



Just be you

SKINCARE & TRAINING PTY LTD

— ☎ 0671766293 —

— *PAIA Manual* —

JUST BE YOU SKINCARE AND TRAINING (PTY) LTD

PAIA Manual

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

JUST BE YOU SKINCARE & TRAINING

Prepared in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000 (PAIA), as amended, and incorporating applicable provisions of the Protection of Personal Information Act, 4 of 2013 (POPIA).

Effective Date: 24 June 2026

1. INTRODUCTION

Just Be You Skincare & Training ("the Company") is committed to promoting transparency, accountability, and lawful processing of personal information. This Manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA") and serves as a guide for requesting access to records held by the Company.

2. PARTICULARS OF THE PRIVATE BODY

Registered Name

Just Be You Skincare & Training

Registration Number

K2026350257

Physical Address

1246 Keurboom Street

Moregloed

Pretoria

South Africa

Postal Address

1246 Keurboom Street
Moregloed
Pretoria
South Africa

Telephone Number

067 176 6293

Email Address

Info@justbeyoubeautyacademy.com

Website

www.justbeyoubeautyacademy.com

3. INFORMATION OFFICER**Information Officer**

Relene Chinner

Email: Info@justbeyoubeautyacademy.com

Deputy Information Officer

Jean-Pierre Chinner

Email: Info@justbeyoubeautyacademy.com

The Information Officer is responsible for ensuring compliance with PAIA and POPIA and handling requests for access to records.

4. GUIDE ON HOW TO USE PAIA

A guide on how to use PAIA is available from the Information Regulator.

Requests for assistance regarding access to information may be directed to:

Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein

Johannesburg

2001

Website: www.justice.gov.za/inforeg

Email: enquiries@inforegulator.org.za

5. RECORDS AVAILABLE WITHOUT A FORMAL REQUEST

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

- Company profile and marketing material
- Training course information
- Product information
- Website content
- Publicly available promotional material
- Published contact details

Availability of such records may be subject to applicable conditions.

6. RECORDS HELD BY THE COMPANY

The Company may hold the following categories of records:

Company Records

- Registration documents
- Tax records
- Accounting records
- Financial statements
- Asset registers
- Insurance records
- Licences and permits

Client Records

- **Client registration forms**
- **Consultation records**
- **Treatment records**
- **Consent forms**
- **Payment records**
- **Correspondence**

Student Records

- **Enrollment forms**
- **Training records**
- **Assessment records**
- **Certificates issued**
- **Attendance registers**
- **Academic records**

Employee and Contractor Records

- **Employment agreements**
- **Payroll records**
- **Disciplinary records**
- **Performance records**
- **Contractor agreements**

Marketing and Communication Records

- **Website enquiries**
- **Newsletter subscriptions**
- **Social media interactions**
- **Promotional campaign records**

Information Technology Records

- **Website records**
- **Electronic communications**
- **System access logs**
- **Database records**

7. RECORDS HELD IN TERMS OF OTHER LEGISLATION

The Company may retain records in accordance with, among others:

- **Companies Act 71 of 2008**
- **Income Tax Act 58 of 1962**
- **Value-Added Tax Act 89 of 1991**
- **Labour Relations Act 66 of 1995**
- **Basic Conditions of Employment Act 75 of 1997**
- **Employment Equity Act 55 of 1998**
- **Skills Development Act 97 of 1998**
- **Occupational Health and Safety Act 85 of 1993**
- **Protection of Personal Information Act 4 of 2013**
- **Consumer Protection Act 68 of 2008**

8. PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

Purpose of Processing Personal Information

The Company processes personal information for purposes including:

- **Providing skincare services**
- **Managing client relationships**
- **Delivering beauty training programmes**
- **Issuing certificates and training records**
- **Processing payments**
- **Managing supplier relationships**
- **Marketing products and services**
- **Complying with legal obligations**

Categories of Data Subjects

The Company may process personal information relating to:

- **Clients**
- **Prospective clients**
- **Students**
- **Prospective students**
- **Employees**
- **Contractors**
- **Service providers**
- **Website users**

Categories of Personal Information

Personal information processed may include:

- Names and surnames
- Identity or passport numbers
- Contact information
- Physical and postal addresses
- Educational information
- Financial information
- Medical information relevant to treatments
- Photographs where consent has been provided
- Electronic communication records

Recipients of Personal Information

Personal information may be shared with:

- Payment service providers
- Accountants and auditors
- Legal advisors
- Regulatory authorities
- Accreditation bodies
- Technology service providers
- Government departments where required by law

International Transfers

Personal information may be transferred outside South Africa where necessary for website hosting, cloud storage, email services, or other legitimate business operations, subject to appropriate safeguards.

Security Measures

The Company maintains reasonable technical and organisational measures to protect personal information against loss, unauthorised access, disclosure, alteration, or destruction.

9. REQUEST PROCEDURE

A requester requiring access to a record must submit a written request to the Information Officer.

The request should include:

- Full particulars of the requester
- Description of the requested record
- Format in which access is requested
- Contact details
- Reason for the request where required under PAIA

The Company may charge prescribed fees where applicable and will process requests in accordance with PAIA.

10. GROUNDS FOR REFUSAL OF ACCESS

Access may be refused on grounds provided for in PAIA, including:

- Protection of personal privacy
- Protection of commercial information
- Protection of confidential information
- Protection of safety and security
- Privileged records
- Requests that are manifestly frivolous or vexatious

11. REMEDIES AVAILABLE

If a requester is dissatisfied with the outcome of a request, the requester may lodge a complaint with the Information Regulator or pursue legal remedies available under PAIA.

12. AVAILABILITY OF THIS MANUAL

This Manual is available:

- At the Company's premises
- On the Company's website
- Upon request from the Information Officer

APPROVAL

This PAIA Manual has been approved and adopted by the Information Officer of Just Be You Skincare & Training.

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Date approved: 24 June 2026



Relene Chinner – CEO

Just Be You Skincare & Training Pty Ltd