



ADVENDURANCE (PTY) LTD

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to
Information Act No. 2 of 2000

1. INTRODUCTION

- 1.1. The purpose of this manual is to assist persons requesting access to information held by Advendurance (Pty) Ltd (“**Faces**”) by—
 - 1.1.1. setting out all relevant contact details of the Faces Information Officer to whom requests for information in terms of the Promotion of Access to Information Act No. 2 of 2000 (“**the Act**”) must be made;
 - 1.1.2. identifying what information will be made available without a person having to submit a formal request in terms of the Act;
 - 1.1.3. identifying what information will only be made available to a person upon submission of a formal request in terms of the Act;
 - 1.1.4. identifying what categories of information will not be made available to a person requesting access on the grounds specified in Part 3, Chapter 4 of the Act;
 - 1.1.5. identifying what information held by Faces which may be made available in accordance with any other legislation; and
 - 1.1.6. setting out the manner in which access must be sought, including the information that must first be disclosed to Faces.
- 1.2. Information requested from Faces will be made available in English, electronically.

2. CONTACT DETAILS

- 2.1. Chief Information Officer
 Willem Roux
 Cell: 082 841 0999
 Email: willem@faces.africa
- 2.2. Deputy Information Officer
 Clark Gardner
 Cell: 083 632 2294
 Email: clark@faces.africa
- 2.3. Head Office
 116B Glen Avenue
 Equestria, Pretoria East
www.faces.africa/
- 2.4. Registration Details
 Advendurance (Pty) Ltd
 Registration No. 2019/044264/07

3. REQUESTS FOR INFORMATION

3.1. ***Categories of information that will be made available without a person having to submit a formal request in terms of the Act***

The following information held by, and relating to, Faces is publicly available and may be downloaded through the relevant event website without a person having to submit a formal request in terms of the Act.

- 3.1.1. Race results;
- 3.1.2. Race entry information;
- 3.1.3. Press releases and race announcements;
- 3.1.4. Event Limitation of Liability and Indemnity and General Terms; and
- 3.1.5. Event Privacy Policy and Terms & Conditions.

The relevant event websites are as follows:

- <https://racetothesea.co.za/>
- <https://racetothesea.co.za/>
- <https://trailseeker.co.za/>
- <https://ridejoburg.co.za/>
- <https://warrior.co.za/>

3.2. ***Categories of information will only be made available to a person upon submission of a formal request in terms of the Act***

The following information held by, and relating to, Faces will only be made available to a person formally requesting access in terms of sections 50 and 53 of the Act.

- 3.2.1. Aggregated participant information (including information related to race entries and race results), subject to the restrictions imposed on CTM by the Protection of Personal Information Act No. 4 of 2013 (“**POPIA**”); and
- 3.2.2. Permits or approvals obtained from Cycling South Africa, the City of Johannesburg or any other regulatory, national or municipal authority, subject to any confidentiality undertakings provided by Faces to the relevant regulatory, national or municipal authority.

3.3. Categories of information that will not be made available on the grounds specified in Part 3, Chapter 4 of the Act

The disclosure of the following information held by, and relating to, Faces will be refused on the grounds stipulated in Part 3, Chapter 4 of the Act.

- 3.3.1. Non-aggregated and/or personal participant information (save where such information is already publicly available and/or a participant has expressly consented to the disclosure of his/her information);
- 3.3.2. Personal information¹ pertaining to Faces' directors, shareholders, employees, contractors, sub-contractors, suppliers, partners, sponsors, service providers, and/or affiliates (save where such information is already publicly available and/or the individual has expressly consented to the disclosure of his/her information);
- 3.3.3. Documents and/or records containing the trade secrets of Faces or any third party;
- 3.3.4. Documents and/or records outlining the commercial and/or strategic plans of Faces or any third party;
- 3.3.5. Financial, commercial, scientific or technical information proprietary to Faces or any third party, the disclosure of which could reasonably be expected to:
 - 3.3.5.1. put Faces or the third party at a disadvantage in contractual or other negotiations; and/or
 - 3.3.5.2. prejudice Faces or any third party in commercial competition;
- 3.3.6. Agreements (including memorandums of understanding and terms of reference) entered into between Faces and its employees, contractors, sub-contractors, suppliers, partners, sponsors, service providers, and/or affiliates which are subject to an undertaking of confidentiality (save where such information is already publicly available and/or the third party concerned has expressly consented to the disclosure of such information);
- 3.3.7. Information deemed to be privileged within the context of legal proceedings (save where such privileged has been waived).

It is expressly recorded that any director, board member, employee, associate, affiliate, service provider, supplier or member of any entity conducting activities in competition with Faces will be refused access to the information held by Faces as outlined in paragraphs 3.3.3 to 3.3.6 above.

¹ Including name, address, qualifications, gender, race, registration or identity numbers, employment status, remuneration, VAT status and banking details.

3.4. ***Categories of information that are available in accordance with any other legislation***

- 3.4.1. Company name;
- 3.4.2. Registration number;
- 3.4.3. List of shareholders;
- 3.4.4. List of directors;
- 3.4.5. Registered business address;
- 3.4.6. Registered physical address;
- 3.4.7. VAT number;
- 3.4.8. Memorandum of incorporation; and
- 3.4.9. PAIA manual.

4. SUBMISSION OF REQUESTS FOR INFORMATION

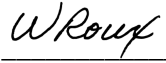
- 4.1. Any person seeking access to information held by Faces as contemplated by paragraphs 3.1 and 3.4 above is required to address a written request to the Chief Information Officer detailing —
 - 4.1.1. The requester's full name, designation and contact information;
 - 4.1.2. The purpose for which the information is being sought; and
 - 4.1.3. The nature and extent of the information sought.
- 4.2. Any person seeking access to information held by Faces as contemplated by paragraph 3.2 above is required to address a written request to the Chief Information Officer —
 - 4.2.1. Attaching a duly completed Form 2: Request for Access to Record;
 - 4.2.2. Identifying the requester's full name, designation and contact information (or where the request is made by a third party (including a legal representative) on behalf of the requester, proof of the third party's authority to act on the requester's behalf); and
 - 4.2.3. Identifying the right which the requester seeks to protect or enforce through access to the information.

5. AVAILABILITY OF THE MANUAL

A copy of this manual is available—

- 5.1. On the website;
- 5.2. From the Chief Information Officer, on request.

Issued by:



Willem Roux, Chief Information Officer
09 March 2026