

DELTA SCAN

PAIA Manual

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended) and the Regulations Relating to the Promotion of Access to Information, 2021.

Manual Reference	DS-PAIA-2026-001
Revision	Rev 1.0
Date of Compilation	30 September 2026
Private Bodies	Delta Scan (Pty) Ltd and Delta Scan Africa (Pty) Ltd
Registration Numbers	Delta Scan (Pty) Ltd: 2018/462171/07 Delta Scan Africa (Pty) Ltd: 2020/689514/07
Jurisdiction	Republic of South Africa
Next Review	September 2027

1. List of Acronyms and Abbreviations

Term	Meaning
"CEO"	Chief Executive Officer
"Delta Scan"	Delta Scan (Pty) Ltd and Delta Scan Africa (Pty) Ltd, collectively and each of them
"DIO"	Deputy Information Officer
"IO"	Information Officer
"Minister"	Minister of Justice and Correctional Services
"PAIA"	Promotion of Access to Information Act 2 of 2000 (as amended)
"POPIA"	Protection of Personal Information Act 4 of 2013
"Regulator"	Information Regulator (South Africa)
"Republic"	Republic of South Africa

2. Purpose of this PAIA Manual

This PAIA Manual is useful for the public to:

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

2.1 About Delta Scan

This Manual is a joint manual for Delta Scan (Pty) Ltd and Delta Scan Africa (Pty) Ltd. Each is a separate private body under PAIA, and each is responsible for the records it holds. The two companies operate a common methodology, processing pipeline, and governance framework, so

the categories of records and the processing of personal information described in this Manual apply to both.

Delta Scan provides engineering intelligence to private and public sector clients in mining, utilities, industrial, transport, and public infrastructure environments. Remote sensing technologies and digital engineering workflows are used to produce validated measurements, asset condition data, forensic findings, and compliance-ready reports that reduce risk and support better decision-making in the built environment. Delta Scan measures and assesses. It does not design, construct, or repair infrastructure.

3. Key Contact Details for Access to Information of Delta Scan (Pty) Ltd and Delta Scan Africa (Pty) Ltd

3.1 Information Officer

The Information Officer below acts for both companies. Requesters should state which company they believe holds the record. Where this is unclear, the Information Officer will identify the correct company and process the request accordingly.

Name	Dayle Pedro
Designation	Director
Telephone	073 097 8615
Email	dayle@deltascan.co.za

3.2 Deputy Information Officer

No Deputy Information Officer has been designated at the date of this Manual. All requests are directed to the Information Officer.

3.3 Access to Information General Contacts

Email	info@deltascan.co.za
Website	https://deltascan.global

3.4 Registered Offices

	Delta Scan (Pty) Ltd	Delta Scan Africa (Pty) Ltd
Registration Number	2018/462171/07	2020/689514/07
Physical Address	23 Nguni Drive, Longmeadow Business Estate, Lethabong, Modderfontein, Johannesburg, 2090	23 Nguni Drive, Longmeadow Business Estate, Lethabong, Modderfontein, Johannesburg, 2090
Postal Address	23 Nguni Drive, Longmeadow Business Estate, Lethabong, Modderfontein, Johannesburg, 2090	23 Nguni Drive, Longmeadow Business Estate, Lethabong, Modderfontein, Johannesburg, 2090
Telephone	071 872 6035	073 097 8615
Email	info@deltascan.co.za	dayle@deltascan.co.za
Website	https://deltascan.global	https://deltascan.global

4. Guide on How to Use PAIA and How to Obtain Access to the Guide

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.
2. The Guide is available in each of the official languages and in braille.
3. The Guide contains the description of: the objects of PAIA and POPIA; the postal and street address, phone and fax number and, if available, electronic mail address of the Information Officer of every public body and every Deputy Information Officer of every public and private body designated in terms of PAIA and POPIA; the manner and form of a request for access to a record of a public or private body; the assistance available from the Information Officer and the Regulator; all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging an internal appeal, a complaint to the Regulator, and an application with a court; the provisions of PAIA and POPIA providing for the prescription of forms and fees; and the regulations made in terms of PAIA.
4. Members of the public can inspect or make copies of the Guide from the offices of public and private bodies, including the office of the Regulator, during normal working hours.
5. The Guide can also be obtained upon request to the Information Officer, or from the website of the Regulator (<https://info regulator.org.za>).
6. A copy of the Guide is also available at the registered offices of Delta Scan for public inspection during normal office hours.

