



APPLE COMPUTER PROPRIETARY LIMITED

PAIA Manual

Version: 1.0

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Issued by:

Information Officer

Definitions

“**Apple**” means Apple Inc. and its affiliates companies, collectively;

“**Company**” means Apple Computer Proprietary Limited (registration number: 1993/004137/07);

“**Information Officer**” means for the purposes of POPIA, the person identified in section 2;

“**Manual**” means this manual prepared in accordance with PAIA;

“**PAIA**” means the Promotion of Access to Information Act 2 of 2000, as amended;

“**POPIA**” means the Protection of Personal Information Act 4 of 2013, as amended; and

“**Regulator**” means the Information Regulator established under POPIA.

Any other reference or term used but not defined in this Manual shall have the meaning given to it under relevant Apple policies or applicable laws.

1. About this Manual

This Manual applies only to the Company and reflects the records held and personal information processed by the Company. It does not apply to other Apple-affiliated companies or describe their respective records or processing activities.

This Manual provides information about the records held by the Company and how to request access to those records under PAIA, together with information about the Company’s processing of personal information as required by POPIA.

Further information about Apple’s wider privacy practices, including the processing of personal information by the relevant Apple-affiliated company in connection with Apple products and services, is available at [Apple’s Privacy Page](#), [Apple Privacy Policy](#) and other applicable Apple privacy notices and materials.

Requests for access to records will be considered in accordance with PAIA and POPIA.

2. Contact details

Item	Details
Private body	Apple Computer Proprietary Limited
Information Officer	Alexander Auer
Email	dpo@apple.com
Address	140 West Street, Level 9, Sandton, Gauteng, 2196, South Africa, 5002-DEF

3. The Regulator’s PAIA Guide

The Regulator has published a guide explaining how PAIA works, how to make a request for access to a record, the fees that may apply and the remedies available to a requester. The guide is available from the Regulator’s [website](#).

Copies of the guide may also be requested from the Regulator or inspected at the Regulator’s offices during normal business hours. Current contact details for the Regulator are available on their [website](#).

4. Records of the Company available without a formal PAIA request

Certain information relating to the Company is publicly available without the need to submit a formal request under PAIA. This includes this Manual and other information made publicly available by the Company or Apple, including relevant legal and privacy information and information about Apple products and services. Publicly available information may be accessed through Apple's websites and other public resources, as applicable. Information that is not publicly available may be requested in accordance with the procedure set out in section 7 of this Manual.

5. Records available under other legislation

The Company creates and retains records as required by applicable South African legislation. The categories of records may include, without limitation: corporate, governance and statutory company records; tax, accounting and related financial records; employment, personnel and workplace records; training, levy and employment contribution records and occupational health, safety and injury records. Access to those records is subject to the relevant legislation and any applicable confidentiality, privilege or other legal restrictions.

6. Categories of records held by the Company

The Company holds records relating to the following categories and subject matters. The inclusion of a category does not mean that every record in that category is held, or that access to a requested record will be granted.

Subject	Categories of records
Corporate and governance	Incorporation, governance, statutory, policy and internal administration records
Employment and personnel	Recruitment, employment, payroll, benefits, training, performance, leave, workplace and former-employee records
Finance and tax	Accounting, banking, invoicing, expense, audit, insurance and tax records
Suppliers and service providers	Due diligence, procurement, contracts, purchase orders, invoices, performance and correspondence
Legal and compliance	Contracts, legal advice, disputes, regulatory correspondence, compliance and risk records
Information technology and security	Systems administration, access, security, support, incident and business continuity records
Premises and operations	Facilities, visitor, access, health and safety, and operational administration records

7. How to request access to a record

A request for access to personal information or a record of the Company must be made using the relevant form made available by the Regulator from time to time and submitted to the Information Officer using the contact details in section 2 of this Manual. The request should include sufficient information to identify the requester and the record requested and explain the right that the requester seeks to exercise or protect.

Prescribed fees may apply. Further information on making a request, applicable fees and available remedies is available from the Regulator's [website](#).

8. How to object to the processing of your personal information and how to request the correction, deletion or destruction of your personal information

An objection to the processing of your personal information must be made on the relevant form made available by the Regulator from time to time. A request for the correction, deletion, or destruction of personal information must be made on the relevant form made available by the Regulator from time to time and submitted to the Information Officer using the contact details in section 2 of this Manual.

Prescribed fees may apply. Further information on making a request, applicable fees and available remedies is available from the Regulator's [website](#).

9. How to submit a complaint with the Regulator in respect of the interference with the protection of your personal information

If you wish to lodge a complaint with the Regulator in respect of the alleged interference with the protection of your personal information, you may do so by completing the relevant form made available by the Regulator from time to time and submitting it to the Regulator.

10. Processing of personal information

The Company processes personal information in connection with its business and operations in South Africa, and to comply with applicable legal and regulatory requirements. This may include personal information relating to employees and job applicants, suppliers, service providers, business contacts and other individuals with whom the Company interacts.

The categories of personal information processed will depend on the nature of the relevant relationship and interaction with the Company.

Personal information processed by the Company may be shared with other Apple-affiliated companies, service providers and other recipients where appropriate in connection with these purposes. Personal information may also be transferred to, stored in or accessed from countries outside South Africa in connection with the Company's business and operations.

Apple maintains privacy and security safeguards designed to protect personal information. Further information about Apple's privacy practices, including more detailed information about how personal information is collected, used, shared, transferred and safeguarded and the relevant Apple-affiliated company responsible for that processing, and the exercise of any applicable rights, is available in the [Apple Privacy Policy](#) and other applicable Apple privacy notices and materials.