

23 June 2026

RE: PAIA Manual prepared in accordance with the Promotion of Access to Information Act (PAIA)

1. INTRODUCTION

- 1.1. Bridgepoint Legal Consultants (Pty) Ltd ("Bridgepoint") is a legal consulting firm providing labour law, employment relations, disciplinary, dispute resolution, commercial, and legal advisory services.
- 1.2. This Manual is prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA") and outlines the procedure to request access to records held by Bridgepoint.

2. COMPANY DETAILS

- 2.1. Company Name: Bridgepoint Legal Consultants (Pty) Ltd
- 2.2. Registered Address: 38 Ingersol rd, Lynnwood Glenn, Pretoria
- 2.3. Registration Number: 2025/509611/07
- 2.4. Email:
stefan@bridgepointlegal.co.za
melissa@bridgepointlegal.co.za
info@bridgepointlegal.co.za
- 2.5. Website:
<https://www.bridgepointlegal.co.za>

3. GUIDELINES TO USE PAIA

- 3.1. A guide to exercise rights under PAIA is available from the information regulator
Website: <https://www.inforegulator.org.za>

4. RECORDS AVAILABLE WITHOUT A FORMAL REQUEST

- 4.1. Company Profile
- 4.2. Service Brochures
- 4.3. Marketing material

- 4.4. Website Information
- 4.5. Publicly available publications

5. RECORDS HELD BY BRIDGEPOINT

- 5.1. Corporate Records
- 5.2. Financial Records
- 5.3. Human Resources Records
- 5.4. Client Records
- 5.5. IT Records

6. PROCESSING OF PERSONAL INFORMATION

- 6.1. Bridgepoint processes information for:
 - Provision of legal consulting services
 - Labour relations services
 - Dispute resolution services
 - Employment administration
 - Payroll administration
 - Compliance with legal obligations
 - Financial management
 - Marketing activities where permitted by law
- 6.2. Categories of Data Subjects:
 - Clients
 - Employees
 - Contractors
 - Job Applicants
 - Suppliers
- 6.3. Bridgepoint may disclose information to:
 - Courts
 - CCMA
 - Bargaining Councils
 - Government departments
 - Professional advisors
 - Auditors

- 6.4. Reasonable technical and organisational safeguards to protect personal information against loss, unauthorised access, disclosure, or destruction

7. REQUEST PROCEDURE

- 7.1. Any request must be made in writing to the information officer as per item 10 below and must include:

- Full name and contact details
- Description of the requested record
- Purpose for requesting access
- Preferred format of access

8. FEES

- 8.1. Fees may be charges in accordance with PAIA, fee schedule can be made available

9. GROUNDS FOR REFUSAL

- 9.1. Access may be refused where permitted including;

- Protection of personal information
- Protection of commercial information
- Legal privilege
- Confidential third-party information
- Information prohibited from disclosure by law

10. INFORMATION OFFICER

- 10.1. Stefan Pretorius (stefan@bridgepointlegal.co.za)

- 10.2. Responsible for:

- Monitoring POPIA compliance;
- Managing requests from data subjects;
- Conducting awareness training;

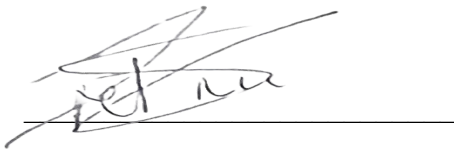
- Maintaining compliance documentation;
- Liaising with the Information Regulator.

11. AVAILABILITY OF THIS MANUAL

11.1. This manual is available:

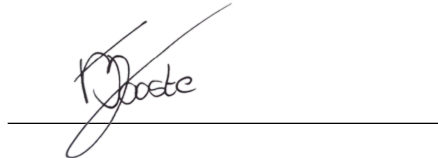
- On request from the Information Officer
- At the principal place of business
- On the company website

Signed and approved on this 23rd day of June 2026.



SL Pretorius

Director



M Swanepoel-Jooste

Director