**PAIA AND POPI MANUAL OF**

**SOLE PROPRIETOR**

**(Reedworth Pools Renovators)**

in terms of

Section 51(1) of the Promotion of Access to

Information Act 2 of 2000 (“the Act”) as amended by the Protection of Personal Information Act 4 of 2013

# THE PURPOSE

The purpose of this document is to serve as the Manual

of Reedworth Pools Renovators as required in terms of the Act, and to provide a reference as to the records held and

the procedures that need to be followed to request access to such records

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**INTRODUCTION**

Reedworth Pools Renovators is a swimming pool repair service in Cape Town.

# SECTION I:

#### CONTACT PERSON AND ADDRESS DETAILS

(as required by Section 51(1)(a))

The Managing Director of Reedworth Pools Renovators

Is: Ronald Henri Aingworth

Information Officer: Ronald Henri Aingworth

Physical Address: 19 Nice Rd

Diep River

Cape Town

7800

Postal Address: 19 Nice Rd

Diep River

Cape Town

7800

Telephone: (083) 521 8271

e-mail address: reedworthpools@gmail.com

# SECTION 2:

#### DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the South African Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of:

#### The Human Rights Commission’s contact details are as follows:

The South African Human Rights Commission PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton 2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

e-mail address: paia@sahrc.org.za Website: [www.sahrc.org.za](http://www.sahrc.org.za/)

#### The Information Regulator’s contact details are as follows:

The Information Regulator

The Research and Documentation Department

Postal address: P. O. Box 31533

Braamfontein Johannesburg 2017

Telephone: (010) 023 5200

e-mail (complaints): complaints.IR@justice.gov.za e-mail (general): inforeg@justice.gov.za Website: justice.gov.za

#### THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

# SECTION 3:

#### RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

* Labour Relations Act 66 of 1995
* Employment Equity Act 55 of 1998
* Basic Conditions of Employment Act 75 of 1997
* Compensation for Occupational Injuries and Disease Act 130 of 1993
* Companies Act 61 of 1973, 75 of 2008
* Unemployment Insurance Act 63 of 2001
* Value Added Tax Act 89 of 1991
* Income Tax Act 58 of 1962
* Skills Development Act 9 of 1999

# SECTION 4:

#### SUBJECTS AND CATEGORIES OF INFORMATION HELD BY Reedworth Pools Renovators: SECTION 51(1)(e)

1. **COMPANIES ACT RECORDS**
	* Documents of incorporation
	* Memorandum and Articles of Association

#### FINANCIAL RECORDS

* + Annual Financial Statements
	+ Tax Returns
	+ Accounting Records
	+ Banking Records Bank Statements

Electronic banking records

* + Invoices

#### INCOME TAX RECORDS

* + PAYE Records
	+ Documents issued to employees for income tax purposes
	+ Records of payments made to SARS on behalf of employees
	+ All other statutory compliances:
		- VAT
		- Skills Development Levies
		- UIF
		- Workmen’s Compensation

#### PERSONNEL DOCUMENTS AND RECORDS

* + Employment contracts
	+ Disciplinary records
	+ Salary records
	+ Disciplinary code
	+ Leave records

#### PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

We process personal information that is necessary to enable us to provide our various products and services.

# SECTION 5:

#### DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

* + The requester must complete Form C and submit this form together with a request fee, to the head of the Company (form C attached)
	+ The form must be submitted to the head of the Company at his/ her address or electronic mail address
	+ The form must:

provide sufficient particulars to enable the head of the Company to identify the record/s requested and to identify the requester,

indicate which form of access is required,

specify a postal address of the requester in the Republic,

identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,

if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,

if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the Company.

# SECTION 6:

#### AVAILABILITY OF THE MANUAL

This manual is available on the Company’s website

# FORM C

## REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No.2 of 2000))

**[Regulation 10]**

## PARTICULARS OF THE COMPANY

The Head:

## PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

1. *The particulars of the person who requests access to the record must be given below.*
2. *The address and/or fax number in the Republic to which the information is to be sent must be given.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person:

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## PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname:

Identity number:

## PARTICULARS OF RECORD

1. Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located
2. If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**
	1. Description of record or relevant part of the record:
	2. Reference number, if available:
	3. Any further particulars of record:

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## FEES:

1. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request** fee has been paid.
2. You will be notified of the amount required to be paid as the request fee.
3. The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
4. If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption of payment for the fee:

## FORM OF ACCESS TO THE RECORD:

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability Form in which record is required

Circle the appropriate option

NOTES:

(a)

Compliance with your request in the specified form may depend on the form in which the record is

available.

(b)

Access in the form requested may be refused in certain circumstances. In such a case you will be

informed if access will be granted in another form.

(c)

The fee payable for access to the record, if any, will be determined partly by the form in which access is

requested.

#### If the record is in written or printed form:

* + 1. copy of record\* or b. inspection of record

#### If the record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.

a. view the images or b. copy the images\* or c. transcription of the images\*

#### If the record consists of recorded words or information which can be reproduced in sound:

* + 1. listen to the soundtrack or b. transcription of soundtrack\* (audio cassette) (written or printed document)

#### If the record is held on computer or in an electronic or machine-readable form:

|  |  |  |  |
| --- | --- | --- | --- |
| a. Printed copy of record\* | or b. Printed copy of | or | c. Copy in computer |
|  | information derived |  | readable form\* (stiffy or |
|  | from the record\* |  | compact disc) |

\*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Yes / No

#### Postage is payable.

1. **PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED:**

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

**The requester must sign all the additional folios.**

* 1. Indicate which right is to be exercised or protected:
	2. Explain why the record requested is required for the exercise of protection of the aforementioned right:

## NOTICE OF DECISION REGARDING REQUEST FOR ACCESS:

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of 20