

PAIA Manual

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

Company Details

European Gemological Laboratory (South Africa)

European Gemological Laboratory (South Africa) is an independent South African laboratory operating under South African law.

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Information Officers

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Purpose

This Manual explains how members of the public may request access to records held by the Laboratory under PAIA and how personal information is processed under POPIA.

Records Held

The Laboratory may hold corporate, financial, customer, supplier, employee, laboratory report, certificate and website administration records.

Request Procedure

Requests should be submitted in writing to the Information Officers with sufficient detail to identify the records requested. Access will be considered in accordance with PAIA and applicable fees where required.

Protection of Personal Information

Personal information is collected only for legitimate business purposes and processed in accordance with POPIA.

Contact

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