

**PROMOTION OF ACCESS TO INFORMATION ACT**

**("PAIA")**

**AND**

**PROTECTION OF PERSONAL INFORMATION ACT**

**("POPIA")**

**SECTION 51 MANUAL**

Prepared in accordance with Section 51 of the Promotion of Access to  
Information Act, No. 2 of 2000

This document serves as the information manual as required by Section 51(1) of the Promotion of Access to Information Act, No.2 of 2000 (the "Act") for a private body. It provides information on the records held and the process that is to be followed to request access to such records.

**Richter Occupational Therapy**

Private Body



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## **PART A: General**

### **A.1. What is the purpose of this manual?**

- A.1.1. Under the Promotion of Access to Information Act 2000 ("PAIA"), **Richter Occupational Therapy** (hereinafter referred to as "**Richter Occupational Therapy**", "**we**" and "**us**") is required to grant individuals access to records held by **Richter Occupational Therapy** if the individual requires that record to exercise or protect any legal right that individual enjoys under the law.
- A.1.2. Additionally, under the Protection of Personal Information 2013 ("POPI"), **Richter Occupational Therapy** is required to be open and transparent about how we handle personal information and allow individuals to access and correct their personal information.
- A.1.3. The purpose of this manual is to set out the information which **Richter Occupational Therapy** is legally required to disclose under PAIA and POPI and to explain how you can exercise your statutory rights under PAIA and POPI concerning records and personal information handled by us.

### **A.2. What is the status and scope of this manual?**

- A.2.1. This manual (version 2.0) was last updated on 03 June 2021 and will become effective on **01 July 2021**.
- A.2.2. This manual may be revised from time to time to reflect changes in laws and regulations or changes in **Richter Occupational Therapy's** business operation.

### **A.3. Introduction to the practice**

- A.3.1. This private practice is the practice of **Richter Occupational Therapy**. **Richter Occupational Therapy** is a South African entity specialising in Occupational Therapy Services.
- A.3.2. Our practice is run according to the requirements set by the Health Professions Act No. 56 of 1974 and are subject to the authority of the Health Professionals Council of South Africa (HPCSA).
- A.3.3. The practitioners practising at the practice are registered at the HPCSA and provide Occupational Therapy services within the scope and ambit of their registration, competence and training at the practice. The practitioners are bound by the Ethical Rules issued by the HPCSA, most notably the duty to preserve patient confidentiality unless legislation or a court order provides otherwise.
- A.3.4. Requesters should note that commercial information and financial information may be withheld on the grounds of sections 63-70.

### **A.4. Our rights under the Promotion of Access to Information Act**

- A.4.1. On 9 March 2001, the Promotion of Access to Information Act became operative, giving effect to the constitutional right of access to any information held by the State and any information that another person holds and that is required for the exercise or protection of any rights; to provide for matters connected therewith.
- A.4.2. Under PAIA, everyone has the right to access
- any information held by the State; and
  - any information held by another person and that is required for the exercise or protection of any rights.
- A.4.3. A public body may request information under PAIA only if, in making the request, the public body is acting in the public interest.
- A.4.4. Records **Richter Occupational Therapy** makes available under PAIA is described hereinafter. If you wish to request under PAIA **Richter Occupational Therapy**, please follow the procedure described in **section 10** of the manual. Please note that your request will be subject to the applicable charges set out in section 10 of the manual.
- A.4.5. You can learn more about your rights under PAIA by contacting the South African Human Rights Commission ("**SAHRC**") at:

<b>Address:</b>	Braampark Forum 3 33 Hoofd Street Braamfontein South Africa
<b>Email:</b>	info@sahrc.org.za
<b>Website:</b>	<a href="http://www.sahrc.org.za">http://www.sahrc.org.za</a>
<b>Tel No:</b>	+27 11 877 3600

**A.5. Availability of this Manual [S 51(1)(a)(i) – Promotion of Access to Information Act]**

- A.5.1. A copy of this manual is available to the public for inspection at our website/registered offices as listed below or on request from the designated contact person.
- A.5.2. **Contact Details [S 51(1)(a)(i)]** - This contact person is responsible for the administration of and compliance with the Act in a fair, objective and unbiased manner.



