

BUSINESS AS USUAL

PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL

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both jointly and severally and which are referred to both individually and collectively as "BUSINESS AS USUAL"

Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

1 BUSINESS AS USUAL OVERVIEW

BUSINESS AS USUAL is a family partnership providing a bookkeeping and accounting service to local small businesses.

BUSINESS AS USUAL supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

2 AVAILABILITY OF THIS MANUAL

A copy of this Manual is available on our website (www.businessasusual.co.za) or by sending a request for a copy to the Information Officer by email. The Manual may also be obtained from our office, the South African Human Rights Commission ("SAHRC") at the addresses set out below. This Manual will be updated from time to time, as and when required.

3 HOW TO REQUEST ACCESS TO RECORDS HELD BY BUSINESS AS USUAL

Requests for access to records held by BUSINESS AS USUAL must be made on the request forms that are available from our website and office, from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

A request fee may be payable (the schedule of fees can be accessed [here](#)). You can submit a request without paying the request fee but please note that payment of the prescribed fees must be made before the request will be processed.

Requests for access to records must be made to our Information Officer at the address, or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of BUSINESS AS USUAL.

The standard form that must be used for the making of requests can be accessed [here](#). Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests to BUSINESS AS USUAL will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of information held by BUSINESS AS USUAL does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

4 CONTACT DETAILS

Name of Private Body	BUSINESS AS USUAL
Designated Information Officer	Mr M E Bezuidenhout
Email address of Information Officer	mikebz@telkomsa.net
Postal address	12 Chelsea Road, Pinetown. 3610. KZN
Street address	12 Chelsea Road, Pinetown. KZN
Phone number	031 7021943
Fax number	031 7021943 ask for fax

5 HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

The Guide described in Section 10 of the Act is 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 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

6 VOLUNTARY DISCLOSURE

BUSINESS AS USUAL has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to BUSINESS AS USUAL and its services is freely available on BUSINESS AS USUAL's website. Certain other

information relating to BUSINESS AS USUAL is also made available on such website from time to time.

Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

7 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 30 of 1966

Electronic Communications and Transactions Act 25 of 2002.

Telecommunications Act 103 of 1996

Electronic Communications Act 36 of 2005

ICASA Act 13 of 2000

Film and Publications Act 65 of 1996

Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002

8 RECORDS HELD BY BUSINESS AS USUAL

BUSINESS AS USUAL maintains records on the following categories and subject matters. **However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

8.1 Internal records

The following are records pertaining to BUSINESS AS USUAL'S own affairs:

- Partnership agreement
- Financial records
- Operational records
- Licences
- Intellectual property
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures;
- Personnel records

Personnel refers to any person who works for or provides services to or on behalf of BUSINESS AS USUAL and receives or is entitled to receive any remuneration and

any other person who assists in carrying out or conducting the business of BUSINESS AS USUAL. This includes, without limitation, partners, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- Any personal records provided to BUSINESS AS USUAL by their personnel;
- Any records a third party has provided to BUSINESS AS USUAL about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

8.2 Customer records

Please be aware that BUSINESS AS USUAL is very concerned about protecting the confidential information of its customers. Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act.

Customer information includes the following:

- Any records a customer has provided to BUSINESS AS USUAL or a third party acting for or on behalf of BUSINESS AS USUAL;
- Contractual information;
- Customer needs assessments;
- Personal records of customers;
- Credit information and other research conducted in respect of customers;
- Any records a third party has provided to BUSINESS AS USUAL about customers;
- Confidential, privileged, contractual and quasi-legal records of customers;
- Customer evaluation records;
- Customer profiling;
- Performance research conducted on behalf of customers or about customers;
- Any records a third party has provided to BUSINESS AS USUAL either directly or indirectly; and
- Records generated by or within BUSINESS AS USUAL pertaining to customers, including transactional records.

8.3 Technical records

- BUSINESS AS USUAL does not keep any technical records.

8.4 Other Parties

Records are kept in respect of other parties, including without limitation contractors, suppliers, joint ventures, service providers and general market conditions. In addition, such other parties may possess records, which can be said to belong to BUSINESS AS USUAL. The following records fall under this category:

- Personnel, customer or BUSINESS AS USUAL records which are held by another party as opposed to being held by BUSINESS AS USUAL; and
- Records held by BUSINESS AS USUAL pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customer.

8.5 Other Records

Further records are held including:-

- Information relating to BUSINESS AS USUAL'S own commercial activities; and
- Research carried out on behalf of a client by BUSINESS AS USUAL or commissioned from a third party for a customer;
- Research information belonging to BUSINESS AS USUAL, whether carried out itself or commissioned from a third party.

Signed this 19th day of December 2011 by:

A handwritten signature in black ink, appearing to read 'M E Bezuidenhout', written in a cursive style.

M E BEZUIDENHOUT

Information Officer : BUSINESS AS USUAL