The PAIA Manual

PAIA MANUAL FOR NASTASIA VAN DER BERG TRADING AS REBEL DESIGNS

Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000.

1. INTRODUCTION This manual is for Nastasia Van Der Berg trading as Rebel Designs, a sole proprietorship providing web development and AI automation services.

2. CONTACT DETAILS (Section 51(1)(a))

Information Officer: Nastasia Van Der Berg

Physical Address: Records are kept at the principal place of business. For security reasons and to protect the privacy of the Sole Proprietor, the full physical address is available to bona fide requesters upon formal application via the email address below.

Email: info@rebeldesigns.co.za

Website: www.rebeldesigns.co.za

3. THE ACT (Section 51(1)(b)) The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. Requests in terms of the ACT shall be made in accordance with the prescribed procedures and at the rates provided.

4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION We maintain records in accordance with the following legislation:

Income Tax Act 58 of 1962

Protection of Personal Information Act 4 of 2013

5. SCHEDULE OF RECORDS (Section 51(1)(d)) We hold the following categories of records:

Client Records: Names, email addresses, and project briefs.

Technical Records: Website source code (GitHub) and deployment logs (Vercel).

Automated Records: AI Agent logs and social media posting history.

6. PROCESSING OF PERSONAL INFORMATION

Purpose of Processing: To provide web development services and manage automated social media marketing.

Categories of Data Subjects: Clients and website visitors.

Recipients of Data: We share data with infrastructure providers (Vercel, GitHub, Groq API) purely for functional purposes.

7. AVAILABILITY OF THE MANUAL This manual is available on our website and at our principal place of business.