<b>Practice Name:</b>	Richter Occupational Therapy
<b>Registration No:</b>	<b>17238/2021-2022/IRRTT</b>
<b>Information Officer:</b>	Leandi Daling - Director
<b>Deputy Information Officer:</b>	Tammy Vuyk – Practice Manager
<b>Physical Address:</b>	Unit 7 Calypso Centre, 2 Kruger Rand Road, CBD, Richards Bay, 3900
<b>Postal Address:</b>	Postnet Suite 36, Private Bag X1040, Richards Bay, 3900
<b>Tel No:</b>	035 7896056
<b>Email Address:</b>	admin@richtertherapy.co.za
<b>Website:</b>	www.richtertherapy.co.za

**PART B: Processing Operations insofar the PAIA Act concerned**

**B.1. Description of the guide referred to in section 10, if available, and how to obtain access to it [Sect 51(1)(b)(i)].**

- B1.1. 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.
- B1.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures at the rates provided.
- B1.3. Requesters are referred to the guide in terms of Section 10 compiled by the South African Human Rights Commission, containing information for exercising Constitutional Rights.
- B1.4. The guide is available from the SAHRC.
- B1.5. The contact details of the Commission are:

<b>Postal Address:</b>	Private Bag 2700 Houghton, 2041
<b>Tel No:</b>	+27-11-877 3600
<b>Fax No:</b>	+27-11-403 0625
<b>Website:</b>	www.sahrc.org.za

**B.2. The latest notice in terms of section 52(2), if any, regarding the categories of record of the practice of Richter Occupational Therapy which is available without a person having to request access in terms of this Act [Sect 51(1)(b)(ii)].**

<b>1. Inspection in terms of legislation other than this Act</b>	None
<b>2. Purchase or copying from us</b>	None
<b>3. From us free of charge</b>	Health-related brochures, information leaflets

**B.3. A description of the records of the practice of Richter Occupational Therapy which are available in accordance with any other legislation [Sect 51(1)(b)(iii)].**

Records are kept in accordance with the following legislation (this list is not exhaustive):



- (a) Basic Conditions of Employment Act 75 of 1997;
- (b) Children's Act 38 of 2005;
- (c) Companies Act 71 of 2008;
- (d) Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- (e) Consumer Protection Act 68 of 2008;
- (f) Credit Agreements Act No. 75 of 1980;
- (g) Electronic Communications and Transactions Act 25 of 2002;
- (h) Employment Equity Act 55 of 1998;
- (i) Health Professions Act 56 of 1974;
- (j) Income Tax Act 58 of 1962;
- (k) Labour Relations Act 66 of 1995;
- (l) Medical Schemes Act 131 of 1998;
- (m) Medicines and Related Substances Act 101 of 1965;
- (n) Mental Health Care Act 17 of 2002;
- (o) National Health Act 61 of 2003;
- (p) Occupational Health and Safety Act 85 of 1993;
- (q) Promotion of Access to Information Act 2 of 2000;
- (r) Protection of Personal Information Act 4 of 2013;
- (s) Road Accident Fund Act 56 of 1996;
- (t) Short Term Insurance Act No. 53 of 1998;
- (u) Skills Development Levies Act 9 of 1999;
- (v) Skills Development Act 97 of 1998;
- (w) Unemployment Contributions Act 4 of 2002;
- (x) Unemployment Insurance Act 63 of 2001; and
- (y) Value Added Tax Act 89 of 1991.

