

**PROMOTION OF ACCESS TO INFORMATION ACT (Act 2 of 2000)**

**SECTION 51 MANUAL**

**FOR THINKING FUSION AFRICA (PTY) LTD 2011/005362/07**

**("thinking fusion AFRICA")**

In terms of

**The Promotion of Access to Information Act, (Act No 2 of 2000) ["PAIA"]**

Incorporating amendments by

**The Protection of Personal Information Act, (Act No 4 of 2013) ["POPI"]**

**INTRODUCTION**

Section 51 of PAIA, as amended by POPI, requires that we as a private body compile a manual, giving information to the public regarding the procedure to be followed in requesting information from THINKING FUSION AFRICA for the exercising or protecting of rights.

**SECTION A – COMPANY DETAILS**

**INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF PAIA**

Post	PO Box 22458 Helderkrui 1733
Head Office	Cnr Voortrekker Road & Trezona Avenue, Block B Number 4, Heritage Office Park, Mindalore North 1739
Tel Nr	011 955 1003
Fax Nr	0862406641
E-mail	<a href="mailto:madelaine@thinkingfusion.co.za">madelaine@thinkingfusion.co.za</a>

**thinking fusion AFRICA**, provides leadership development and consulting services to the public and private sectors in South Africa, Africa and Australia.

**thinking fusion AFRICA** have compiled this manual, not only to comply with the provisions of PAIA and POPI, but also to adopt a culture of clarity and responsibility, and to ensure that members of the public have effective access to information in **thinking fusion AFRICA**'s possession which will assist them in the exercise and protection of their rights.

In this manual you will be able to view the categories of information which **thinking fusion AFRICA** possesses. You will be shown the correct procedure to follow should you require access to any of this information.

**SECTION B - DESCRIPTION OF GUIDE REFERRED TO IN PAIA, SECTION 10 AND SECTION 51(1)(b)**

Section 10 of PAIA requires the South African Human Rights Commission ["SAHRC"] to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of PAIA.

The Guide will contain the following information:

- The objects of PAIA;
- Details of the information officer of every public body;
- Details of every private body as are practicable;
- The manner and form of a request for access to information held by a private body;
- Assistance available from both the information officer and the Human Rights Commission in terms of PAIA;
- All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- Schedules of fees to be paid in relation to requests for access to information;
- Regulations made in terms of PAIA.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post                    South African Human Rights Commission  
                                 Promotion of Access to Information Act Unit  
                                 Research and Documentation Department  
                                 Private Bag 2700  
                                 Houghton  
                                 2041

Tel Nr                    (011) 877 3600

Fax Nr                    (011) 403 0625

Website                <http://www.sahrc.org.za>

Email                    [info@sahrc.org.za](mailto:info@sahrc.org.za)

### **SECTION C – INFORMATION REQUIRED UNDER THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

The purpose of the processing of personal information is aligned to the business processes of **thinking** fusion AFRICA only, as is disclosed to data subjects prior to the request thereof.

The data subjects include staff, customers, service providers and product providers of **thinking** fusion AFRICA.

The types of personal information include information required by law and contact details.

The recipients or categories of recipients to whom the personal information may be supplied are all aligned to the business process and products of **thinking** fusion AFRICA.

Planned transborder flows of personal information, where applicable, will be disclosed to applicable data subjects prior to such transfer.

**thinking** fusion AFRICA implemented suitable information security measures to ensure the confidentiality, integrity and availability of the information which is to be processed in general and in respect of such other information as may be prescribed.

This Manual is available, as prescribed, on [www.thinkingfusion.com](http://www.thinkingfusion.com), at the principal place of business of **thinking** fusion AFRICA for public inspection during normal business hours, to any person upon request and upon the payment of a reasonable amount, and to the Information Regulator upon request.

