

PETRUS JORDAAN
T/A ecompromote.com

PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

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TABLE OF CONTENTS

1. List of Acronyms and Abbreviations. - [Page 3](#)
2. Purpose of PAIA Manual. - [Page 3](#)
3. Key Contact Details for Access to Information. - [Page 4](#)
4. Guide on How to Use PAIA and How to Obtain Access to the Guide. - [Page 4](#)
5. Categories of Records Available Without Request. - [Page 5](#)
6. Description of Records Available in Accordance with Other Legislation.- [Page 5](#)
7. Description of Subjects and Categories of Records Held. - [Page 6](#)
8. Processing of Personal Information. - [Page 7/8](#)
 - 8.1 Purpose of Processing Personal Information.
 - 8.2 Description of Categories of Data Subjects and Information Processed.
 - 8.3 Recipients or Categories of Recipients of Personal Information.
 - 8.4 Planned Trans-border Flows of Personal Information.
 - 8.5 Information Security Measures.
9. Availability of the Manual. - [Page 9](#)
10. Updating of the Manual. - [Page 9](#)

1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|-------------|--|
| 1.1 | “IO“ | Information Officer; |
| 1.2 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended); |
| 1.3 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.4 | “Regulator” | Information Regulator; |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF PETRUS JORDAAN T/A THE WEBSITES LISTED AT THE TOP OF THE PAIA MANUAL.

3.1. Chief Information Officer

Name: Petrus Jordaan
Tel: +27 76 628 5576
Email: support@ecompromote.com

3.2 Access to information general contacts:

Email: support@ecompromote.com

3.3 National or Head Office

Postal Address: 60 Jubilee crescent, Escombe
Queensburgh, Kwa Zulu Natal
South Africa, 4093
Physical Address: 60 Jubilee crescent, Escombe
Queensburgh, Kwa Zulu Natal
South Africa, 4093
Telephone: 27 76 628 5576
Email: support@ecompromote.com
Website: <https://ecompromote.com>

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

The Regulator has prepared a comprehensive Guide on how to use PAIA, available in all official languages and in braille. This Guide explains your rights under PAIA and POPIA and how to exercise them.

The Guide is available free of charge:

- On the Regulator's website at <https://www.justice.gov.za/infoereg/>
- Upon request from the Information Officer at [your contact details]
- For inspection at our offices during normal business hours

5. CATEGORIES OF RECORDS OF PETRUS JORDAAN T/A THE WEBSITES LISTED AT THE TOP OF THE PAIA MANUAL WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS,

ecompromote.com

Category of records	Types of the Record	Available on Website	Available upon request
Company Information	Web page	Yes	Yes
Contact Details	Web page	Yes	Yes
Website Legal	Web page	Yes	Yes
Privacy Policy	Web page	Yes	Yes
POPIA Policy	Web page	Yes	Yes
PAIA Manual	Web page / PDF	Yes	Yes
Affiliate disclaimers	Web page	Yes	Yes
Content Removal Policy	Web page	Yes	Yes
DMCA Notice	Web page	Yes	Yes
FTC Disclosure	Web page	Yes	Yes

6. DESCRIPTION OF THE RECORDS OF PETRUS JORDAAN T/A THE WEBSITES LISTED AT THE TOP OF THE PAIA MANUAL WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

The following records are created and kept in accordance with applicable South African legislation:

- Tax records, invoices, financial statements, and proof of expenses as required by the Income Tax Act, 1962.
- Website terms and conditions, legal and privacy policies, and electronic communication records as required by the Electronic Communications and Transactions Act, 2002.
- Privacy policy, consent records, and information officer appointment as required by the Protection of Personal Information Act (POPIA), 2013.
- PAIA manual, access request records, and responses as required by the Promotion of Access to Information Act (PAIA), 2000.
- Product descriptions and affiliate disclosures as required by the Consumer Protection Act, 2008.

