

## **THE SCHOOL DEPOT (PTY) LTD**

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000 (AS AMENDED) (hereinafter "PAIA")

### **1. INTRODUCTION**

- 1.1. The aim of the manual is to assist requesters of information as to the procedure to be followed when requesting access to information / documents from The School Depot (Pty) Ltd hereinafter "School Depot") as contemplated in terms of PAIA.
- 1.2. The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public on the School Depot website.
- 1.3. Any requester is advised to contact the Information Officer should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/ documents from School Depot.

### **2. INFORMATION OFFICER PARTICULARS (SECTION 51(1)(a) OF PAIA)**

Name of Body	The School Depot (Pty) Ltd
Registration Number	2005/025946/07
Appointed Information Officer	Heather Louise Andrew
Physical Address	11 Melrose Nook Centurion Gold Estate Centurion Gauteng, 0046 South Africa
Postal Address	PO Box 66321 Highveld Park Gauteng, 0169 South Africa
Telephone Number	082 706 6295
Fax Number	
Email	<a href="mailto:Heather.Andrew@schooldepot.co.za">Heather.Andrew@schooldepot.co.za</a>
Website Address	<a href="https://schooldepot.co.za/contact-us/">https://schooldepot.co.za/contact-us/</a>

### **3. GUIDE ON PAIA (SECTION 51(1)(b) OF PAIA)**

- 3.1. A guide has been compiled by the South African Human Rights Commission (“SAHRC”) (In terms of section 10 of PAIA) containing such information as may be required by a person who wishes to exercise any right contemplated in the Act.
- 3.2. The Guide is available the SAHRC website at <http://www.sahrc.org.za>.
- 3.3. A copy of the guide may be requested from the Information Officer of School Depot.

**4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (SECTION 51(1)(c) OF PAIA)**

At this stage no notice has been published on any record or category of records that are automatically available without a person having to request it in terms of PAIA.

**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (SECTION 51(1)(d) OF PAIA)**

School Depot keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list): –

No.	Act	Act Number and year (as amended)
1	The Basic Conditions of Employment Act	No. 75 of 1997
2	The Companies Act	No. 71 of 2008
3	Compensation for Occupational Injuries and Diseases Act	No. 130 of 1993
4	Copyright Act	No. 98 of 1978
5	Electronic Communications and Transactions Act	No. 25 of 2002
7	Income Tax Act	No. 58 of 1962
8	Labour Relations Act	No. 66 of 1995
9	Medical Schemes Act	No. 131 of 1998
10	Occupation Health and Safety Act	No. 85 of 1993
11	Pension Funds Act	No. 24 of 1956
12	The Protection of Personal Information Act	No. 4 of 2013
13	Skills Development Act	No. 97 of 1998
14	Skills Development Levies Act	No. 9 of 1999
15	Unemployment Insurance Act	No. 63 of 2001
16	Value Added Tax Act	No. 89 of 1991

The above records, in so far as it being of a public nature, are available automatically without a person having to request access thereto in terms of PAIA, as envisaged in Section 52 of PAIA.

## **6. SUBJECTS AND CATEGORIES OF RECORDS HELD BY SCHOOL DEPOT IN TERMS OF THE ACT (SECTION 51(1)(e) OF PAIA)**

6.1. The information / documents listed herein below:

### **6.1.1. Companies Records**

6.1.1.1. School Depot's Memorandum of Incorporation

6.1.1.2. Director Details

6.1.1.3. Registration Documentation.

### **6.1.2. Financial Records**

6.1.2.1. Financial Statements

6.1.2.2. Tax records

6.1.2.3. Asset register

6.1.2.4. Banking details

### **6.1.3. Human Resources Records**

6.1.3.1. Employee records

6.1.3.2. Employee Contracts

6.1.3.3. Internal Policies and Procedures

### **6.1.4. Website**

6.1.4.1. Organisation and personal profiles

6.1.4.2. Publications

## **7. PROCESS TO APPLY FOR ACCESS TO INFORMATION (SECTION 51(1)(e) OF PAIA)**

7.1. A requester must complete the application form and submit same to School Depot's information officer, at the particulars indicated above.

7.2. The application form is available on the website.

7.3. The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.

7.4. Upon receipt of the application form and proof of payment, as aforesaid, the Information Officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

7.5. In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

## **8. GROUNDINGS FOR REFUSAL OF ACCESS**

8.1. All proper requests for access to information are received and considered but may be refused on valid grounds which include:

8.1.1. Privacy,

8.1.2. Privilege,

8.1.3. Confidentiality of client records,

8.1.4. Trade secrets,

8.1.5. Copyright,

8.1.6. Protected Information Technology,

8.1.7. Unreasonable nature of request, and

8.1.8. Vexatious or frivolous requests.

## **9. REMEDIES WHEN ACCESS HAS BEEN REFUSED**

9.1. If access has been in any way refused or not replied to, the internal remedy is to make an appeal to the members of School Depot at their address.

9.2. The external remedies are to comply with PAIA, and the procedures provided for and ultimately, the relevant court.

## **10. FEES (SECTION 54(1) OF PAIA)**

10.1. The fees applicable to an application for information shall be as per the prescribed fees. A schedule of these fees is attached hereto. The schedule attached is subject to change in accordance with changes to the prescribed fees.

10.2. An application fee of R100.00 (one hundred Rand) is payable in respect of each application for information. Proof of payment of the said fee must accompany the completed

application form. No fees are payable by persons who request information pertaining to their own affairs.

## FEES

### Fees in Respect of Public Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on: (i)Flash drive (to be provided by requestor) (ii)Compact disc •If provided by requestor •If provided to the requestor	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (i)Flash drive (to be provided by requestor) (ii)Compact disc •If provided by requestor •If provided to the requestor	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100.00 R300.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

### Fees in Respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (iii)Flash drive (to be provided by requestor)	R40.00

	(iv) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (v) Flash drive (to be provided by requestor) (vi) Compact disc • If provided by requestor • If provided to the requestor	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.”.