

KAMBAKU GOLF CLUB (“KAMBAKU” / “Kambaku Golf Club”, “the Club”, “we”, “us” and “our”)

PAIA MANUAL

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 OF 2000

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1. INTRODUCTION

This Manual is published in terms of Section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

2. PURPOSE OF THE MANUAL

The purpose of the Manual is to help you access KAMBAKU GOLF CLUB information and any other information that we may hold and to which you may be entitled to. PAIA requires us to make the manual available to you so that you know what types of information we have and how you can go about requesting it.

3. CONTACT DETAILS (Section 51(1)(a))

The Chief Executive Officer has duly authorized the Information Officer to deal with all matters in connection with requests for information in terms of PAIA.

Executive Directors: Jacq Nel

Information Officer: Jacq Nel

Postal Address: 1 Crocodile street, Komatipoort, 1340.

Contact Number: 082 888 0188

Email Address: marketing@kambaku.co.za

4. APPLICABLE LEGISLATION: THE PAIA MANUAL (Section 51(1)(b))

This Manual has been compiled in accordance with Section 10 of PAIA by the South African Human Rights Commission.

The Manual 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

Telephone Number: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

Postal Address: Private Bag X2700, Houghton, 2041

5. NOTICES (Section 51(1)(c)) Notice(s) in terms of PAIA:

At this stage, no notice(s) has/have been published by the Minister on the categories of information available without a person having to request access in terms of PAIA. However, certain records / information is freely available on our website.

6. RECORDS WE HOLD

Categories of information collected about you (Subscriber) or those subscribers connected to your user account may include:

- General identification and contact information.
- Your name, address, e-mail address, telephone number, gender, marital status (KAMBAKU GOLF CLUB employees only), date of birth, passwords, alternative contact information (such as listed emergency contacts or contact lists) and activity records (location etc).
- Identification numbers issued by government bodies or agencies.
- Identity and passport number
- Financial information and bank account details.
- Other sensitive information (KAMBAKU GOLF CLUB employees only).
- Telephone recordings.
- Recordings of telephone calls to and from our representatives.
- Information to investigate crime, including fraud and money laundering (for example, we will share information with the SAPS who are investigating a criminal matter).
- Information enabling us to provide products and services.
- Location of your cellphone and the network you are using to access the website

7. RECORDS AVAILABLE IN TERMS OF LEGISLATION (Section 51(1)(d))

Records available in terms of any other legislation applicable to our business:

Broad Based Black Economic Empowerment Act 53 of 2003 (as amended)

Basic Conditions of Employment Act 75 of 1997(as amended)

Companies Act, 71 of 2008

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Competition Act 89 of 1998 (as amended)

Criminal Procedure Act No 51 of 1977(as amended)

Consumer Protection Act, 68 of 2008

Constitution of RSA Act 108 of 1996 (as amended)

Copyright Act, 98 of 1978

Cross-border Road Transport Agency Act 4 1998 (as amended)

Customs and Excise Act 32 of 2014

Designs Act 195 of 1993

Electronic Communications and Transactions Act 25 of 2002

Employment Equity Act, 55 of 1998

Employment Services Act 4 of 2014

Employment Tax Incentive Act 26 of 2013

Environment Conservation Act 73 of 1989

Financial Intelligence Centre Act 38 of 2001 (FICA) (as amended)

Further Education and Training Colleges Act 16 of 2006 (as amended by Higher Education and Training Laws Amendment Act.)

Independent Communications Authority of SA Act 13 of 2000 (ICASA) (as amended)

Income Tax Act, 58 of 1962

Intellectual Property Laws Amendment Act 28 of 2013

Intellectual Property Rights from Publicly Financed Research & Development Act 51 of 2008

Interception & Monitoring Prohibition Act No 127 of 1992 (as amended)

Labour Relations Act 66 of 1995(as amended)

National Qualifications Framework Act 67 of 2008 (as amended)

Occupational Health and Safety Act, 85 of 1993

Patents Act 57 of 1978 (as amended)

Prescribed Rate of Interest Amendment Act 7 of 1997

Prevention of Organised Crime Act, 121 of 1998

Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000

Protected Disclosures Act 26 of 2000

Protection of Personal Information Act, 4 of 2014

Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002 (RICA)

