE PAIA AND POPI MANUAL





Information Privacy and Sharing Guidelines

LA BELLA VITA WINE ESTATE

INFORMATION PRIVACY AND SHARING GUIDELINES

Prepared in accordance with Section 51 of the Promotion of Access to Information Act 2 (PAIA) of 2000

JUNE 2021

La Bella Vita Wine Estate, Simonsvlei Road, Paarl

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www.labellavitawineestate.co.za

PLEASE NOTE THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH: Relevant Policies, Rules, and Regulations.

INTRODUCTION TO THIS PRIVATE BODY

La Bella Vita Wine Estate (the "Estate") is an exclusive residential estate situated in Paarl, South Africa. The La Bella Vita Wine Estate Homeowners' Association (the "Association") is formally established as a statutory body under Section 29 of the Western Cape Land Use Planning Act, No. 3 of 2014. Its primary function is to oversee the management, administration, development, and safeguarding of the Estate, ensuring the best interests of property owners are maintained and upheld.

The Promotion of Access to Information Act, No. 2 of 2000 ("PAIA"), effective from 23 November 2001, mandates private entities to prepare a manual outlining the process by which the public can request access to information in pursuit of their rights as stipulated by PAIA.

In compliance with PAIA and the relevant provisions of the Protection of Personal Information Act, No. 4 of 2013 ("POPI"), the Association has developed this manual to foster transparency and accountability. The document outlines the categories of information within our possession and the procedures necessary for individuals to request access to these records.



A copy of this manual is available on our website, as referenced in Section A below.

SECTION A – OUR DETAILS

Full Name: La Bella Vita Wine Estate Homeowners Association

Physical Address: Simonsvlei Road, Paarl, Western Cape

Estate Manager: manager@labellavitawineestate.co.za

Website: <https://labellavitawineestate.co.za/>

SECTION B – THE OFFICIAL GUIDE

In accordance with Section 10 of PAIA, the South African Human Rights Commission ("SAHRC") has published a guide to assist individuals who wish to exercise their rights under PAIA. This guide can be accessed via the SAHRC's website (www.sahrc.org.za) and contains:

1. An introduction to the PAIA Guide.
2. Instructions on locating relevant information.
3. Steps to request access to information, including applicable fees and legal remedies.
4. Conditions under which access to information may be denied.
5. Additional references and useful information.

For inquiries about this guide, contact the SAHRC at:

South African Human Rights Commission Braampark Forum 3, 33 Hoofd Street, Braamfontein Telephone: (011) 877-3600 Website: www.sahrc.org.za E-mail: mnyuswa@sahrc.org.za

SECTION C – INFORMATION AVAILABLE IN TERMS OF PAIA

The Association maintains various categories of records, including but not limited to:



CORPORATE INFORMATION

- The Association's constitution and amendments.
- Rules and regulations.
- Records of trustees.
- Minutes and reports from general meetings.
- Resolutions and official communications.
- Budget and financial statements.

ACCOUNTING RECORDS

- Annual financial statements.
- Accounting records, invoices, and receipts.
- Financial transactions.

MEMBERSHIP INFORMATION

- Title deeds and property records.
- House plans and levy accounts.
- Member registration details and access records.

EMPLOYEE RECORDS

- Employment contracts and payroll records.
- Attendance registers and tax filings.

SECURITY AND SAFETY

- Access logs and biometric registration.
- CCTV footage.
- Emergency response plans.



SECTION D – INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Relevant information may also be available under statutes such as:

- The Basic Conditions of Employment Act, No. 75 of 1997
- The National Environmental Management Act, No. 107 of 1998
- The Income Tax Act, No. 58 of 1962
- The Occupational Health and Safety Act, No. 85 of 1993

SECTION E – INFORMATION AUTOMATICALLY AVAILABLE

The following information is accessible to designated parties:

Members of the Association:

- Documents open to inspection per the Association's constitution.

General Public:

- Newsletters, brochures, and publicly disclosed materials on the Association's website.

SECTION F – PROCESSING OF PERSONAL INFORMATION

The Association adheres to the Protection of Personal Information Act (POPI) and has implemented stringent policies for data security. Personal information may be processed for purposes such as member registration, security management, contractual agreements, and compliance with legal obligations.

Data Security Measures:

- Controlled access to information.
- Secure storage of digital and physical records.
- Compliance with IT security protocols.



SECTION G – FURTHER INFORMATION

For further inquiries regarding access to records, please contact the Information Officer at the details provided in Section A. The Association reserves the right to update this manual as required by law or organizational policy.

SIGN-OFF

Designation: Trustees

Date of Review:

Date of Approval:

DRAFT