

BILLI YUN

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000, as amended

Document detail	Information
Private body	BILLI YUN
CIPC registration number	2016/538430/07
Information Regulator registration	2026-067656
Information Officer	Aedon Devon Willard
Compilation date	25 September 2026
Version	1.0 - Final

1. List of acronyms and abbreviations

Acronym	Meaning
CEO	Chief Executive Officer
CIPC	Companies and Intellectual Property Commission
D1	Cloudflare D1 database service
IO	Information Officer
PAIA	Promotion of Access to Information Act 2 of 2000, as amended
POPIA	Protection of Personal Information Act 4 of 2013
Regulator	Information Regulator (South Africa)
Republic	Republic of South Africa

2. Purpose of this PAIA Manual

This Manual explains how members of the public may request access to records held by BILLI YUN, the categories of records the company holds, the records that may be available without a formal PAIA request, and how BILLI YUN processes and safeguards personal information.

- Identify the categories of records held by BILLI YUN and how they may be accessed.
- Provide contact details for the person responsible for access-to-information requests.
- Explain how to use the Information Regulator's PAIA Guide and prescribed request process.
- Describe the purposes for which BILLI YUN processes personal information and the categories of data subjects involved.
- Describe recipients, possible cross-border processing and general information-security safeguards.

3. Key contact details for access to information

3.1 Information Officer / Head of the private body

Field	Detail
Name	Aedon Devon Willard
Designation	Chief Executive Officer (CEO) / Information Officer
Cellphone	+27 72 642 6970
Email	compliance@billiyun.com
Information Regulator registration	2026-067656
Appointment date	25 September 2026

3.2 Deputy Information Officer

No Deputy Information Officer is currently designated.

3.3 General access-to-information contact

Email: compliance@billiyun.com

3.4 National / head office

Field	Detail
Physical / street address	110 Pretoria Avenue, Sandown, Johannesburg, 2196
Postal address	110 Pretoria Avenue, Sandown, Johannesburg, 2196
Telephone	+27 72 642 6970
General email	hello@billiyun.com
Compliance / PAIA email	compliance@billiyun.com
Website	https://billiyun.com

4. Guide on how to use PAIA and how to obtain access to the Guide

The Information Regulator has published a Guide explaining how to exercise rights under PAIA and POPIA. The Guide is available from the Information Regulator and is published in the official languages and in braille.

A person seeking access to a BILLI YUN record should use the prescribed PAIA Form 2 (Request for Access to Record) and submit it to the contact details in section 3. The request should identify the record sufficiently, explain the right to be exercised or protected and why the requested record is required for that purpose, where PAIA requires this.

Information Regulator PAIA resources: <https://infoeregulator.org.za/paia/>

Prescribed forms: <https://infoeregulator.org.za/paia-forms/>

5. Records available without a formal PAIA request

The following categories may be available without a formal PAIA request, subject to confidentiality, intellectual-property, privacy, security and other lawful restrictions.

Category	Examples	Access
Website information	Public service descriptions, contact details, legal notices and published policies	Website
Corporate public information	Publicly available company registration particulars	CIPC / public sources where applicable
Marketing material	Public brochures, portfolio material, social-media and campaign content	Website / public channels / request
PAIA Manual	Current published PAIA Manual	Website / request

6. Records available in accordance with other legislation

BILLI YUN may create, retain or make records available in accordance with legislation applicable to its activities, including:

Legislation	Examples of relevant records
Companies Act 71 of 2008	Corporate and company-governance records, including incorporation and statutory company records
Income Tax Act 58 of 1962	Tax-related records, where applicable
Tax Administration Act 28 of 2011	Tax administration and supporting records
Promotion of Access to Information Act 2 of 2000	PAIA Manual and records relating to access requests
Protection of Personal Information Act 4 of 2013	Privacy, data-subject and information-governance records
Electronic Communications and Transactions Act 25 of 2002	Electronic communications and website-related records, where applicable
Consumer Protection Act 68 of 2008	Consumer-facing transaction and service records, where applicable

This list is not exhaustive and applies only to the extent that the legislation is relevant to BILLI YUN's activities.

