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1. Company Introduction

Company Name:	JDP Consulting (Pty) Ltd.
Company Registration Number:	2025/079758/07
Director / Information Officer:	Mr. J.J. Du Plessis
Physical / Postal Address:	44 Keeromberg Street, Krugersdorp, South Africa, 1739
Telephone:	+27 82 826 1833
Email:	info@jdpconsult.com
Website:	www.jdpconsult.com

Nature of Business:	The Company provides training, coaching, and personality profiling services to individuals and companies. These services may include online and face-to-face interactions and involve the collection, processing, and storage of personal and/or confidential information.
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2. Purpose of this Manual

This manual is published in accordance with Section 51 of PAIA and aims to:

- Facilitate requests for access to records held by the company.
- Outline the procedures to be followed when requesting access to records.
- Provide details of the records held and their accessibility.

3. Guide on how to use PAIA (Section 10 Guide)

A guide is available from the South African Human Rights Commission (SAHRC) to assist people wishing to exercise their rights under PAIA.

Contact details of the SAHRC:

- South African Human Rights Commission (PAIA Unit)
- Address: Braampark Forum 3, 33 Hoofd Street, Braamfontein
- Tel: +27 11 877 3600
- Website: www.sahrc.org.za
- Email: paia@sahrc.org.za

4. Records Automatically Available (Section 52(2))

The following records are available without the need for a formal PAIA request:

- Information available on our website (www.jdpconsult.com)
- Marketing materials and brochures
- Company profile
- Course descriptions and outlines

5. Records held by the Company

The Company holds records in the following categories:

5.1 Personnel Records

- Employment contracts
- Personal details
- Payroll information
- Disciplinary records

5.2 Client Records

- Contact details
- Course enrolments and progress
- Assessment and certification data
- Coaching and profiling information

5.3 Financial Records

- Invoices
- Tax returns
- Bank statements
- Financial statements

5.4 Company Records

- Incorporation documents
- Shareholder agreements
- Company resolutions

5.5 Information Technology

- System access logs
- User data from the website and e-learning platforms

6. Request for Access to Records

Requests for access must be made in the prescribed format (Form C – available on South African Human Rights Commission website) and submitted to the Information Officer.

Information Officer:

Name: J.J. Du Plessis

Position: Managing Director

Email: jurgen@jdpconsult.com

Phone: +27 82 826 1833

Postal Address: 44 Keeromberg Street, Krugersdorp, South Africa, 1739

A requestor must:

- Provide sufficient detail to identify the record and the requester.
- Indicate the form of access required.
- State if they wish to be informed in a different manner and provide necessary details.
- Identify the right being exercised or protected.
- Explain why the requested record is required to exercise or protect that right.

Fees may be applicable depending on the nature of the request (see Annexure B).

7. Grounds for Refusal of Access

Access to certain records may be refused in accordance with PAIA, including:

- Protection of personal information of third parties.
- Protection of commercial information.
- Privileged documents.
- Safety and security concerns.

8. Availability of this Manual

This manual is available:

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



JDP Consulting (Pty) Ltd.

Krugersdorp, South Africa

Contact Number: 082 826 1833

Email: jurgen@jdpconsult.com

9. Prescribed Fees

As per the South African Human Rights Commission website (www.sahrc.org.za)

SIGNED ON BEHALF OF JDP CONSULTING (PTY) LTD.

Signature: _____

Name: J.J Du Plessis

Date: 24 March 2025