

SCENE WORKS

PAIA MANUAL

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

02 October 2026

PUBLIC DOCUMENT

COMPANY	SCENE WORKS (Pty) Ltd
REGISTRATION NUMBER	2026/745671/07
INFORMATION OFFICER	Tennielle Wynne
IO REGISTRATION	2026-068307
DATE COMPILED	02 October 2026
REVIEW CYCLE	At least annually and when material information changes

1. List of acronyms and abbreviations

Term	Meaning
IO	Information Officer
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 manual

This manual follows the Information Regulator's private body PAIA manual template. It explains what records Scene Works holds, how a person may request access to records, the contact details for access requests, and how Scene Works processes and protects personal information.

- identify records that may be available without a formal PAIA request;
- explain how to request access to records held by Scene Works;
- describe records maintained under applicable legislation;
- describe the categories of records Scene Works holds in the ordinary course of business;
- set out the categories and purposes of personal information processing under POPIA; and
- describe the safeguards Scene Works uses to protect personal information.

3. Key contact details for access to information

Item	Details
Private body	SCENE WORKS (Pty) Ltd
Registration number	2026/745671/07
Information Officer	Tennielle Wynne
Designation	Director and Information Officer
Information Officer registration number	2026-068307
Telephone	072 084 4592
Email	hello@sceneworks.co.za
General access to information contact	hello@sceneworks.co.za
Physical address	64 Fairmill, 3 Marais Street, Milnerton, Cape Town, Western Cape, 7441
Postal address	64 Fairmill, 3 Marais Street, Milnerton, Cape Town, Western Cape, 7441
Website	https://sceneworks.co.za

Scene Works has not appointed a Deputy Information Officer. Requests under PAIA or POPIA may be directed to the Information Officer at the contact details above.

4. Guide on how to use PAIA and how to obtain access to the Guide

The Information Regulator has published a Guide on how to use PAIA. The Guide explains the rights available under PAIA and POPIA, the process and forms for access requests, applicable remedies, fees and complaint procedures.

- The Guide is available from the Information Regulator at <https://inforegulator.org.za/paia/>.
- A requester may ask Scene Works for assistance in locating the Guide or the prescribed PAIA forms.

- The Guide is available from the Regulator in the official languages and in accessible formats made available by the Regulator.

5. Categories of records available without a formal PAIA request

Category	Examples	How available
Corporate information	Public company name and registration details	CIPC public records and on reasonable request
Compliance information	PAIA Manual; Privacy Notice; Information Officer details	Website and/or on request
Business information	Service descriptions, public profiles, published articles and public case material	Website and public channels
Procurement information	Current B-BBEE certificate and standard supplier information where appropriate	On reasonable request

6. Records available in accordance with other legislation

Legislation	Examples of records
Companies Act 71 of 2008	Memorandum of Incorporation, director records, resolutions, securities register, accounting and company records
Income Tax Act 58 of 1962 and Tax Administration Act 28 of 2011	Income tax registration, returns, tax records and supporting documentation
Promotion of Access to Information Act 2 of 2000	PAIA Manual, PAIA request records and related correspondence
Protection of Personal Information Act 4 of 2013	Information Officer registration, privacy and security records, data subject requests and security compromise records
Electronic Communications and Transactions Act 25 of 2002	Electronic communications and transaction records where applicable

7. Subjects on which Scene Works holds records and categories of records

Subject	Categories of records
Corporate and governance	CIPC records; MOI; director records; beneficial ownership records; securities register; resolutions; policies; compliance certificates
Finance and tax	Bank records; invoices; receipts; accounting records; tax registrations; tax filings and supporting documents

Subject	Categories of records
Clients and commercial work	Proposals; agreements; scopes; project correspondence; project inputs; research files; deliverables; meeting notes; billing records
Research and opportunity assessment	Research sources; area and market information; organisation and community contact information; interview or consultation notes where applicable; analysis and recommendations
Suppliers and contractors	Supplier details; quotations; agreements; onboarding and payment records; performance correspondence
Marketing and communications	Website enquiries; mailing and contact records; public content; campaign and business development records
Technology and systems	User access records; system configuration; security logs; backups; software and hosting records where applicable
POPIA and PAIA compliance	Privacy notices; policies; access/correction/objection requests; security incident records; retention schedules; operator records
People records, where applicable	Recruitment, contractor and future employee records to the extent Scene Works engages personnel