7. Subjects and categories of records held by BILLI YUN

Subject	Categories of records
Corporate and governance	CIPC records; constitutional/company records; statutory registrations; compliance records; policies
Finance and tax	Quotes; invoices; receipts; payment records; bank-related business records; tax and accounting records
Clients and enquiries	Website enquiries; contact details; briefs; correspondence; proposals; quotations; contracts; project records
Suppliers and service providers	Contact details; quotations; agreements; invoices; payment details; supplier correspondence
Brand, marketing and creative work	Brand assets; campaign materials; creative files; content; research; strategy and planning documents
Website and digital operations	Website source files; deployment/configuration records; enquiry records; security and operational logs
Legal and compliance	PAIA/POPIA records; Information Officer registration; data-subject correspondence; legal notices and agreements

8. Processing of personal information

8.1 Purposes of processing

- Receive, assess and respond to business, quote and consultation enquiries.
- Prepare quotations, proposals, contracts and deliver services requested by clients.
- Manage client, supplier and service-provider relationships and communications.
- Maintain financial, accounting, tax, corporate and compliance records.
- Operate, secure and improve BILLI YUN's website and digital systems.
- Protect BILLI YUN's legal rights, respond to lawful requests and meet statutory obligations.

Submitting an enquiry does not subscribe a person to unrelated marketing communications. Where direct marketing is undertaken, BILLI YUN will use an appropriate lawful basis and provide applicable choices or opt-out mechanisms.

8.2 Categories of data subjects and personal information

Data subjects	Personal information that may be processed
Prospective clients / website enquirers	Name, contact details, company/organisation, service interest, budget information if voluntarily supplied, message content and enquiry metadata
Clients	Contact and business details, project information, correspondence, contractual information, billing and payment-related information
Suppliers / service providers / collaborators	Names, contact and business details, registration/tax details where relevant, quotations, contracts, invoices and payment details
Business contacts	Names, roles, organisations, contact details and correspondence
Website visitors	Technical request information and security/rate-limiting data generated through normal website operation

8.3 Recipients or categories of recipients

Information category	Possible recipients
Website and enquiry data	BILLI YUN's authorised personnel and contracted technology providers required to host, secure or operate the website
Business communications	Google Workspace and other authorised communications/service providers used by BILLI YUN
Project information	Approved specialist collaborators or service providers where reasonably necessary to assess or deliver a requested project, subject to appropriate confidentiality/data-protection arrangements
Financial / statutory information	Banks, accountants, tax advisers, SARS, regulators or other authorities where necessary or legally required

BILLI YUN does not sell personal information.

8.4 Planned transborder flows of personal information

BILLI YUN uses cloud and internet service providers, including Cloudflare and Google Workspace. Depending on the services, account configuration, network routing and provider infrastructure in use, personal information may be processed or stored outside South Africa. Cloudflare operates a global network and states that information may be stored or transferred internationally; Google Workspace data-location options vary by edition and configuration. BILLI YUN will take reasonable steps to ensure that cross-border processing is handled in accordance with applicable POPIA requirements and relevant contractual safeguards.

8.5 General information-security measures

- HTTPS/TLS encryption for website traffic.
- Restricted administrative access to business systems and records.
- Authentication and access controls for cloud services and business email.
- Server-side validation of website enquiry submissions.
- Rate limiting and abuse-prevention controls for the enquiry endpoint.
- Parameterized database operations to reduce injection risk.
- Security headers and other web-security controls appropriate to the deployed environment.
- Reasonable retention, deletion and access-review practices appropriate to the nature of the records.

Security measures are reviewed as BILLI YUN's systems and operations evolve. No security measure can guarantee absolute security.

9. Availability of this Manual

A copy of this Manual is available:

- on BILLI YUN's website at <https://billiyun.com>;
- at BILLI YUN's registered physical address for public inspection during reasonable business hours by prior arrangement;
- to a person upon request, subject to any prescribed fee that lawfully applies; and
- to the Information Regulator upon request and/or through the Regulator's eServices facility where applicable.

10. Updating of this Manual

The Information Officer will review this Manual on a regular basis and update it when material changes occur to BILLI YUN's operations, contact details, record holdings, personal-information processing or applicable legal requirements.

11. Issue and approval

Aedon Devon Willard

Chief Executive Officer / Information Officer

BILLI YUN

Date: 25 September 2026

Reference note

This Manual was drafted using the Information Regulator's Private Body PAIA Manual Template and the current PAIA framework. It is intended as BILLI YUN's operational compliance document and should be reviewed whenever the business or its processing activities materially change.