**B.4. Sufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject [Sect 51(1)(b)(iv)]**

**The fact that we list a record type here does not necessarily mean that we will disclose such records**

The practice holds the following categories of records:





DATA SUBJECTS	CATEGORIES OF RECORDS	CATEGORIES OF PERSONAL INFORMATION	POTENTIAL RECIPIENTS OF THE PERSONAL INFORMATION
Directors, shareholders and employees	Proof of registration at and payment of fees to the HPCSA; employment / <i>locum</i> contracts, records and policies; Insurance policies; Complaints; Disciplinary and court proceedings; Employment equity and skills development plans and records; Salary and payroll records; Leave records; Tax records, including PAYE, UIF (Unemployment Insurance Fund) and SDL (Skills Development Levies) returns and related records; Correspondence with the HPCSA, insurers and other persons / bodies; Medical certificates; Continuing Professional Development (CPD) / training events, certificates and records	Names and surnames; Contact details e.g. address, telephone and fax numbers, e-mail addresses; Identity numbers / dates of birth; Race; Gender; Nationality; Qualifications; HPCSA registration numbers; Registered profession; Category of registration; Employment history and information; Position held; Banking details; Relevant medical history; Criminal behaviour and history; Correspondence; Notes, reports and records created by these data subjects in respect of patients; Tax numbers, returns and certificates; Leave periods; Medical certificates; Remuneration; Employment benefits; Absenteeism information; Next-of-kin details	SA Revenue Services (SARS); Relevant statutory bodies such as the HPCSA and Council for Medical Schemes (CMS); Board of Healthcare Funders of SA (BHF); Companies and Intellectual Property Commission (CIPC); Medical schemes; Contractors and vendors; Patients; Relevant public bodies, including government departments, e.g. Compensation Commissioner, Road Accident Fund (RAF), UIF, Department of Labour; Banks; Professional societies; Vetting agencies (e.g. of qualifications); Hospitals
Other contractors, vendors and suppliers, e.g. BHF, IT vendors, claims switching companies, auditors, legal counsel, consultants, debt collectors	Agreements with contractors, vendors and suppliers; Non-Disclosure Agreements; Debt Collection Agreements; Legal opinions and advice; Invoices; Correspondence	Names and surnames; Company names; Relevant staff details; Contact details e.g. address, telephone and fax numbers, e-mail addresses, website addresses; Opinions; Correspondence; Track records; Price structures; Financial arrangements	Banks; Auditors; Legal practitioners; Medical schemes



Insurers	Insurance policies; Payment of premiums; Claims' records and related documents	Names and contact details e.g. addresses, telephone and fax numbers, e-mail addresses; Premiums	Auditors; Legal practitioners; Relevant public bodies
Patients	Patient records, including medical records, financial arrangements, invoices, payment records and correspondence	Names and surnames; Contact details e.g. address, telephone and fax numbers, e-mail addresses; Identity numbers / dates of birth; Race; Gender; Nationality; Employers and their contact details; Medical schemes, medical scheme options and dependant status; Name, surname and contact details of a relative / friend; Medical history, including details about injuries sustained; Fees charged, payments received and payment history; Diagnosis / suspected diagnosis; Procedures performed; Diagnosis and procedure codes; Radiological images (X-rays, scans and sonars) and reports; Referral notes; Complaints lodged; Correspondence; Patient information forms; Consent forms; Prescriptions; Medical certificates	Medical schemes; Medical scheme administrators; Managed care organisations; Insurers; Employers; Debt collectors; Practitioners to whom patients are referred; Credit lists (Blacklists); Bodies performing peer review; Statutory / Governmental bodies e.g. HPCSA when responding to complaints, Compensation Commissioner, RAF; Hospitals; Other relevant treating health care practitioners; Next-of-kin
Practitioners referring patients to the practice	Referral notes; Correspondence	Names and Surnames; Contact details e.g. address, telephone and fax numbers, e-mail addresses and practice code numbers of practitioners	Medical schemes; Managed care organisations; Governmental bodies e.g. HPCSA when responding to complaints, Compensation Commissioner, RAF; Hospitals; Bodies performing peer review