4.1 Procedure for Requesting Access

1. A request for access to a record of Delta Scan must be made on the prescribed form (Form 2: Request for Access to Record, as prescribed in the PAIA Regulations, 2021), available from the Regulator's website or on request from the Information Officer.
2. The completed form must be submitted to the Information Officer at the email or physical address in section 3.
3. The requester must provide sufficient detail to enable the Information Officer to identify the record and the requester, state the form of access required, and, where the request is made on behalf of another person, provide proof of the capacity in which the request is made.
4. The requester must identify the right they are seeking to exercise or protect and explain why the record is required for that purpose, as required by section 53(2)(d) of PAIA.
5. The prescribed request fee and, where applicable, access fees are payable as set out in the PAIA Regulations. The Information Officer will notify the requester of any fee payable before processing the request.
6. Delta Scan will decide on the request within 30 days of receipt, which may be extended once by a further 30 days in the circumstances set out in section 57 of PAIA, with written notice to the requester.

4.2 Grounds for Refusal and Remedies

Access may be refused on the grounds set out in Chapter 4 of Part 3 of PAIA, including the mandatory protection of the privacy of third parties who are natural persons, commercial information of third parties, confidential information of third parties, the safety of individuals and protection of property, records privileged from production in legal proceedings, and the commercial information of Delta Scan. Given Delta Scan's work on National Key Points and critical infrastructure, records relating to security-sensitive sites will be assessed against these grounds and any applicable client confidentiality and security obligations.

Delta Scan is a private body and has no internal appeal procedure. A requester dissatisfied with a decision may, within 180 days of the decision, lodge a complaint with the Regulator or apply to a court with appropriate jurisdiction, in terms of sections 77A to 78 of PAIA.

5. Categories of Records Available Without a Person Having to Request Access

Category of Records	Types of Record	Available on Website	Available on Request
Company information	Company profile, service descriptions, sector capabilities	Yes	Yes
Public communications	Published articles, media releases, case studies approved for publication	Yes	Yes
Compliance	This PAIA Manual; privacy notice	Yes	Yes
Procurement	B-BBEE status documentation, CSD registration confirmation, tax compliance status	No	Yes

6. Description of the Records Available in Accordance with Any Other Legislation

Records are held in accordance with the following legislation, where applicable. Records held under this legislation are available to the persons and in the manner that legislation provides, and otherwise subject to a request under PAIA.

Category of Records	Applicable Legislation
Company and statutory records	Companies Act 71 of 2008
Tax records	Income Tax Act 58 of 1962; Value-Added Tax Act 89 of 1991; Tax Administration Act 28 of 2011
Employment records	Basic Conditions of Employment Act 75 of 1997; Labour Relations Act 66 of 1995; Employment Equity Act 55 of 1998
Skills and levies	Skills Development Act 97 of 1998; Skills Development Levies Act 9 of 1999
Unemployment insurance	Unemployment Insurance Act 63 of 2001; Unemployment Insurance Contributions Act 4 of 2002
Compensation for injuries	Compensation for Occupational Injuries and Diseases Act 130 of 1993
Health and safety	Occupational Health and Safety Act 85 of 1993; Mine Health and Safety Act 29 of 1996
Aviation operations	Civil Aviation Act 13 of 2009 and the Civil Aviation Regulations
Broad-based black economic empowerment	Broad-Based Black Economic Empowerment Act 53 of 2003
Electronic records and communications	Electronic Communications and Transactions Act 25 of 2002

Category of Records	Applicable Legislation
Personal information and access to information	Protection of Personal Information Act 4 of 2013; Promotion of Access to Information Act 2 of 2000
Security-classified sites	National Key Points Act 102 of 1980; Critical Infrastructure Protection Act 8 of 2019

7. Description of the Subjects on Which the Body Holds Records and Categories of Records Held on Each Subject

Subject	Categories of Records
Company secretarial	Memorandum of Incorporation, CIPC registration documents, share register, directors' register, minutes and resolutions
Finance and tax	Annual financial statements, accounting records, management accounts, tax and VAT returns, bank records, invoices
Human resources	Employment contracts, personnel records, payroll, leave records, training and competency records, disciplinary records, employment equity records
Client engagements	Proposals, tender submissions, contracts, scopes of work, correspondence, project records
Engineering intelligence and project data	Acquisition datasets, processed and validated outputs, models, reports, metadata, QA records, audit trails
Health, safety, and site compliance	Risk assessments, method statements, site induction records, incident registers, permits and site access records
Procurement and suppliers	Supplier contracts, operator agreements, subcontracts, purchase records, supplier registration
Information technology	IT policies, system access records, licences, backup and security records
Compliance and governance	POPIA and PAIA records, privacy impact assessments, policies and procedures, B-BBEE records, insurance policies
Marketing and communications	Marketing material, website content, client and stakeholder contact records

