

# PAIA Manual – Oaths.co.za

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Operated by Beantech (Pty) Ltd

Beantech (Pty) Ltd is registered and in good standing with the Information Regulator under the Protection of Personal Information Act (POPIA), with registration number 2025-006973.<sup>1</sup> In compliance with the Promotion of Access to Information Act (PAIA), 2 of 2000.

## 1. Company Details

- **Information Officer:** Mr J.M. van der Westhuizen, Professional Accountant (SA), Commissioner of Oaths, Ex Officio <sup>1</sup>
- **Email:** [compliance@oaths.co.za](mailto:compliance@oaths.co.za)
- **Address:** Regus Cradlestone Mall, Entrance 5, L2, 17 Hendrik Potgieter Road, Krugersdorp, Gauteng, 1739

## 2. PAIA Guide

The PAIA Guide is available from the South African Human Rights Commission (SAHRC): <https://www.sahrc.org.za> <sup>1</sup>

## 3. Records Automatically Available

The following records are publicly and automatically available on our website without a formal request:

- Company profile and service information <sup>1</sup>
- Pricing, FAQs, and a detailed "How it Works" section <sup>1</sup>
- Terms of Use and Privacy Policy <sup>1</sup>

## 4. Records Available on Request

The following records may be available upon formal request, subject to the proper request procedures and legal obligations:

- Certification session logs <sup>1</sup>
- Forensic audit trails <sup>1</sup>
- User account records and verification results <sup>1</sup>
- Internal company compliance documents <sup>1</sup>

## 5. Purpose of Processing

We process personal information to:

- Deliver certified digital documents <sup>1</sup>
- Perform verification and compliance checks <sup>1</sup>
- Maintain secure, auditable logs in accordance with our patent-pending process <sup>1</sup>
- Support FICA and other regulatory obligations <sup>1</sup>

## 6. Categories of Data Subjects and Information

We process personal information relating to:

- **Data Subjects:** Users, Commissioners of Oaths, and employees <sup>1</sup>
- **Data Categories:** Identity information (including biometrics), contact details, submitted documents, and platform usage logs <sup>1</sup>

## 7. Recipients

Personal information is shared with the following recipients where strictly necessary for service delivery and compliance:

- Commissioners of Oaths for the purpose of document certification <sup>1</sup>
- Trusted third-party providers for cloud hosting, verification, and compliance checks <sup>1</sup>
- Regulators, such as the Financial Intelligence Centre (FIC), or law enforcement, when legally obligated <sup>1</sup>

## 8. Security Measures

Oaths.co.za applies enterprise-grade security measures to protect personal information, including:

- Microsoft Azure cloud hosting with encryption at rest and in transit <sup>1</sup>
- Biometric identity checks and access controls <sup>1</sup>
- Blockchain-secured audit trails and routine backups <sup>1</sup>

## 9. Access Procedure

To request access to records, you must submit a completed Form C to [compliance@oaths.co.za](mailto:compliance@oaths.co.za) <sup>1</sup>, along with the required identity verification documents.