

SECTION 51 MANUAL FOR Graphic Image Technologies (PTY) LTD

A. CONTENTS

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [*Section 51(1)(a)*]
2. The section 10 Guide on how to use the Act [*Section 51(1)(b)*]
3. Records available in terms of any other legislation [*Section 51(1)(d)*]
4. Access to the records held by the private body in question [*Sections 51(1)(c) and 51(1)(e)*]
 - i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [*Section 51(1)(c)*]
 - ii. Records that may be requested [*Section 51(1)(e)*]
 - iii. The request procedures
5. Other information as may be prescribed [*Section 51(1)(f)*]
6. Availability of the manual [*Section 51(3)*]

Introduction to Graphic Image Technologies (Pty) Ltd

Graphic Image Technologies (PTY) Ltd provides video networking and broadcast solutions for LAN, WAN, GSM and Satellite. Systems. In addition GIT provides systems for surveillance over narrowband networks such as Internet/GSM/GPRS/Edge/3G. GIT also provides software integration and Internet based solutions.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

PO Box 52018	43 Wierda Rd West
Saxonwold	Wierda Valley
Johannesburg	Sandton
2132	South Africa
South Africa	Fax: +27 11 326-9612
Tel: +27 11 884-9570	Web: www.git.co.za
Contact: Mark Chertkow	email: markc@git.co.za

2. The section 10 Guide on how to use the Act

The Guide will be 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

3. Records available in terms of any other legislation [Section 51(1)(d)]

- Basic Conditions of Employment No. 75 of 1997
- Currency and Exchanges Act No. 9 of 1933
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No. 109 of 1985
- Skills Development Act No. 97 of 1998
- Unemployment Insurance Act No. 63 of 2001
- Companies Act No. 61 of 1973
- Employment Equity Act No. 55 of 1998
- Labour Relations Act No. 66 of 1995
- Skills Development Levies Act No. 9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2).

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

ii. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

- i. Human Resources:
 - a. Employment contracts
 - a. Confidentiality Contracts
 - b. Remuneration records and policies
 - c. Computer Use Policy

i. The request procedures.

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

5. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual [Section 51(3)]

The manual is available for inspection at the offices of Graphic Image Technologies free of charge; and copies are available with the SAHRC and on Graphic Image Technologies' website.