Medical Schemes / Insurance Companies	Claims; Remittance advices; Contracts; Correspondence; Scheme rules; Policy provisions	Contact details e.g. addresses, telephone and fax numbers, e-mail addresses	Patients; Debt collectors
Hospitals	Correspondence	Names; Contact details e.g. addresses, telephone and fax numbers, e-mail addresses and practice code numbers of hospitals	Medical schemes; Statutory / Governmental bodies e.g. HPCSA when responding to complaints
Public Bodies (e.g. Department of Health, RAF, Compensation Commissioner, UIF) and Statutory Bodies (e.g. HPCSA, CMS)	Complaints submitted to statutory bodies and related documents; Correspondence; Newsletters and circulars issued by these bodies and councils; Payment of fees	Names; Contact details e.g. addresses, telephone and fax numbers, e-mail addresses; Office bearers; Fee structures	Medical schemes; Patients

## Part C: Processing Operations insofar the POPI Act concerned

### C.1. The purpose of the processing [Sect 51(1)(c)(i)]

1. The health care professionals who provide you with care maintain records about your health and any treatment or care you have received previously. These records help to provide you with the best possible healthcare.
2. Our health records may be electronic, on paper or a mixture of both. We use a combination of working practices and technology to ensure that your information is kept confidential and secure. Records which the Practice hold about you may include the following information;
  - a) Details about you, such as your address, referring doctor and emergency contact details.
  - b) Any contact the Practice has had with you, such as appointments, practice visits, emergency appointments, etc.
  - c) Notes and reports about your health.
  - d) Details about your treatment and care.
  - e) Results of investigations such as laboratory tests, x-rays etc.
  - f) Relevant information from other health professionals, relatives or those who care for you.
3. Other purposes for retaining records may include [see paragraph 3.1 of the HPCA's Booklet 9: Guidelines on the Keeping of Health Records]:
  - a) Further the diagnosis or ongoing clinical management of the patient;
  - b) Conduct clinical audits;
  - c) Promote teaching and research;
  - d) Be used for administrative or other purposes;
  - e) Be kept as direct evidence in litigation or for occupational disease or injury compensation purposes;
  - f) Be used as research data;
  - g) Be kept for historical purposes;
  - h) Promote good clinical and laboratory practices;
  - i) Make case reviews possible;
  - j) Serve as the basis for accreditation.

### C.2. A description of the categories of data subjects and the information or categories of information relating thereto [Sect 51(1)(c)(ii)]

- a. The practice holds the categories of records and personal information regarding the categories of data subjects specified below.
- b. The potential recipients of the personal information processed by the practice are also specified.

- c. information and records are only disclosed as may be required in terms of the law or otherwise with the consent of the relevant data subjects.



<b>DATA SUBJECTS</b>	<b>CATEGORIES OF RECORDS</b>	<b>CATEGORIES OF PERSONAL INFORMATION</b>	<b>POTENTIAL RECIPIENTS OF THE PERSONAL INFORMATION</b>
Directors, shareholders, and employees	Proof of registration at and payment of fees to the HPCSA; employment/ <i>locum</i> contracts, records and policies; Insurance policies; Complaints; Disciplinary and court proceedings; Employment equity and skills development plans and records; Salary and payroll records; Leave records; Tax records, including PAYE, UIF (Unemployment Insurance Fund) and SDL (Skills Development Levies) returns and related records; Correspondence with the HPCSA, insurers and other persons/bodies; Medical certificates; Continuing Professional Development (CPD) / training events, certificates and records	Names and surnames; Contact details, e.g. address, telephone and fax numbers, email addresses; Identity numbers/dates of birth; Race; Gender; Nationality; Qualifications; HPCSA registration numbers; Registered profession; Category of registration; Employment history and information; Position held; Banking details; Relevant medical history; Criminal behaviour and history; Correspondence; Notes, reports and records created by these data subjects in respect of patients; Tax numbers, returns and certificates; Leave periods; Medical certificates; Remuneration; Employment benefits; Absenteeism information; Next-of-kin details	SA Revenue Services (SARS); Relevant statutory bodies such as the HPCSA and Council for Medical Schemes (CMS); Board of Healthcare Funders of SA (BHF); Companies and Intellectual Property Commission (CIPC); Medical schemes; Contractors and vendors; Patients; Relevant public bodies, including government departments, e.g. Compensation Commissioner, Road Accident Fund (RAF), UIF, Department of Labour; Banks; Professional societies; Vetting agencies (e.g. of qualifications); Hospitals
Other contractors, vendors and suppliers, e.g. BHF, IT vendors, claims switching companies, auditors, legal counsel, consultants, debt collectors	Agreements with contractors, vendors and suppliers; Non-Disclosure Agreements; Debt Collection Agreements; Legal opinions and advice; Invoices; Correspondence	Names and surnames; Company names; Relevant staff details; Contact details, e.g. address, telephone and fax numbers, email addresses, website addresses; Opinions; Correspondence; Track records; Price structures; Financial arrangements	Banks; Auditors; Legal practitioners; Medical schemes



