



Trading as:

Cape Radiology

1. Contact particulars

The responsibility for administration of, and compliance with the Act has been delegated to the Information Officer.

Requests pursuant to the provisions of the Act should be directed as follows: Head of business: Dr. Vijay Dahya

Information officer: Barbara Sher Job Description: Chief Financial Officer Physical address: G01 Mediclinic Constantiaberg
Burnham Road Plumstead Western Cape 7800 Postal address: P O Box 461 Plumstead Western Cape 7801

Telephone number: 021 761 0036 Fax number: 086 500 8685 E-mail address: info@caperad.co.za Website:
www.caperadiology.co.za

2. Introduction

Dr Dahya and Partners Inc is a radiology practice, based in Plumstead Western Cape.

3. Guide in terms of section 10 of the Act (Section 51(1)(b))

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission.

It contains information to assist a person wishing to exercise a right, in terms of the Act. The Guide is available for inspection, inter alia, as follows:

The South African Human Rights Commission Private Bag 2700 Houghton 2041 Tel: +27 011 877 3600 Fax: +27 011 484 0625 Website: www.sahrc.org.za Email: lidlamini@sahrc.org.za

4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Dr Dahya and Partners Inc.

5. Information available in terms of other legislation (Section 51(1)(d))

Information is available in terms of certain provisions of the following legislation:

- 5.1. Basic Conditions of Employment Act 75 of 1997
- 5.2. Companies Act 71 of 2008
- 5.3. Compensation for Occupational Injuries and Health Disease Act 130 of 1993
- 5.4. Employment Equity Act 55 of 1998
- 5.5. Financial Intelligence Centre Act 38 of 2001
- 5.6. Health Professions Act 56 of 1974
- 5.7. Income Tax Act 58 of 1962
- 5.8. Labour Relations Act 66 of 1995
- 5.9. Occupational Health and Safety Act 85 of 1993
- 5.10. Pension Funds Act 24 of 1956
- 5.11. Promotion of Access to Information Act 2 of 2000
- 5.12. Regional Services Councils Act 109 of 1985
- 5.13. Skills Development Levies Act 9 of 1999
- 5.14. Skills Development Act 97 of 1998
- 5.15. Unemployment Contributions Act 4 of 2002
- 5.16. Unemployment Insurance Act 63 of 2001
- 5.17. Value Added Tax Act 89 of 1991

6. Information automatically available (Section 52(1)(a))

The following categories of records are automatically available from Dr Dahya and Partners Inc for inspection, purchase or photocopying including:

- 6.1. Reports
- 6.2. Marketing and Promotional Material
- 6.3. Newsletters

7. Information available in terms of The Act (Section 51(1)(e))

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

- 7.1. Applicable legal agreements and contracts
- 7.2. Applicable insurance records
- 7.3. Applicable operational records
- 7.4. Financial and Accounting records
- 7.5. Statutory records

8. Access request

8.1. Access request procedures

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application to access to a record is subject to certain limitations if the requested record falls within a certain category as specified with Part 3 and Chapter 4 of the Act.

8.2. Completion of Access Request Form

In order to facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form: 8.2.1. The Access Request Form must be completed 8.2.2. Proof of identity is required to authenticate the identity of the requester. Therefore in addition

to the access form, requestors will be required to supply a copy of their identification document 8.2.3. Complete the form in BLOCK LETTERS and answer every question 8.2.4. If a question does not apply state N/A in response to that question 8.2.5. If there is nothing to disclose in reply to a particular question state "nil" in response to that

question 8.2.6. If there is insufficient space on a printed form, additional information may be provided on an attached folio 8.2.7. When the use of an attached folio is required, precede each answer with the applicable title

8.3. Submission of Access Request Form

The complete Access Request Form together with a copy of the identity document must be submitted either via post, e-mail or fax and must be addressed to the contact person as indicated above.

This fee is not applicable to personal requesters referring to any person seeking to access records that contain their personal information.

An initial, request fee of R57.00 (including VAT) is payable on submission.

8.4. Payment of Fees

Payment details can be obtained from the contact person as indicated above and can be made either via a direct deposit, by bank guaranteed cheque or by postal order. Proof of payment must be supplied.

The access fee must be paid prior to access being given to the requested record.

If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees. If a deposit has been paid in respect of a request for access which is refused then the information officer must refund the deposit to the requestor.

8.5. Notification

The company will within 30 days of receipt of the request decide whether to grant or decline the request and give notice with reasons to that effect.

The 30 day period within which the company has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days, if the request is for a large volume of information and the information cannot be reasonably obtained within the original 30 day period. The company will notify the requester in writing should an extension be sought.

