

# AFRICAN SUN MeDIA

## PROMOTION OF ACCESS TO INFORMATION ACT

### SECTION 51 MANUAL

for

### AFRICAN SUN MeDIA (PTY) LTD

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#### 1. INTRODUCTION

AFRICAN SUN MeDIA is an integrated content manager and specialist supplier of publishing, design and printing services for the higher education market and private sector.

This manual is published in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000, ("the Act").

#### 2. CONTACT DETAILS

Name of private body	The AFRICAN SUN MeDIA (Pty) Ltd
Head of private body	Justa du Plessis Niemand
Email address	justa@africansunmedia.co.za
Street address	The Woodmill, Office 12, Vredenburg Road, Stellenbosch,7600
Postal address	P O Box 3076 Matieland 7602
Telephone number	021-201-0071
Fax number	021-883-2667

#### 3. PROVISIONS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

- 3.1 The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 that has been compiled by the South African Human Rights Commission, which will

contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

3.4 The contact details of the Commission are:

<b>Postal Address:</b>	<b>Private Bag 2700, Houghton, 2041</b>
<b>Telephone Number:</b>	<b>+27-11-877 3600</b>
<b>Fax Number:</b>	<b>+27-11-403 0625</b>
<b>Website:</b>	<b><a href="http://www.sahrc.org.za">www.sahrc.org.za</a></b>

#### **4. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is retained in terms of the following legislation and is usually only available to the persons/entities specified in the relevant legislation:

- e Basic Conditions of Employment Act 75 of 1997
- e Broad-Based Black Economic Empowerment Act 53 of 2003
- e Companies Act 71 of 2008
- e Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- e Consumer Protection Act 68 of 2009
- e Copyright Act 98 of 1978
- e Credit Agreements Act 75 of 1980
- e Employment Equity Act 55 of 1998
- e Harmful Business Practices Act 23 of 1999
- e Income tax Act 58 of 1962
- e Labour Relations Act 66 of 1995
- e Occupational Health and Safety Act 85 of 1993
- e Securities Transfer Tax Act 25 of 2007
- e Skills Development Act 97 of 1998
- e Skills Development Levies Act 9 of 1999
- e Trade Marks Act 194 of 1993
- e Unemployment Contributions Act 4 of 2002
- e Unemployment Insurance Act 30 of 1966
- e Value Added Tax Act 89 of 1991

#### **5. CATEGORIES OF RECORDS OF AFRICAN SUN MeDIA WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS IN TERMS OF THIS MANUAL**

- e General company information
- e General Product and Service Information

The above information is available on AFRICAN SUN MeDIA's website – [www.africansunmedia.co.za](http://www.africansunmedia.co.za)

## 6. CLASSIFICATION OF RECORDS

Records retained by AFRICAN SUN MeDIA can be classified as follows (**please note: the listing of a record or classification in this manual does not imply that a request for access will be granted – AFRICAN SUN MeDIA reserves the right to refuse access to any record in accordance with the Act**):

### 6.1 Internal records

- e Company documents
- e Financial records
- e Operational records
- e Internal correspondence
- e Statutory records
- e Internal policies and procedures

### 6.2 HR records

- e Personnel records and correspondence
- e Conditions of employment
- e Company policy
- e Code of Conduct

### 6.3 Customer-related records

- e Contact information
- e Agreements
- e Statistics
- e Account information
- e General correspondence

### 6.4 Supplier-related records

- e Contact information
- e Agreements
- e Accounting information
- e General correspondence

## 7. REQUEST PROCEDURE

7.1 The attached Request Form (Annexure B) must be completed and submitted (by hand, post, fax or email) to the head of AFRICAN SUN MeDIA together with the prescribed fee.

7.2 The completed form must:

7.2.1 provide sufficient particulars to enable the head of AFRICAN SUN MeDIA to identify the requester and the record(s) requested;

7.2.2 indicate which form of access is required and provide sufficient particulars:

- 7.2.3 indicate the right the requester is seeking to enforce or protect and provide an explanation of why the requested record is required for the exercise or protection of that right; and
  - 7.2.4 if submitted on behalf of a third party, indicate the capacity in which the requester is making the request and the requester must submit proof of such capacity/authorisation.
- 7.3 The fee will be communicated to the requester after receipt of the request and will depend on the form in which access is required and the reasonable time required to search for and prepare the record.

## **8. AVAILABILITY OF MANUAL**

This manual is available for inspection at AFRICAN SUN MeDIA's offices and on the website: [www.africansunmedia.co.za](http://www.africansunmedia.co.za). Copies are also available from the South African Human Rights Commission.