



AGILE STAFFING SOLUTIONS PAIA MANUAL

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

DATE OF COMPILATION: 20/07/2026

DATE OF REVISION: 20/07/2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

- **1.1 "CEO"**: Chief Executive Officer
- **1.2 "DIO"**: Deputy Information Officer
- **1.3 "IO"**: Information Officer
- **1.4 "Minister"**: Minister of Justice and Correctional Services
- **1.5 "PAIA"**: Promotion of Access to Information Act No. 2 of 2000 (as amended)
- **1.6 "POPIA"**: Protection of Personal Information Act No. 4 of 2013
- **1.7 "Regulator"**: Information Regulator of South Africa
- **1.8 "Republic"**: Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is structured to guide the South African public on the types of records Agile Staffing handles, how to submit formal requests for information access, and how candidate screening results and highly personal human resource records are protected against exposure.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1. Chief Information Officer

- **Name**: Karabo Ndlovu
- **Title**: Managing Director / CEO
- **Telephone**: 083 875 4864
- **Email**: admin@agilestaffing.co.za

3.2. Deputy Information Officer

- **Name**: None Designated
- **Telephone**: 083 875 4864
- **Email**: admin@agilestaffing.co.za

3.3. Access to Information General Contacts

- **Email**: admin@agilestaffing.co.za

3.4. National Head Office

- **Physical Address:** 55 Rietfontein Road, Rivonia, Sandton, 2191
- **Postal Address:** 55 Rietfontein Road, Rivonia, Sandton, 2191
- **Telephone:** 083 875 4864]
- **Email:** admin@agilestaffing.co.za
- **Website:** agilestaffing.co.za

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

- **4.1.** The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- **4.2.** The Guide is available in each of the official languages and in braille.
- **4.3.** The Guide can be obtained upon request to the Information Officer or directly from the website of the Regulator (info regulator.org.za).
- **4.4.** A copy of the Guide is also available in English and isiZulu for public inspection during normal office hours.

5. CATEGORIES OF RECORDS OF AGILE STAFFING WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The following categories of records are automatically available on our website and do not require a formal PAIA request framework to access:

Category of Records	Types of the Record	Available on Website	Available upon Request
Sourcing Materials	Active Job Vacancies & Corporate Recruitment Pamphlets	X	X
Corporate Policies	Website Terms & Conditions	X	X
Corporate Policies	Privacy Policy & Website Disclaimer	X	X
Statutory Framework	This PAIA Manual	X	X

6. DESCRIPTION OF THE RECORDS OF AGILE STAFFING WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

We maintain statutory documents created and available in accordance with the following pieces of South African legislation:

Category of Records	Applicable Legislation
Corporate Registration	Companies Act No. 71 of 2008
Sourcing Framework	Skills Development Act No. 97 of 1998 / Employment Equity Act No. 55 of 1998
Labor Safeguards	Basic Conditions of Employment Act No. 75 of 1997 / Labour Relations Act No. 66 of 1995
Information Transparency	Promotion of Access to Information Act No. 2 of 2000
Personal Data Governance	Protection of Personal Information Act No. 4 of 2013
Tax Compliance	Value Added Tax Act No. 89 of 1991 / Income Tax Act No. 58 of 1962

7. DESCRIPTION OF THE SUBJECTS ON WHICH AGILE STAFFING HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

(Note: These require a formal Form 2 Request to be accessed by external parties).

Subjects on Which Records are Held	Categories of Records
Candidate Screening Records	SAPS background criminal record checks, SAQA academic qualification verifications, reference check logs, past employment confirmation strings, and psychometric evaluation matrices.
Sourcing & Placement Rosters	Candidate Curricula Vitae (CVs), temporary employee placement tracking logs, internal recruiter performance notes, interview questionnaires, and skills audit databases.
Corporate Operational & Finance	Temporary placement payroll schedules, UI-19 submissions, corporate client account billing files, commercial service level agreements (SLAs), vendor records, and operational tax invoices.
Human Resources	Internal staff employment contracts, workplace safety policies, payroll registries, employee tax profiles, internal disciplinary tracking charts, and training logs.

8. PROCESSING OF PERSONAL INFORMATION

8.1. Purpose of Processing Personal Information

We process personal and professional information to cross-match candidate parameters with open position requests, verify applicant backgrounds, coordinate temporary worker payrolls, manage business billing pipelines, fulfill labor laws, and track employment metrics.

8.2. Description of the Categories of Data Subjects and Information Processed

Categories of Data Subjects	Personal Information That May Be Processed
Job Applicants / Candidates	Full names, identity numbers, home residential addresses, telephone details, email profiles, comprehensive CV histories, qualification records, references, SAPS background verifications, and past salary tracks.
Corporate Clients	Corporate trading names, registration values, physical site parameters, full designations of human resource representatives, telephone lines, invoicing targets, and credit vetting records.
Internal Employees	Full names, identity data, home residential locations, qualification details, tax numbers, emergency contacts, and payroll banking metrics.

8.3. The Recipients or Categories of Recipients to Whom Personal Information May Be Supplied

Category of Personal Information	Recipients to Whom Data May Be Supplied
Candidate CV files, reference validations	Verified External Corporate Clients (Strictly for explicit placement potential)
Academic certification parameters	South African Qualifications Authority (SAQA) and Verification Agencies
Employee earnings records, payroll taxes	South African Revenue Service (SARS) and Department of Labour (UIF logs)
Financial, operational and corporate checks	Registered Credit Bureaus and Corporate Banking Entities

8.4. Planned Transborder Flows of Personal Information

We do not actively transfer personal data outside the borders of South Africa. Large talent databases, recruitment software matrices, and email network records are backed up

securely using reputable international cloud hosting infrastructures (such as Microsoft 365 or Amazon Web Services cloud servers) maintaining security compliance certificates matching South African standards.

8.5. General Description of Information Security Measures Implemented

We implement technical and organizational precautions to maintain absolute integrity over corporate and candidate record archives. Safeguards include mandatory multi-factor authentication (MFA) protocols on all corporate networks, end-to-end data encryption across talent profiling databases, managed anti-virus and anti-malware deployments, localized firewall rules, and password-restricted administrative system tiers.

9. AVAILABILITY OF THE MANUAL

- **9.1.1.** A copy of this manual is available publicly on our official website: agilestaffing.co.za.
- **9.1.2.** A copy is kept at our main head office located at 55 Rietfontein Road, Rivonia, Sandton, 2191, for public inspection during normal business hours.
- **9.1.3.** Provided to any person upon request and upon the payment of the reasonable prescribed copying fee.
- **9.1.4.** Submitted formally to the Information Regulator upon request.

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.

10. UPDATING OF THE MANUAL

The head of Agile Staffing Solutions (Pty) Ltd will regularly update this manual to reflect structural changes in corporate legislation or operational contact points.

Issued by:

Karabo Ndlovu

Chief Executive Officer, Agile Staffing Solutions (Pty) Ltd