Insurers	Insurance policies; Payment of premiums; Claims' records and related documents	Names and contact details, e.g. addresses, telephone and fax numbers, email addresses; Premiums	Auditors; Legal practitioners; Relevant public bodies
Patients	Patient records, including medical records, financial arrangements, invoices, payment records and correspondence	Names and surnames; Contact details, e.g. address, telephone and fax numbers, email addresses; Identity numbers/dates of birth; Race; Gender; Nationality; Employers and their contact details; Medical schemes, medical scheme options and dependant status; Name, surname and contact details of a relative/friend; Medical history, including details about injuries sustained; Fees charged, payments received and payment history; Diagnosis / suspected diagnosis; Procedures performed; Diagnosis and procedure codes; Radiological images (X-rays, scans and sonars) and reports; Referral notes; Complaints lodged; Correspondence; Patient information forms; Consent forms; Prescriptions; Medical certificates	Medical schemes; Medical scheme administrators; Managed care organisations; Insurers; Employers; Debt collectors; Practitioners to whom patients are referred; Credit lists (Blacklists); Bodies performing peer review; Statutory / Governmental bodies, e.g. HPCSA when responding to complaints, Compensation Commissioner, RAF; Hospitals; Other relevant treating health care practitioners; Next-of-kin
Practitioners referring patients to the practice	Referral notes; Correspondence	Names and Surnames; Contact details e.g. address, telephone and fax numbers, email addresses and practice code numbers of practitioners	Medical schemes; Managed care organisations; Governmental bodies, e.g. HPCSA when responding to complaints, Compensation Commissioner, RAF; Hospitals; Bodies performing peer review
Medical Schemes / Insurance Companies	Claims; Remittance advices; Contracts;	Contact details e.g. addresses, telephone and	Patients; Debt collectors



	Correspondence; Scheme rules; Policy provisions	fax numbers, email addresses	
Hospitals	Correspondence	Names; Contact details e.g. addresses, telephone and fax numbers, email addresses and practice code numbers of hospitals	Medical schemes; Statutory / Governmental bodies, e.g. HPCSA, when responding to complaints
Public Bodies (e.g. Department of Health, RAF, Compensation Commissioner, UIF) and Statutory Bodies (e.g. HPCSA, CMS)	Complaints submitted to statutory bodies and related documents; Correspondence; Newsletters and circulars issued by these bodies and councils; Payment of fees	Names; Contact details e.g. addresses, telephone and fax numbers, email addresses; Office bearers; Fee structures	Medical schemes; Patients

**C.3. The recipients or categories of recipients to whom the personal information may be supplied [Sect 51(1)(c)(iii)]**

The practice is not planning to send any personal information about any data subject across the borders of the Republic of South Africa to third parties in foreign countries. Should this be required, patient consent will be obtained, where possible, and transfers of such information will occur according to the law's requirements.

