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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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Manual contemplated in terms of the Promotion of Access to Information Act 2 of 2000(the Act), section 51

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PROF PEJ LARIDON is a private body as contemplated in the Act

A request in terms of the Act will be considered by PROF PEJ LARIDON upon receipt by PROF PEJ LARIDON of the duly completed prescribed form per Regulation 10 i.t.o. sec 53(1) of the ACT (FORM C) The form must be completed in either English or Afrikaans ;

The form will inter alia require you to specify:

- ☐ particulars of requester and person on whose behalf request is made
- ☐ particulars of the record
- ☐ the form of access required -(which form might not be available to you)
- ☐ particulars of right to be exercised or protected and give a detailed explanation why the record is needed.

(FORM C can be obtained from PROF PEJ LARIDON at the prescribed fee(s) should you require)

I.t.o. sec 10 of the Act the Human Rights Commission(HRC) will compile a guide containing inter alia in each official language:

- ☐ what the objects of the Act are
- ☐ particulars of every private body as are practicable
- ☐ the manner and form required to make a request
- ☐ any assistance available by information officers of public bodies & HRC
- ☐ how to get access to the manual of a private body
- ☐ all (sic) remedies available in law to you.

The guide to be published in the *Government Gazette* should be available for inspection by you at the offices of the HRC who can be contacted at, tel: 011 484 8300; fax 011 484 7146; www.sahrc.org.za

Records which are automatically available without a request for access in terms of the Act being necessary are

- ☐ This manual (to be viewed only)

NO OTHER RECORDS/ INFORMATION IS FREELY AVAILABLE WITHOUT A REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE ACT AND PAY THE PRESCRIBED FEE(S) AND THE HEAD OF PROF PEJ LARIDON APPROVING AND GRANTING ACCESS.

GROUND FOR REFUSAL OF ACCESS TO RECORDS

Sec 62 to 69 of the Act specify some grounds for refusal to access which are:

- ☐ Mandatory protection of privacy of a third party who is a natural person or its deceased estate.
- ☐ Mandatory protection of privileged records subject to legal proceedings.
- ☐ Certain commercial information of any private body
- ☐ Mandatory protection of research information of third party and any private body.

Apart from the above grounds there are or may be other grounds for refusal of access to records or parts thereof and PROF PEJ LARIDON reserves all its rights

A non exhaustive list of other legislation in terms whereof or how records are kept where applicable from time to time (if any) are:

- ☐ Basic Conditions of Employment Act 75 of 1997/ Sectoral determinations
- ☐ Customs and Excise Act 91 of 1964
- ☐ Electronic Communications and Transactions Act 25 of 2002
- ☐ Income Tax Act 58 of 1962
- ☐ Insolvency Act 24 of 1936
- ☐ Labour Relations Act 66 of 1995
- ☐ Occupational Health and Safety Act 85 of 199
- ☐ Price Control Act 25 of 1964
- ☐ Regional Services Councils Act 109 of 1985
- ☐ Unemployment Insurance Contributions Act 4 of 2002
- ☐ Unemployment Insurance Act 63 of 2001 and 30 of 1966

Subjects on which records are held resort under "OWN RECORDS" and "OTHER PERSONS RECORDS" and resort under the following types:

OWN RECORDS

- ☐ accounting, commercial & financial
- ☐ compliance
- ☐ created & generated, notes, letters, etc.
- ☐ human resources and related matters
- ☐ new technology
- ☐ operational/ technology
- ☐ research/ reference
- ☐ co authors
- ☐ strategy ,marketing & advertising

OTHER PERSONS RECORDS

- ☐ operational/ technology
- ☐ personal records/ items belonging to staff & co authors
- ☐ research/ reference

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E&OE

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