
**NAME OF COMPANY: GJ Bruce T/a Wowmedia. And also covering Webstay, a product of
Wowmedia**

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

INDEX

DATE OF COMPILATION: 2021-06-02

DATE OF REVISION: 2021-06-02

1. Introduction

Wowmedia is a specialist web development company, with Wordpress being the main focus.

Wowmedia supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

2. Contact Details

Name of Private Body: GJ Bruce T/a Wowmedia

Designated Information Officer: Mr. GJ Bruce

Email address: support@wowmedia.co.za

Postal address: PO Box 859, Bettysbay,7141

Street address: PO Box 859, Bettysbay,7141

Phone number: 081 771 6000

3. HOW TO REQUEST ACCESS TO RECORDS HELD BY Wowmedia

Requests for access to records held by Wowmedia must be made on the request form that is available on our website.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for below. The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of Wowmedia. The standard form that must be used for the making of requests is available at http://www.Wowmedia.co.za/paia_form.pdf

Not using this form could cause your request to be refused if you do not provide sufficient information or otherwise or delayed.

Kindly note that all requests to Wowmedia will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by the Wowmedia does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

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4. Applicable Legislation

Information is available in terms of the following legislation, if and where applicable, which includes but is not limited to:

Basic Conditions of Employment No. 75 of 1997

Closed Corporation Act No. 69 of 1984

Companies Act 61 of 1973

Electronic Communications and Transactions Act 25 of 2002.

Financial Intelligence Centre Act – Act 38 of 2001

Labour Relations Act 66 of 1995

Promotion of Access to Information Act No. 2 of 2000

Regional Services Councils Act No. 109 of 1985

Skills Development Levies Act No. 9 of 1999

Skills Development Act No. 97 of 1998

Unemployment Contributions Act No. 4 of 2002

Unemployment Insurance Act No. 63 of 2001

Value Added Tax Act No. 89 of 1991

Access to the records held by the private body in question

i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) Section 51(1)(c)

Not applicable

5. Schedule of Records

Wowmedia maintains records on the following categories and subject matters.

However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

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5.1 Internal Records

Memorandum and Articles of Association

Financial records

Operational records

Intellectual property

Marketing records

Internal correspondence

Product records

Statutory records

Internal policies and procedures

5.2 Personnel records

Personnel refers to any person who works for or provides services to or on behalf of Wowmedia and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Wowmedia. This includes, without limitation, directors, executive directors, non-executive directors, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

Any personal records provided to Wowmedia by their personnel;

Any records a third party has provided to Wowmedia about any of their personnel;

Conditions of employment and other personnel-related contractual and quasi-legal records;

Internal evaluation records; and

Other internal records and correspondence.

5.3 Customer records

Please be aware that Wowmedia is very concerned about protecting the confidential information of its customers.

Please motivate any request for customer information very carefully, having regard to

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Sections 63 to 67 of the Act.

Customer information includes the following:

Any records a customer has provided to Wowmedia or a third party acting for or on behalf of Wowmedia;

Contractual information;

Customer needs assessments;

Personal records of customers;

Credit information and other research conducted in respect of customers;

Any records a third party has provided to Wowmedia about customers;

Confidential, privileged, contractual and quasi-legal records of customers;

Customer evaluation records;²

Customer profiling;

Performance research conducted on behalf of customers or about customers;

Any records a third party has provided to Wowmedia either directly or indirectly;

And Records generated by or within Wowmedia pertaining to customers, including transactional records.

5.4 Technical records

Technical records generated by, or within Wowmedia pertaining to customers.

5.5 Other Parties

Records are kept in respect of other parties, including without limitation contractors, suppliers, joint ventures, service providers and general market conditions. In addition, such other parties may possess records, which can be said to belong to Wowmedia. The following records fall under this category:

Personnel, customer or Wowmedia records which are held by another party as

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opposed to being held by Wowmedia;

and

Records held by Wowmedia pertaining to other parties,including financial records, correspondence, contractual records,electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customer.

5.6 Other Records

Further records are held including:

Information relating to Wowmedia own commercial activities;

and

Research carried out on behalf of a client by Wowmedia or commissioned from a third party for a customer;

Research information belonging to Wowmedia, whether carried out itself or commissioned from a third party.

6. Other Information.

As Wowmedia works on a quote basis there are no set fees.