

Group PAIA & POPIA Information Manual

Published under section 51 of the Promotion of Access to Information Act, 2000 (PAIA) and section 17 of the Protection of Personal Information Act, 2013 (POPIA).

This is a consolidated group manual — one notice covering all responsible parties listed in section 2. Each entity remains a separate responsible party but shares one Information Officer and this single manual.

1. Introduction

This manual is published in terms of section 51 of PAIA and includes the matters required by section 17 of POPIA. It applies to all of the responsible parties listed in section 2 below (together, “the group”) and explains how to request access to records held by any of them, and how the group processes personal information.

2. Entities covered (responsible parties)

All entities below share the same Information Officer, contact details and registered address (section 3). Each remains a separate responsible party.

Responsible party (entity)	Registration no
OC Hospitality Holdings (Pty) Ltd	2019/289754/07
Oyster Collection (Pty) Ltd	2016/162671/07
Tykana Properties (Pty) Ltd	2012/224386/07
Obsidian Trading (Pty) Ltd	2015/117343/07
Camp Figtree Lodge (Pty) Ltd	2014/271050/07
Byron Bay Property Investments (Pty) Ltd	2002/029332/07
Friedshelf 1505 (Pty) Ltd	2014/009778/07
Friedshelf 1612 (Pty) Ltd (t/a Major Fraser's)	2014/239001/07
Rockwood Lodge (Pty) Ltd	2018/480097/07
Inversion Commercial Properties (Pty) Ltd	2022/620464/07
Trident Ventures CC (t/a Indigo)	2010/071717/23

3. Information Officer & contact details

- **Information Officer (all entities):** Simon Roberts
- **Email:** simon@inverson.co.za

- **Physical address:** 1 Riesling House, Brandwacht Office Park, Trumali Street, Stellenbosch, Western Cape 7600, South Africa
- **Postal address:** PO Box 589, Kenton on Sea, Eastern Cape 6191, South Africa

All access requests and POPIA queries for any entity above must be directed to the Information Officer.

4. The Regulator

- **Information Regulator (South Africa)** — infoeregulator.org.za
- Complaints and PAIA/POPIA queries may be lodged with the Regulator.

5. Records held (by category)

Across the group, records are held in the following categories:

- **Guests / customers:** booking, contact, billing and stay records.
- **Employees:** HR, payroll, time-and-attendance and statutory records.
- **Suppliers / contractors:** contact, contract and payment records.
- **Statutory records:** company, tax and regulatory filings.

6. How to request access

- Complete the prescribed PAIA request form (available from the Regulator's website).
- Submit it to the Information Officer at the address/email above, stating which entity the request relates to.
- Prescribed fees (if any) are payable per the PAIA regulations.
- The relevant entity will respond within 30 days, as required by PAIA.

7. Processing of personal information (POPIA s17)

- **Purpose:** to provide accommodation/hospitality services, employ staff, meet legal obligations and manage supplier relationships.
- **Recipients:** operators (property-management, accounting and payroll providers) and regulators/authorities where required by law.
- **Cross-border:** where personal information is processed outside South Africa, it is protected in line with POPIA s72.
- **Data-subject rights:** access, correction, deletion and objection — exercised via the Information Officer.

8. Availability

This manual is available on the group's website and from the Information Officer, free of charge.

Approved: 22 July 2026