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY PETRUS JORDAAN T/A ALL THE WEBSITES LISTED AT TOP OF MANUAL TOP OF PAIA MANUAL

The body holds records under the following subjects and categories:

- 1. Finance & Accounting**
 - Invoices and payment receipts
 - Proof of expenses
 - Affiliate income reports
 - Tax-related documents
- 2. Marketing & Website Operations**
 - Content drafts and published articles
 - Opt-in email content
 - Analytics reports
 - Email marketing records (e.g. newsletter subscribers)
 - Affiliate program data
- 3. Customer and Public Communications**
 - Contact form submissions
 - Email correspondence
 - Public comments or feedback (where applicable)
- 4. Legal and Compliance**
 - POPIA and PAIA documentation
 - Website terms and policy versions
 - Take-down request logs (DMCA/content removal requests)\
 - FTC Disclosure
 - Refund policies
 - Software eulas
- 5. Web Hosting and IT**
 - Domain registration info
 - Backup and server logs
 - SSL certificates

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

Petrus Jordaan t/a the websites listed at the top of the PAIA manual collects your personal information to:

- Respond to inquiries and provide services.
- Send marketing or promotional materials (with consent)
- Improve website performance and user experience.
- Fulfil legal and contractual obligations.
- Manage customer or user relationships.

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

The categories of data subjects in respect of whom Petrus Jordaan t/a the websites listed at the top of the PAIA manual processes personal information, and the categories of information processed, include:

1. **Website visitors**
 - IP addresses
 - Browser/user agent data
 - Cookies and tracking data
 - Referrer and location data
2. **Subscribers and contact form users**
 - Full name
 - Email address
 - Any message or query submitted
3. **Affiliate link users**
 - Click-through behaviour
 - Tracking ID or referral code
 - Anonymous session data
4. **Social media or email respondents**
 - Profile name or handle
 - Public comments or messages sent
 - Email reply content

8.3 The recipients or categories of recipients to whom the personal information may be supplied

The personal information collected by Petrus Jordaan t/a the websites listed at the top of the PAIA manual may be shared with the following categories of recipients, where necessary and subject to compliance with the Protection of Personal Information Act:

- **Email service providers** – for communication and newsletter distribution.
- **Analytics providers** – for website performance and user behaviour tracking.
- **Affiliate platforms and networks** – for tracking referrals and commissions.
- **Payment processors** – for processing transactions and refunds.
- **Hosting and CRM providers** – for customer support and secure data storage.
- **Regulatory bodies or legal authorities** – where disclosure is required by law.
- **Website contractors or IT service providers** – for technical support & maintenance.
- **Name and email address for criminal checks** - South African Police Services

8.4 Planned trans-border flows of personal information

Your personal information may be transferred to, and maintained on, servers located outside South Africa. Where I do this, I ensure the receiving country has data protection laws that provide a similar level of protection or I use legally approved transfer mechanisms (e.g., data processing agreements or standard contractual clauses). I host my websites at freehostia.com and store encrypted business files on their servers in the USA and store encrypted business files on South African servers at Z1 Storage. Please view the freehostia.com [terms](#) and [privacy policy](#) at these links to see how freehostia.com protects personal information Please view the Z1 storage [terms and conditions](#) for how they protect my business data.

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

ecompromote.com implements appropriate technical and organizational measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the manual is available:

- 9.1.1 on ecompromote.com, if any;
- 9.1.2 head office of Petrus Jordaan t/a all the websites listed at top of manual for public inspection during normal business hours;
- 9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.1.4 to the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

9.3 A requester must use the prescribed [Form 2](#) to request access to a record. Access will only be granted if:

- The record is required to exercise or protect a right;
- The requester complies with the procedural requirements under PAIA;
- No valid ground for refusal exists under Chapter 4 of PAIA.

10. UPDATING OF THE MANUAL

Petrus Jordaan t/a the websites listed at the top of the PAIA manual will on a regular basis update this manual.

Issued by

PETRUS JORDAAN