**C.4. Planned transborder flows of personal information [Sect 51(1)(c)(iv)]**

Personal information of data subjects may be transferred across borders due to the hosting of some **Richter Occupational Therapy** infrastructure and application in foreign jurisdictions. Current employees and consultants' information may also be transferred transborder where **Richter Occupational Therapy** has a physical presence or may provide services or perform in terms of its contractual obligations.

**C.5. A general description allows a preliminary assessment of the suitability of the information security measures to be implemented by the responsible party to ensure the confidentiality, integrity, and availability of the information to be processed. [Sect 51(1)(c)(v)].**

- a. The practice takes the privacy of persons seriously and is therefore committed to ensuring that personal information in its possession or under its control is secure.
- b. To prevent unauthorised access or disclosure of information, appropriate physical, electronic and managerial procedures have been implemented to safeguard and secure the information. For example,



access to information is controlled. Only persons requiring the information for the treatment, care and invoicing of patients and the practice administration can access the information.

- c. access to electronic records is password controlled.
- d. A privacy policy has been implemented to ensure that personal information is processed and stored strictly per the law. All persons who have access to that information are aware of their responsibilities.
- e. Records are maintained in a structured filing system for as long as necessary according to the relevant laws.
- f. A risk assessment of the organisational and technical processes and procedures is conducted regularly to ensure continuous monitoring and enhancement of security measures in the practice.
- g. Practitioners, other staff, and contractors must adhere to the strict policies and processes implemented by the practice and are subject to sanctions for any security breach.
- h. All security breaches are taken seriously and are addressed per the law.

## Part D: Procedure for making a request under PAIA

### D.1. How can I make a request to Richter Occupational Therapy under PAIA

D.1.1. To facilitate a timely response to requests for access, all requesters should take note of the following when completing the Access Request Form:

D.1.2. To facilitate the processing of your request, kindly:

1. Complete the Request Form, which is embedded in Part E of this Manual, also available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za) (copy attached hereto as an example)
2. Address your request to the Head of this practice.
3. Provide sufficient details to enable us to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity);
  - (c) The form of access required;
  - (d) The postal address or fax number of the requester in the Republic;
  - (e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (f) 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.
  - (g) **Payment of Fees:**

Pay the applicable Request Fee described in Section D.4 below. Payment can be made via:

- i. EFT (direct bank transfer). If you wish to pay the applicable Request Fee via EFT, you will need to send the proof of payment together with your request. You can obtain the details required for EFT by contacting **Richter Occupational Therapy** (see Section A.5 above for contact details).
- ii. **Richter Occupational Therapy** can accept payment via credit card or debit card.
- iii. This fee does not apply to Personal Requesters, referring to any person seeking access to records that contain their personal information.
- iv. The completed Access Request Form, together with a copy of the identity document, must be submitted either via conventional mail, email or and must be addressed to the contact person as indicated above.

### D.2. How will Richter Occupational Therapy process my PAIA request?

- D.2.1. Richter Occupational Therapy** will process your request when the completed Request Form is received and any applicable Request Fee is paid. Subject to Section D.2.2. below, your request will usually be processed within 30 days of receipt of the completed Request Form, provided that all of the required details are correctly set out in the completed Request Form.
- D.2.2. Suppose it turns out that it will take more than 30 days to process your request (e.g. due to the volume of records/personal information that must be processed, or difficulty in accessing the relevant record/personal information). In that case, **Richter Occupational Therapy** may extend the 30 days as mentioned above period in processing your request. Should this become necessary, **Richter Occupational Therapy** will notify you.
- D.2.3. Once a decision on your request is reached, **Richter Occupational Therapy** will notify you in writing. Where **Richter Occupational Therapy** decides to:
- a. grant access to the record/personal information requested, **Richter Occupational Therapy** will notify you how the access will be granted and what Access Fees are payable, and release the requested record/personal information upon receipt of the applicable Access Fee;
  - b. deny access to the record/personal information requested; **Richter Occupational Therapy** will notify you of the reasons why access is denied;
  - c. complies with your request to correct or delete your personal information, confirm how your request has been or will be actioned; and
  - d. denies your request to correct or delete your personal information; confirm why your request has been denied.
- D.2.4. Where your request was a request for confirmation as to whether or not **Richter Occupational Therapy** handles your personal information (i.e. you make a request under POPI s23(1)(a)), **Richter Occupational Therapy** give you the confirmation.
- D.3. What if I'm not happy about how Richter Occupational Therapy handled my PAIA/POPI request?**
- B.3.1. If you are not satisfied about the way in which your request was handled by **Richter Occupational Therapy** (including where you are not happy about the Access Fee charged by **Richter Occupational Therapy** or the length of time **Richter Occupational Therapy** is taking to process your request), you can make an application for relief to the Constitutional Court, the High Court or another court of similar status.
- D.3.2. Please note that if you wish to make an application to the court, you will need to do so within 180 days of receiving the relevant decision made by **Richter Occupational Therapy**.

