

PAIA Manual prepared in accordance with the Promotion of Access to Information Act (PAIA)

1. INTRODUCTION

- 1.1. Andri Tiran Tennis Academy ("ATTA") is a Company providing tennis lessons for players of the public.
- 1.2. This Manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA") and outlines the procedure to request access to records held by ATTA.

2. COMPANY DETAILS

- 2.1. **Company Name:** Andri Tiran Tennis + Padel Academy
- 2.2. **Registered Address:** 94 Bashee ave, Doringkloof, Centurion, 0157
- 2.3. **Email:** andri.tiran@gmail.com

3. GUIDELINES TO USE PAIA

- 3.1. A guide to exercise rights under PAIA is available from the information regulator
Website: <https://www.inforegulator.org.za>

4. RECORDS AVAILABLE WITHOUT A FORMAL REQUEST

- 4.1. Company Profile
- 4.2. Service Brochures
- 4.3. Marketing material
- 4.4. Website Information
- 4.5. Publicly available publications

5. RECORDS HELD BY ATTA

- 5.1. Financial Records
- 5.2. Client Records
- 5.3. Employee Records

6. PROCESSING OF PERSONAL INFORMATION

6.1. ATTA processes information for:

- Registering Players and coaches
- Sharing important information to students regarding activities

6.2. Categories of Data Subjects:

- Clients
- Members
- Contractors
- Job Applicants/workers
- Suppliers

6.3. ATTA may disclose information to:

- Club/Courts
- CCMA
- Bargaining Councils
- Government departments
- Professional advisors

6.4. Reasonable technical and organisational safeguards to protect personal information against loss, unauthorised access, disclosure, or destruction

7. REQUEST PROCEDURE

7.1. Any request must be made in writing to the information officer as per item 10 below and must include:

- Full name and contact details
- Description of the requested record
- Purpose for requesting access
- Preferred format of access

8. FEES

8.1. Fees may be charges in accordance with PAIA, fee schedule can be made available

9. GROUNDS FOR REFUSAL

9.1. Access may be refused where permitted including;

- Protection of personal information
- Protection of commercial information
- Legal privilege



Young Players • Adult Tennis • Practice Groups

- Confidential third-party information
- Information prohibited from disclosure by law

10. INFORMATION OFFICER

10.1. Andri Tiran - Director

10.2. Responsible for:

- Monitoring POPIA compliance;
- Managing requests from data subjects;
- Conducting awareness training;
- Maintaining compliance documentation;
- Liaising with the Information Regulator.

11. AVAILABILITY OF THIS MANUAL

11.1. This manual is available:

- On request from the Information Officer
- At the principal place of business
- On the company website

Signed and approved on this 01 day of October 2026

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