8. Processing of Personal Information

8.1 Purpose of Processing Personal Information

Delta Scan does not process personal information as the object of its services. Personal information is processed incidentally, for the following purposes:

- Entering into and performing contracts with clients, suppliers, and subcontractors.
- Meeting site access, health and safety, and security clearance requirements set by clients and by law.
- Delivering engineering intelligence services, where personal information is incidentally present in data acquired from the built environment.
- Conducting forensic engineering investigations where information about persons connected with an incident is necessary to establish engineering findings.
- Employing and managing staff, and meeting employment, tax, and statutory obligations.

- Authenticating reports through professional sign-off.
- Providing secure client access to deliverables.
- Complying with legal and regulatory obligations and establishing, exercising, or defending legal rights.

8.2 Categories of Data Subjects and Personal Information

Categories of Data Subjects	Personal Information that May Be Processed
Employees and contractors	Names, identity numbers, contact details, qualifications, competency certificates, employment and payroll information, medical fitness certificates where legally required for site access, security vetting information
Clients and client personnel	Names, roles, contact details, company registration and tax information, correspondence
Suppliers, subcontractors, and professional partners	Names, contact details, company and tax information, banking details, professional registration details
Members of the public and site personnel	Images or scan data of persons, vehicle registrations, and property features incidentally present in acquisition data
Persons connected with forensic engagements	Information relating to an incident, which may include information on conduct, injury, or liability
Users of the Delta Cloud platform	Names, email addresses, login credentials, access logs

8.3 Recipients or Categories of Recipients

Category of Personal Information	Recipients or Categories of Recipients
Staff identity, competency, medical fitness, and vetting information	Clients and site owners for site access; security authorities for vetting on restricted sites
Employment, payroll, and tax information	South African Revenue Service, Department of Employment and Labour, auditors, payroll providers
Project data containing incidental personal information	The client that commissioned the work; subcontractors and professional partners engaged on the project
All categories, where stored electronically	Hosting and software service providers acting as operators on Delta Scan's behalf
Any category, where required	Regulators, law enforcement, courts, and professional advisers, where required or permitted by law

8.4 Planned Transborder Flows of Personal Information

Delta Scan delivers engagements outside the Republic, including in southern Africa, and personal information may be transferred to clients, partners, or authorities in those jurisdictions where necessary to perform the engagement. Project data may also be stored by hosting service providers whose infrastructure is located outside the Republic. Any transfer is made in accordance with section 72 of POPIA.

8.5 General Description of Information Security Measures

Delta Scan applies reasonable technical and organisational measures to secure the integrity and confidentiality of personal information, which include:

- access to project data and personal information restricted to authorised personnel;
- secure storage of electronic records and controlled handling of physical records;

- quality assurance controls, metadata documentation, and audit-ready traceability on all engineering outputs;
- handling requirements agreed with clients for security-classified and restricted sites; and
- a documented privacy impact assessment procedure applied to engagements with elevated privacy or security sensitivity.

These measures are reviewed and strengthened through Delta Scan's privacy impact assessment programme.

9. Availability of the Manual

A copy of this Manual is available:

- on the Delta Scan website at <https://deltascan.global/paia>
- at the registered offices of Delta Scan for public inspection during normal business hours;
- to any person upon request and upon payment of a reasonable prescribed fee; and
- to the Information Regulator upon request.

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

10. Updating of the Manual

The Directors of Delta Scan (Pty) Ltd and Delta Scan Africa (Pty) Ltd will, if necessary, update and publish this Manual annually, and whenever a material change occurs to the information it contains.

Information Regulator Contact Details

Website	https://infoeregulator.org.za
General Enquiries	enquiries@infoeregulator.org.za
PAIA Complaints	PAIAComplaints@infoeregulator.org.za
Telephone	010 023 5200 / Toll free 0800 017 160

Issued by:

Name	Dayle Pedro
Designation	Director, for and on behalf of Delta Scan (Pty) Ltd and Delta Scan Africa (Pty) Ltd
Signature	 Date: <u>30 September 2026</u>