**D.4. What are the charges applicable to my PAIA/POPI request?**

D.4.1. There are two types of fees which are payable under PAIA, namely Request Fee, and Access Fee.

**D.4.2. Request Fee**

Request Fee is payable upon making a request to access records/personal information, and it is **R57.00** (inclusive of VAT) for each request. You do not have to pay a Request Fee if:

- a. You are a private individual requesting access to your own records/personal information;
- b. You are single and earning less than R14,812 p/a; or
- c. You are married (or in a life partnership), and earning less than R27,192 p/a.

**D.4.3. Access Fee**

**Access Fee** is payable in respect of records/personal information which are produced in response to your request. You do not have to pay a Access Fee if;

- a. You are single and earning less than R14,812 p/a; or
- b. You are married (or in a life partnership), and earning less than R27,192 p/a

The rate of Access Fees are as follows:

Type of activity involved in producing the record or personal information	Rate (inc. VAT)
For every photocopy of an A4-size page or part thereof.	R1.25
For every printed copy of an A4-size page or part thereof. Held on a computer or in electronic or machine readable form.	R0.86
For a copy in a computer-readable form on stiffer disk.	R8.55
For a copy in a computer-readable form on CD.	R79.80
For a transcription of visual images, for an A4-size page or part thereof.	R45.60
For a copy of visual images.	R68.40
For a transcription of an audio record, for an A4-size page or part thereof.	R22.80
For a copy of an audio record.	R34.20
Each hour or part of an hour (excluding the first hour) reasonably required to search for and prepare the record/personal information for disclosure.	R34.20



Type of activity involved in producing the record or personal information	Rate (inc. VAT)
For posting the record/personal information.	Actual postage incurred
For confirming whether or not Richter Occupational Therapy handles personal information of the requestor (POPI s23(1)(a) request)	Free of charge

D.4.4. Please note that:

- a. where Request Fee is payable, your request will not be processed until you pay the Request Fee;
- b. where Access Fee is payable, the record/personal information you requested will not be released until the Access Fee is paid; and

D.4.5. Please also note that if you are not a private individual and if the search for and preparation of the record requested is in **Richter Occupational Therapy's** view likely to require more than 6 hours of work, **Richter Occupational Therapy** reserves the right to require you to pay 1/3<sup>rd</sup> of the Access Fee up front as a deposit.

**Part E: Forms**

**E.1. 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]**



J752

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:

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**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:												
Identity number:												
Postal address:												
Telephone number:	( )		Fax number:	( )								
Email 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:

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:

--

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

Reason for exemption from payment of fees:

**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:		Form in which record is required:	
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 if access will be granted in another form.
- (c) 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 - (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:

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



[Empty rectangular box for text input]

**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 request.

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

[Empty rectangular box for text input]

Signed at ..... this day ..... of .....year.....

.....

SIGNATURE OF REQUESTER /

PERSON ON WHOSE BEHALF REQUEST IS MADE