8.6. Grounds for refusal of access to records (Section 34 - 46)

The main grounds for refusal of a request for information are:

- 8.6.1 Mandatory protection of the privacy of a third party who is natural person, which would involve the unreasonable disclosure of personal information of that natural person.
- 8.6.2 Mandatory protection of the commercial information of a third party if the record contains:

- 8.6.2.2. Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party
 - 8.6.3. Information disclosed in confidence by a third party to the company if the disclosure could put that third party to a disadvantage in negotiations or commercial competition
 - 8.6.4. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement
 - 8.6.5. Mandatory protection of the safety of individuals and the protection of property
 - 8.6.6. Mandatory protection of records which could be regarded as privileged in legal proceedings
 - 8.6.7. The Commercial Activities of the company which may include:
 - 8.6.7.1. Trade secrets of the company
 - 8.6.7.2. Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the company
- 9. Availability of the Manual (Section 51(3))**
- Copies of this manual are available for inspection, free of charge, at the offices of Dr Dahya and Partners Inc, or can be accessed on www.sahrc.org.za
- 10. Prescribed Fee structure and application form in respect of private bodies**
- 10.1. The fee structure and the application form are prescribed under the PAIA Act and are attached to this manual. It is also available from:
 - 10.1.1. The Government Gazette
 - 10.1.2. The website of the Department of Justice and Constitutional Development (www.doj.gov.za)
 - 10.1.3. The SAHRC website (www.sahrc.org.za)

ANNEXURE A PRESCRIBED FEES (SECTION 54(7))

1. The reproduction fees are as follows:
 - 1.1. For every photocopy of an A4 size page thereof R1.10
 - 1.2. For every printed copy an A4 size page or part thereof held on computer or in an R0.75 electronic or machine readable format
2. For a copy in a computer-readable form on:
 - 2.1. Stiffy disc or R7.50
 - 2.2. compact disc R70.00
3. For a transaction of visual images on an:
 - 3.1. A4 size page or part thereof R40.00
 - 3.2. Copy of visual images R60.00
4. For a transcription of an audio record:
 - 4.1. For an A4 size page or part thereof R20.00
 - 4.2. For a copy of audio record R30.00
5. To search for and prepare the record for disclosure: R50.00 for each hour part thereof reasonably required for such search and preparation.

ANNEXURE B: FORM C - REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (SECTION 53(1))

1. Particulars of Private Body

Requests can be submitted either via post, e-mail or fax and should be addressed to the relevant contact person as indicated on page 2.

2. Particulars of person requesting access to the record

- 2.1. The particulars of the person who requests access to the record must be given below
- 2.2. The address and/or fax number in the Republic to which the information is to be sent must be given
- 2.3. Proof of capacity in which request is made, if applicable, must be attached.

Full names and surname:

_____ Identity
number: _____
_____ Postal address:
_____ Fax number:
_____ Telephone number:
_____ E-mail address:
_____ Capacity in which request is made, when made on behalf of another person:

3. Particulars of person requesting access to the record (if a legal entity)

- 3.1. The particulars of the entity who requests access to the record must be given below
- 3.2. The address and/or fax number in the Republic to which the information is to be sent must be given
- 3.3. Proof of capacity in which request is made, if applicable, must be attached.

Name of entity:

_____ Registration number: _____ Postal address:

4. Particulars of person on whose behalf request is made This section must ONLY be completed if a request for information is made on behalf of another person

Full names and surname:

_____ Identity number:
_____ Fax number:

5. Particulars of record

- 5.1 Provide full particulars of the record to which access is requested, including the reference number if it is known to you, to enable the record to be requested
- 5.2 If the provide space is inadequate, please use a separate folio and attach it to this form. Please sign additional folios.

Description of record of relevant part of the record: Reference number (if available):

Any further particulars of record:

6. Fees

6.1. 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

- 6.2. You will be notified of the amount to be paid as the request fee
- 6.3. 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
- 6.4. If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason for exemption of fees:

7. Form of Access to Record

Form in which record is required

Mark the appropriate box with an X

NOTES

- 7.1. Compliance with your request in the specified form may depend on the form in which the record is available
- 7.2. Access in the form requested may be refused under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- 7.3. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form Copy of record

Inspection of record

2. If record consists of visual images View the images

Copy of the images

Transcription of the images

3. If the record consists of recorded information that can be reproduced in sound: Listen to the

Transcription of soundtrack soundtrack (audio)

4. If the record is held on computer or in an electronic or machine-readable form (this includes photographs, slides, video recordings, computer generated images, sketches etc)

printed copy of record*

Printed copy of information

Transcription of the images

derived from the record *if you requested a copy or transcription of a record (above) do you wish the copy of the transcription to be posted to you? Postage is payable. yes or no

8. Disability

- 8.1. If you are prevented by a disability from reading, viewing or listening to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in the form in which the record is required.

Disability: Form in which record is required:

9. Particulars of right to be exercised or protected

9.1. If the space provided is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the folios:

9.1.1. Indicate the right to be exercised or protected:

9.1.2. Explain why the record requested is required for the exercise or protection of the
aforementioned right:

10. Notice of decision regarding request for access You will be notified in writing whether your request has been approved or 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.

11. How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this day _____ of _____ year _____

SIGNATURE OF REQUESTER/PERSON ON WHOSE
BEHALF REQUEST IS MADE

YOU MUST SEND WITH THIS APPLICATION

1. Complete all necessary spaces 1. The request fee (if not personal requester)
2. Sign the access request form 2. Any additional folios completed
3. Sign additional folios completed 3. Copy of Identity Document