BRIDGE HOUSE EDUCATIONAL FOUNDATION TRUST

MANUAL – PRIVATE BODIES
SECTION 51 OF PROMOTION TO ACCESS OF INFORMATION ACT

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1. CONTACT DETAILS

1.1 Trust Information

Full Name: BRIDGE HOUSE EDUCATIONAL FOUNDATION TRUST

Trading Name: BRIDGE HOUSE EDUCATIONAL FOUNDATION TRUST

Registration Number: IT 5428/1997

Date of Incorporation: 25 January 1997

Main Object – Industry Code: The Trust in community, social and personal related services

Trading activity: The Trust in community, social and personal related services

Geographical Area: RSA

TAX Reference No: 2260047036

Business Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa

Registered Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa

Postal Address: Po Box 444
Franschoek
7690
Western Cape
South Africa

Telephone Number: 021 874 8100
Facsimile: 021 874 1260

Email: janchr@bridgehouse.org.za

Employment Detail: The trust has no employees other than its trustees from time to time.

1.2 **Contact Person**

Name: Janis Anne Christian

Position: Adminastrator

Postal Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa
1.3 **Information Officer**
Name: Janis Anne Christian
Position: Administrator
Postal Address: Waterval Farm
R45
Franschoek
7690
Western Cape
South Africa

Telephone Number: 021 874 8100
Facsimile: 021 874 1260
Email: janchr@bridgehouse.org.za

2. **SECTION 10 GUIDE ON HOW TO USE THE ACT**

The Guide will be available from the South African Human Rights Commission by no later than December 2015. Please direct enquires to:

The South African Human Rights Commission
3. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Legislation Applicable to this Trust:

- Basic Conditions of Employment Act, No 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act, No 130 of 1993
- Employment Equity Act, No 55 of 1998
- Income Tax Act, No 95 of 1967
- Occupational Health & Safety Act No 85 of 1993
- Labour Relations Act, No 66 of 1995
- Skills Development Levies Act, No 9 of 1999
- Skills Development Act, No 97 of 1998
- Stamp Duties Act, No 77 of 1968
- Unemployment Contributions Act, No 4 of 2002
• Unemployment Insurance Act, No 63 of 2001

4. ACCESS TO RECORDS HELD BY THE BODY

4.1 Not Applicable

4.2 Records that may be requested

4.2.1 Human Resources

• Staff Recruitment Policies
• Staff Records and attendance register
• Minutes – Staff Meetings
• Employment Contracts
• Remuneration Records
• Employment Conditions and Policies
• Employee manual
• Records of Disciplinary Hearings
• Safety Manual

4.2.2 Financial Department

• Financial Statements
• Invoices
• Credit notes
• Receipts
• Goods received vouchers
• Asset Register
• Stock Records
• Insurance Policies and claims

4.2.3 Trust Secretarial Department

• Trust Register and prescribed Trust documentation
• Minutes – Trustees Meetings
• Management Meetings

4.2.4 Trust Operations

• Instruction Manual
• Service/ Product specification Manual
• Client complaints / enquiry records
• Daily Sales Records
• Quality Control Records

4.3 Request Procedures to be followed and fees paid (as prescribed)

Form of Request

• The requester must make use of 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 or electronic email address of the body concerned [s 52(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 so informed [s 53(21(a) and (b) and (c)].

- The requester must identify the right that is sought to be exercised or to be protected and to provide an explanation of why the request 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 the 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 the requester is not required to pay a request fee. Every other requester, who is not a personal requester, must pay the prescribed 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 prescribed form.

• If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent 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 MANUAL

The rules pertaining to Private Bodies refers. The manual is to be made available as follows:

• The South African Human Rights Commission

Postal Address: Private Bag 2700, Houghton 2041
Or deliver to: Address: Boundary Road, Ilse of Houghton, Wilds View, Entrance 1, Houghton, Johannesburg

- The Government Printers – the manual will be printed in the Gazette
- The head of a private body will make the manual available for public inspection during office hours and upon request