Tax Administration Act 16 of 2016

Trademarks Act, 94 of 1993

Unemployment Insurance Act, 63 of 2001

Unemployment Insurance Contributions Act 4 of 2002

Value Added Tax Act, 89 of 1991

8. RECORDS HELD BY THE COMPANY

In terms of records that may be requested, the mere fact that the information of the company is listed in the Manual does not mean that the information will be made available. The company in

terms of Chapter 4 of PAIA, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

For instance, we may have to refuse you access to certain records in terms of PAIA to protect:

- someone else's privacy;
- KAMBAKU GOLF CLUB's confidential information;
- Information that by agreement between KAMBAKU GOLF CLUB and a third party, is confidential (for example the content of a confidential agreement);
- another company's personal, commercial or confidential information;
- someone else's confidential information;
- the safety of individuals and property;
- records privileged from production in legal proceedings;
- research information; or
- commercial activities of KAMBAKU GOLF CLUB, which may include trade secrets, intellectual property, proprietary information, financial information, commercial information or technical information which disclosure would likely cause harm to the business interests of KAMBAKU GOLF CLUB.

We will notify you in writing whether your request has been approved or denied within 30 (thirty) calendar days after we have received a completed Request for Access form. If we cannot find any requested record or it does not exist, then we will notify you that it is not possible to give access to that particular record.

Web Page

The Web Page (www.kambakugolf.co.za) is accessible to anyone who has access to the Internet. The web page has the following categories:

- About Us (KAMBAKU GOLF CLUB)
- Contact
- PAIA Manual
- Privacy Policy (POPIA)
- Terms and Conditions

Company Secretarial and Legal

- Agreements
- Company Secretarial Records
- Trademarks and Patents

Finance

- Financial Statements
- Management Accounts
- Budgets
- Management Plans
- Asset Registers
- Company Policies
- Banking Records
- Purchasing Records
- Audit Reports

Security

- Records
- Biometric Access Details
- Access codes/ passwords

Human Resources

- Policies
- Benefits
- Provident Fund
- Staff Records
- Employment Equity Reports
- Skills Development Reports
- Training and Development Records
- Industrial Relations Records
- Payroll Records
- Medical Aid Information

Operational

- Database
- Database and Computer Software
- Health and Safety Records
- Maintenance Records
- Details

9. REQUEST PROCEDURE

Should you request information in terms of PAIA, please complete the prescribed form.

The request form can be accessed on www.justice.gov.za

(A copy of the form is attached as Annexure A)

Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for that purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

10. INFORMATION SECURITY

We secure our data by maintaining reasonable measures to protect personal information from loss or misuse and unauthorized access, disclosure, alteration and destruction. We also take reasonable steps to keep personal information accurate, current, complete and reliable for its intended use.

11. UPDATES TO THIS MANUAL (Section 51(4))

This Manual will be updated and amended from time to time. The updated Manual will be aligned with the Privacy Policy and can be accessed at all times on the website.

12. LEGISLATIVE AND REGULATORY FRAMEWORK

This Manual should be read in conjunction with the following legislative framework:

- Promotion of Access to Information Act 2 of 2000;
- Protection of Personal Information Act 4 of 2014;
- Electronic Communications and Transactions Act 25 of 2002.

13. AVAILABILITY OF THE MANUAL

In accordance with the Regulations to the Act, the Manual is published on KAMBAKU GOLF CLUB's website at www.kambakugolf.co.za, together with the prescribed form and the fees applicable.

14. FEES IN RESPECT OF PRIVATE BODIES

You must pay the requested fee as required by law when submitting a request for access to information.

The prescribed fees are set out in the Fee Schedule which is available from SAHRC, alternatively access the following link:

<https://www.sahrc.org.za/index.php/understanding-paia/lodging-paia>

You must pay the fees before KAMBAKU GOLF CLUB hands over the requested information. You have to pay a further access fee if we grant the request for any time that has exceeded the prescribed hours to search and prepare the records for disclosure.



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REPUBLIC OF SOUTH AFRICA

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

**(Section 53(1) of the Promotion of Access to Information Act,
2000 (Act No. 2 of 2000))[Regulation 10]**

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and
surname:

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Identity number:
Postal
address:

Telephone number: (.....) Fax number: (.....)
.....

E-mail
address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

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

Full names and
surname:

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Identity number:

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) 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.
You will be notified of the amount required to be paid as the request fee.
- (b) 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.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for exemption.
- (d)

Reason for exemption from payment of fees:

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: Mark the appropriate box with an X . NOTES: (a) Compliance with your request for access in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed	Form in which record is required:
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1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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.....

.....

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

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FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your

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