

SECTION 51 MANUAL FOR
South African Intruder Detection Services Association
Registration Number: LR 2-6-3-166

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The details contained in this manual are correct as at 31 December 2011.

Information Officer

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

NAME OF BUSINESS	South African Intruder Detection Services Association
CONTACT PERSON	Cheryl Ogle
PHYSICAL ADDRESS	Association House, 146 Newlands Avenue, Western Extension, Benoni, 1501
POSTAL ADDRESS	PO Box 17103, Benoni West, Gauteng, 1503
TELEPHONE	011-845-4870 / 086-110-1568/ 082-826-1548
FAX	011-845-4850
WEBSITE	saisa.co.za
E-MAIL	saisa@mweb.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation [Section 51(1)(d)]

Information is available in terms of the following legislation, if and where applicable (this list is not exhaustive):

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984

- Companies Act No. 61 of 1973, Companies Act as amended 2008.
- Compensation of Occupational Injuries and Diseases Act No. 130 of 1993
- Customs and Excise Act No. 91 of 1964
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Patents Act No. 57 of 1978
- Promotion of Access to Information Act No. 2 of 2000
- Skills development Levies Act No. 9 of 1999
- Trademarks Act No. 194 of 1993
- Unemployment Insurance Act No. 30 of 1966
- Value – Added Tax Act No. 89 of 1991

4. **Access to the records held by the private body in question** [Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2)** [Section 51(1)(c)]
- ii. **Records that may be requested.** [Section 51(1)(e)] This information can be defined as operational information needed in the day to day running of the company and is generally of little to no use to persons outside the company. (Examples of such information are: Requisitions, internal phone lists, company policies, contracts, employee records and general accounting records).
- iii. **The request procedures:**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record 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 of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body 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 the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

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

6. Availability of the manual [Section 51(3)]

The manual is available for inspection at the offices of the relevant private body free of charge; and copies are available with the SAHRC, and on the private body's website.