### **THE LATEST NOTICE IN TERMS OF PAIA 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.

This PAIA Manual is available at the Head Office of **thinking** fusion AFRICA, on **thinking** fusion AFRICA's website at [www.thinkingfusion.com](http://www.thinkingfusion.com), or at the offices of the SAHRC, referred to above. A prescribed fee may be payable for the reproduction of this Manual.

### **SECTION D – INFORMATION AVAILABLE IN TERMS OF PAIA**

Note: The availability of the documents listed herein below may be subject to the grounds of refusal set out in PAIA.

#### **ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY **thinking** fusion AFRICA**

None

#### **SUBJECTS AND CATEGORIES OF RECORDS HELD AT PHYSICAL ADDRESS BY **thinking** fusion AFRICA**

Attendance registers

Correspondence

Founding Documents

Licenses (categories)

Minutes of Management Meetings

Minutes of Staff Meetings

Shareholder Register

Statutory Returns

Conditions of Service

Employee Records

Employment Contracts

Employment Equity Records

General Correspondence

Industrial and Labour Relations Records

Information relating to Health and Safety Regulations

Performance Appraisals

Remuneration Records and Policies

Skills Requirements

Statutory Records

Training Records

Brochures on Company Information

Client and Customer Registry

Contracts  
Information relating to Work-In-Progress  
Marketing and Future Strategies  
Marketing Records  
Production Records  
Sales Records  
Suppliers Registry  
Annual Financial Statements  
Asset Register  
Banking Records  
Budgets  
Financial Transactions  
Insurance Information  
Internal Audit Records  
Management Accounts  
Purchase and Order Information  
Stock Records  
Tax Records (company and employee)  
IT Policies and Procedures

**SUBJECTS AND CATEGORIES OF PERSONAL RECORDS HELD AT PHYSICAL ADDRESS BY thinking fusion AFRICA**

FICA Docs  
Identity Numbers  
Dates of birth  
Telephone numbers  
E-mails  
Addresses  
Banking details  
Bank account numbers  
License numbers  
Registration numbers  
BEE Certificates  
Contractual agreements

Tender documents

Invoices

**CUSTOMER PERSONAL INFORMATION SHARED BY thinking fusion AFRICA**

3rd Party service providers to uphold contract service obligations of customer

**EMPLOYEE INFORMATION RECEIVED BY thinking fusion AFRICA**

Employment agreements and personal records

**IT AND SECURITY PRACTICES BY thinking fusion AFRICA**

Physical security in Office Block

Network security controls

Password controls

Virus & Malware protection

Software updates

Disaster recovery & back-up policy

**COUNTRIES OF OPERATION**

South Africa

Australia

Africa

**DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS - SECTION 51(e)**

The requester must complete Form B and submit this form together with a request fee, to the head of **thinking fusion AFRICA**, as the private body. The form must be submitted to the head of the private body at his/her address, fax number or email address

The form must:

- provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify which form of access is required
- specify a postal address or fax number of the request in the Republic
- identify the right that the requester is seeking to exercise or protect
- provide an explanation of why the requested record is required for the exercise or protection of that right

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 the 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 capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

**Form B**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

**(Section 53(1) of the Promotion of Access to Information Act (Act No of 2000)**

**Regulation 10**

**A. Particulars of private body**

The Head: \_\_\_\_\_  
\_\_\_\_\_

**B. Particulars of person requesting access to the record**

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- 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:

\_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

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

Full names and surname : \_\_\_\_\_

Identity number : \_\_\_\_\_

**D. Particulars of record**

- 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.
- 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.

Description of record or relevant part of the record : \_\_\_\_\_

Reference number, if available : \_\_\_\_\_

Any further particulars of record : \_\_\_\_\_

**E. Fees**

- 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.
- You will be notified of the amount required to be paid as the request fee.
- The fee payable for access to a record depends on the form in which the access is required, and the reasonable time required to search for and prepare a record.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption for payment of fees:

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**F. Form of access to 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: \_\_\_\_\_

- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.
- The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with and **X** (Form in which record is required)

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

Copy of record       Inspection of record

2. If record consists of visual images ((This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)