

**PROMOTION OF ACCESS TO INFORMATION ACT**

**SECTION 51 MANUAL**

**WORLDWIDE POSITIONS (PTY) LTD**

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## Introduction

This Manual has been prepared in accordance with Section 51 of the Act and aims to facilitate a Request for access to a Record held by a private body that is required for the exercise or protection of any rights.

## Definitions

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder, namely –

- “Act” means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time;
- “WWP” means Worldwide Positions (Pty) Ltd
- “Information Officer” means the person acting on behalf of WWP and discharging the duties and responsibilities assigned to the head of WWP by the Act. The Information Officer is duly authorised to act as such and such authorisation has been confirmed by the “head” of WWP in writing
- “Manual” means this manual published in compliance with Section 51 of the Act
- “Record” means any recorded information, regardless of form or medium, which is in the possession or under the control of WWP, irrespective of whether or not it was created by WWP
- “Request” means a request for access to a Record of WWP
- “Requestor” means any person, including a public body or an official thereof, making a Request for access to a Record of WWP and includes any person acting on behalf of that person; and
- “SAHRC” means the South African Human Rights Commission. Unless a contrary intention clearly appears, words signifying:-
  - the singular includes the plural and vice versa;
  - any one gender includes the other genders and vice versa and
  - natural persons include juristic persons. Unless otherwise stated, terms defined in the Act shall have the same meaning in this Manual.

## Overview of WWP

Worldwide Positions (Pty) Ltd is a Recruitment Company specialising in recruitment within the Printing and Packaging Manufacturing Sectors in South Africa.

### 1. Contact details of Information Officer

Worldwide Positions (Pty) Ltd has nominated the Director, Diane Wray, as Information Officer, whose details appear hereunder for purposes of dealing with all matters in connection with requests for information on Worldwide Positions (Pty) Ltd and to ensure compliance with the Act.

Director: Diane Wray

Postal Address: P.O. Box 1794, Rivonia, 2128

Street Address: 18 Meadowbrook Close, Morningside, Sandton, 2196

Telephone: (011) 784-3416

Facsimile: (011) 784-3416

E-mail: [wwp@visualnet.co.za](mailto:wwp@visualnet.co.za)

Website: [www.worldwidepositions.co.za](http://www.worldwidepositions.co.za)

### 2. Guide to the Act (Section 51(1)(b) Read with Section 10

- 2.1** 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.
- 2.2** 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.
- 2.3** Requesters are referred to the Guide in terms of Section 10 which 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. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041  
Telephone Number: +27-11-877 3600  
Fax Number: +27-11-403 0625  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

### 3. Automatic Disclosure – categories of records available without having to request access (Section 51(1)(c))

The following records are automatically available without having to request access in terms of the Act:

- The web page [www.worldwidepositions.co.za](http://www.worldwidepositions.co.za) is accessible to anyone with access to the internet
- About us
- Positions
- Information available includes:
  - Incident Response Plan
  - Terms and Conditions
  - Disclaimer

### 4. Records available in terms of Legislation (Section 51(1)(d))

Records held in terms of legislation include –

- Basic Conditions of Employment Act, 1997
- Broad Based Black Economic Empowerment Act, 2003
- Employment Equity Act, 1998
- Labour Relations Act, 1995
- ~~Businesses Act, 1991~~
- Compensation for Occupational Injuries and Diseases Act, 1993
- Unemployment Insurance Act, 2001
- Value Added Tax Act, 1991
- Income Tax Act 1962
- Companies Act 2008
- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- POPI Act
- C-19

### 5. Categories of Records held and subject to request

- Financial Statements for WWP
- Financial and Tax Records (Company and Employee) for WWP
- Management Accounts for WWP
- Contracts with stakeholders
- Data subject details

### 6. Form of Request (Section 51(1)(e))

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za)

6.2 Address your request to the Head of the Company (Director)

6.3 Provide sufficient details to enable the Company to identify:

- (a) The record(s) requested
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The postal address or fax number of the requester in the Republic;
- (d) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. Prescribed Fees (Section 51(1)(f))**

The following applies to requests (other than personal requests):

**7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;

**7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

**7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

**7.4** Records may be withheld until the fees have been paid.

**7.5 Current** fee structure:

Copy of Guide – R3.90

Photocopy – R3.90

Printed copy – R4.80

Copy in a computer (readable form) on Flashdrive – R0.00

Copy in a computer (readable form) on Compact Disc – R56.00

Transcript of visual images/transcript of audio recording/copy of visual images - service to be outsourced. Cost determined by the quotation from the Service Provider

Copy of an audio recording – R56.00

Postage – actual cost

**8. Request for Access to Record of Private Body, Form C** – please refer to

[https://www.justice.gov.za/forms/paia/J752\\_paia\\_FORM\\_C.pdf](https://www.justice.gov.za/forms/paia/J752_paia_FORM_C.pdf)