

PAIA Manual Summary

Funserv Five CC t/a Z PR Marketing and Digital Marketing

Funserv Five CC t/a Z PR Marketing and Digital Marketing is a South African close corporation operating as a marketing and digital marketing agency.

This notice is provided in terms of the Promotion of Access to Information Act 2 of 2000, as amended.

Access to information

Members of the public may request access to records held by Funserv Five CC t/a Z PR Marketing and Digital Marketing where such access is permitted in terms of PAIA and any other applicable law.

Requests for access to records must be submitted using the prescribed PAIA Form 2: Request for Access to Record.

A copy of PAIA Form 2 is available from the Information Regulator's website or may be requested from the business.

Information Officer

PAIA and POPIA requests may be submitted to the Information Officer by email:

Email: marketing@zpr.co.za

For privacy and security reasons, personal contact details and private address details are not published on this website. Where legally required, further details may be provided to a requester through the appropriate PAIA process.

Categories of records held

The business may hold records relating to:

- close corporation and administrative records;
- financial, tax and accounting records;
- client records;
- marketing, creative and campaign records;
- digital marketing, website and platform records;
- contractor, freelancer and service provider records;
- legal and compliance records;
- information technology and security records.

The inclusion of a category does not mean that access to all records will automatically be granted. Each request will be considered in accordance with PAIA, POPIA and any other applicable law.

POPIA and personal information

Funserv Five CC t/a Z PR Marketing and Digital Marketing processes personal information for lawful business purposes, including client communication, marketing services, digital campaign management, reporting, invoicing, contractor management, legal compliance and general business administration.

The business is owner-managed. Client information is ordinarily accessed and managed by the Information Officer. Where subcontractors, freelancers or external service providers are used, client information is shared only where necessary for agreed work and, where appropriate, with the client's knowledge or permission.

Security of information

The business takes reasonable steps to protect personal information and confidential client information against loss, unauthorised access, misuse, disclosure, alteration or destruction.

Availability of full PAIA Manual

The full PAIA Manual is available from the Information Officer on request, subject to PAIA, POPIA and applicable legal requirements.

Requests may be sent to:

Email: marketing@zpr.co.za

Information Regulator

The PAIA Guide and prescribed PAIA forms are available from the Information Regulator.

Website: <https://inforegulator.org.za>

General enquiries: enquiries@inforegulator.org.za

Telephone: 010 023 5200