

**THE INTERNATIONAL ENGLISH
SCHOOL CC**

**ACCESS TO INFORMATION MANUAL
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from The International English School CC.

2. Background of

English language school

3. Organisation Details

- | | |
|-----------------------|--|
| a. Name | The International English School CC |
| b. Physical address | 4 Twin Oaks Centre |
| | 142 – 144 Main Road |
| | Somerset West |
| | 7130 |
| c. Postal address | P O Box 3945 |
| | Somerset West |
| | 7129 |
| d. Business telephone | 021 852 8859 |
| Business fax | 086 620 8001 |
| Email | ties@english.za.net |
| e. Website | www.english.za.net |

4. Details of the information officer

- | | |
|---------------------|--------------------------|
| a. Name | Tania Elizabeth Copeland |
| b. Physical address | 4 Twin Oaks Centre |
| | 142 – 144 Main Road |
| | Somerset West |
| | 7130 |

- c. Postal address P O Box 890
Somerset West
7129
- d. Contact details 082 737 9907

5. Categories of records available without having to request access (Section 51(1) (c))

Please refer to website - www.english.za.net

6. Records available in terms of any other legislation. (Section 51(1) (d))

- Basic Conditions of Employment Act 75 of 1997
- Close Corporations amendment Act 25 of 2005
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- SA Schools Act 84 of 1996
- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993

7. Categories of records kept: (Section 51(1) (e))

- Accounting records
- Information Technology
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Administrative information

8. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

8.2 Availability of the Manual

8.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.

8.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

8.3 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

8.3.1 A fee will be required by the head Tania Elizabeth Copeland before further processing of the request in terms of S54 of the Act

8.3.2 A non refundable requester fee of R50 should be paid.

8.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

8.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

8.3.5 The head may withhold a record until the requester has paid the applicable fees

8.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

ANNEXURE 1

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)

1) PARTICULARS OF PRIVATE BODY

The Head:

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2) PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

Full names and surname:

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Identity number:

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Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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

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3) PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

Postal address:

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Fax number:

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Telephone number:

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E-mail address:

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4) PARTICULARS OF RECORD

Description of record or relevant part of the record:

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Reference number, if available:

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Any further particulars of records:

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5) 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 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.

6) FORM OF ACCESS TO RECORD

NOTES:

- Mark the appropriate box with an X.
- 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 to the record, if any, will be determined partly by the form in which access is requested.

a) If the record is in written or printed form:

Copy of record		Inspection of record	
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b) If the record is held on computer or in an electronic or machine-readable form:

Printed copy of record		Copy in computer readable form	
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c) Postage payable:

YES		NO	
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7) PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

a) Indicate which right is to be exercised or protected:

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b) Explain why the record requested is required for the exercise or protection of the aforementioned right:

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8) 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?

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.....

Signed atthis.....day of20.....

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SIGNATURE OF REQUESTER/PERSON ON WHOSE BEHALF REQUEST IS MADE