

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT NO 2 OF 2000
("the Act")**

FOR



**CSD Technology cc
Registration Number 1988/012370/23**

Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by Private Bodies by another person that is required for the exercise and / or protection of any rights.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

Company Overview

CSD Technology cc is a Professional Services company in Information, Records and Content Management.

CSD Technology provide professional services to a wide variety of companies by designing Enterprise Content Management (ECM) Solutions to effectively store, control, manage and access their Electronic Records, Documents, Information and Content, in a Legally Compliant and Globally Conforming manner.

Part I

(Information required under Section 51(1)(a) of the Act)

Name of body:	CSD Technology cc
Physical address:	59 A Athens Road Table View 7441
Postal address:	59 A Athens Road Table View

Head of body: 7441
Hercules JJ Weyers & Debby E Lawrence
(Joint Managing Directors)
Telephone no: +27 21 556 4049
Fax no: +27 21 86 672 0319
Email: csd@mweb.co.za

Part II

(Information required under Section 51(1)(b) of the Act)

A guide on how to use the Act has been compiled by the Human Rights Commission. Any queries should be directed to:

The South African Human Rights Commissioner:
PAIA Unit, The Research and Documentation Department

Postal address: Private Bag
Houghton
2070

Telephone: +27 11 484 8300
Fax: +27 11 484 0482
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

Part III

(Copy of Notice, in any, required under Section 51(1)(c) of the Act).

Currently not applicable.

Part IV

(Information required under Section 51(1)(d) and (e) of the Act)

For the purposes of this manual and the Act, the records held by **CSD Technology cc** are categorized by the nature of the content thereof as follows:

4.1 Records kept in accordance with other statutory legislation, including but not limited to:

- 4.1.1 Companies Act Number 71 of 2008;
- 4.1.2 Income Tax Act 58 of 1962;
- 4.1.3 Value Added Tax Act 89 of 1991;
- 4.1.4 Regional Services Councils Act 109 of 1985;
- 4.1.5 Unemployment Insurance Act 63 of 2001;
- 4.1.6 Labour Relations Act 66 of 1995;
- 4.1.7 Basic Conditions of Employment Act 75 of 1997;
- 4.1.8 Employment Equity Act 55 of 1998;
- 4.1.9 Skills Development Levies Act 9 of 1999;
- 4.1.10 Pension Funds Act 24 of 1956;
- 4.1.11 Medical Schemes Act 131 of 1998;
- 4.1.12 Copyright Act 98 of 1978
- 4.1.13 Electronic Communications and Transactions Act 25 of 2002.
- 4.1.14 Telecommunications Act 103 of 1996
- 4.1.15 Electronic Communications Act 36 of 2005

The above records which are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

CSD Technology cc has the right to refuse access to a requester of the following information unless the information is: [\[See Part 4 of the PAIA Guide\]](#)

- Already publicly available;
 - About a third party who has consented in writing, to its disclosure to the requester;
 - About the results of any product or environmental testing (not the results of preliminary testing or investigations conducted for developing methods of testing) or other investigation carried out by or on behalf of a third party;
 - Where the disclosure thereof would reveal a serious public safety or environmental risk.
- 4.2 Records relating to the commercial, financial and professional interests of **CSD Technology cc** including but not limited to its client data base, fee structures, commercial contracts with third parties and its business plans, systems and procedures;
- 4.3 Records of personal information of present, past and prospective employees and directors of **CSD Technology cc**;
- 4.4 Records of clients of CSD Technology cc containing personal information, commercial and financial information, information pertaining to contemplated, existing and past litigation, information on agreements, proposals and intellectual and other property of such clients.
- 4.5 The website address of CSD Technology cc is www.csdtechnology.co.za and is accessible to anyone who has access to the Internet. The Website contains information in various categories relating to the company, its contact particulars, fields of expertise and its professional staff.

A. The Request Procedure

i. Form of Request

- The requester must have the prescribed form being **Schedule 1** hereto to make the request for access to a record. This must be made to the head of the company and must be sent to the address, fax number or electronic mail address of **CSD Technology cc**.
- The requester must provide sufficient detail on the request form to enable the head to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of the right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head.

ii. Fees

A requester who seeks access to records containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing of the request.
- The fee that the requester must pay is **R50**. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Part V

(Other information as may be prescribed under Section 51(1)(f)).

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Part VI

(Availability of manual under Section 51(3))

A copy of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of **CSD Technology cc**, by appointment only. Copies may also be requested from the South African Human Rights Commission and the Law Society of the Northern Provinces.

Part VII

(Prescribed form and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

REQUEST FOR ACCESS TO A RECORD OF

CSD Technology cc

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 4]

A. Particulars:

CSD Technology cc

Physical & Postal Address:

59A Athens Road, Table View, 7441

Tel: +27 21 556 4049

Fax: +27 86 673 0319

E-Mail: csd@mweb.co.za

The Head of Information: Hercules JJ Weyers or Debby E Lawrence

B. Particulars of person requesting access to the record

1. *The particulars of the person who requests access to the information*
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
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: _____

Contact telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person: (attach proof of capacity, power of attorney, resolution)

• Particulars of person on whose behalf request is made

This section must only be completed 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 space provided for is sufficient to complete this section, 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:

• **Fees**

1. *A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.*
2. *You will be notified of the amount required to be paid as the request fee.*
3. *The fee payable for access to the record depends on the form in which access is required.*
4. *If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.*

Reason for exemption from payment of fees:

• **Form of access to record**

Mark the appropriate box with an "X".

NOTES:

1. *Your indication as to the required form of access depends on the form in which the record is available.*
2. *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.*
3. *The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.*

1. If the record is in written or printed form -

copy of record inspection of record

1. **If record consists of visual images** – this includes photographs, slides, video recordings, computer generated images, sketches, etc.)

view the images copy the images* transcription of the images

3. **If record consists of recorded words or information which can be reproduced in sound -**

listen to the soundtrack (audio cassette) transcription of soundtrack (written or printed document)

4. **If record is held on computer or in an electronic or machine-readable form -**

printed copy of record* printed copy of information derived from the record* copy in computer readable form* (CDR Compact disk only)

Mark your choice below. **REMEMBER:** If you require a record to be posted to you, you will have to pay a postal fee.

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

• **Particulars of right to be exercised or protected**

If the space provided for is insufficient to complete this section, 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 requested record is required for the exercising or protection of the aforementioned right

• **Notice of decision regarding request for access**

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

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

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE OF
REQUESTER/PERSON
ON WHOSE BEHALF
REQUEST IS MADE