8. Processing of personal information

8.1 Purposes of processing

Scene Works processes personal information only where reasonably necessary for its business and legal functions. These purposes may include client and supplier administration, delivering research and advisory work, managing projects and relationships, responding to enquiries, conducting business development, processing payments, meeting legal and compliance obligations, securing systems, and maintaining business records.

8.2 Categories of data subjects and personal information

Data subjects	Personal information that may be processed
Clients and prospective clients	Names, roles, business contact details, correspondence, project information, billing and payment information
Suppliers and contractors	Names, contact details, company/registration details, tax or VAT information where relevant, banking details, contracts and performance records
Research, community and partner contacts	Names, roles, organisation or community affiliation, contact details, opinions or information voluntarily provided for a project
Website visitors and enquirers	Contact information submitted through forms or email and, where enabled, technical or usage information associated with website access
Job applicants and personnel, where applicable	Identification and contact information, CVs, qualifications, employment or contractor records and payment information

Data subjects	Personal information that may be processed
Directors and officers	Identification, contact and statutory information required for company and regulatory records

Scene Works does not intentionally collect special personal information or information about children unless it is necessary for a defined and lawful purpose and the additional requirements of POPIA are satisfied.

8.3 Recipients or categories of recipients

Information	Recipients or categories of recipients
Client and project information	Relevant Scene Works personnel/contractors, the applicable client, and approved project partners where necessary for delivery
Supplier and payment information	Banking, accounting, tax and payment service providers
Business records	Professional advisers such as legal, accounting or tax advisers where required
Hosted or electronic information	Cloud, email, document storage, website, communications and software service providers acting as operators or independent responsible parties as applicable
Information required by law	Regulators, government authorities, courts or law enforcement where disclosure is legally required

8.4 Planned transborder flows of personal information

Scene Works may use cloud, communications, hosting or software providers whose infrastructure processes or stores information outside South Africa. Where personal information is transferred outside the Republic, Scene Works will apply section 72 of POPIA and use appropriate contractual, legal or other safeguards. The location of processing may vary by service provider and configuration.

8.5 Information security measures

- access controls and least privilege for business systems and files;
- strong passwords and multi-factor authentication where available;
- secure cloud and device configurations, software updates and anti-malware protections;
- encryption in transit and, where supported, encryption at rest;
- controlled sharing of client and personal information;
- appropriate confidentiality and data protection terms with contractors and service providers;
- backup and recovery arrangements proportionate to the information and systems involved; and
- a documented security compromise response process, including notification where required by POPIA.

9. How to make a request for access to a record

1. Complete the Information Regulator's prescribed PAIA Form 2: Request for Access to Record (Regulation 7).
2. Send the completed form and supporting proof of identity/authority to hello@sceneworks.co.za.
3. For a request to a private body, identify the right that is to be exercised or protected and explain why the requested record is required for that purpose.
4. Scene Works will process the request in accordance with PAIA, including applicable statutory timeframes, permitted extensions, grounds for refusal and prescribed fees.

5. If a request is refused or not answered within the applicable period, the requester may lodge a complaint with the Information Regulator or pursue other remedies available under PAIA.

Official PAIA forms are available at: <https://inforegulator.org.za/paia/>.

10. Availability of this manual

A copy of this manual is available free of charge on <https://sceneworks.co.za>, at Scene Works' principal place of business during normal business hours, upon request to hello@sceneworks.co.za, and to the Information Regulator upon request. A reasonable prescribed fee may apply where a printed copy is requested.

11. Updating of this manual

The Information Officer will review this manual at least annually and whenever there is a material change to Scene Works' records, processing activities, contact details or legal obligations.

ISSUED BY

Tennielle Wynne

Director and Information Officer

02 October 2026