

MANUAL
In terms of Section 51 of
THE PROMOTION OF ACCESS TO INFORMATION ACT

(ACT 2 OF 2000)

("hereinafter referred to as "the Act")

of

BAYALA GAME LODGE (PROPRIETARY) LIMITED
REGISTRATION NUMBER: 2016/154477/07

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INTRODUCTION

Bayala Game Lodge (Pty) Ltd conducts the business of a guest lodge and related activities.

CONTACT DETAILS

Directors: James Fuller Craig Godfrey
Daniel Pieter Anton Louw
Derek Victor Keith Woodhouse

Information Officer: James Fuller Craig Godfrey

Postal Address: Po Box 383
Hluhluwe
Kwa-zulu Natal
3960

Street Address: Zuka Private Game Reserve
Main Road
Hluhluwe
Kwa-zulu Natal
3960

Telephone number: 035 562 0498

Fax Number: 0217940072

Email Address: godfrey@ufm.hu

DUTIES OF THE INFORMATION OFFICER IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2018 (hereinafter referred to as "POPIA")

The information officer's responsibilities include:

1. the encouragement of compliance, by the entity, with the conditions for the lawful processing of personal information;
2. dealing with requests made to the body pursuant to POPIA;
3. working with the Regulator in relation to investigations conducted pursuant to Chapter 6 in relation to the entity;
4. otherwise ensuring compliance by the body with the provisions of POPIA;
5. as may be required.

THE PROMOTION OF ACCESS TO INFORMATION ACT AND SECTION 10 GUIDE

The Act grants a requestor 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.

Requests in terms of The Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton 2041
Telephone Number:	+27-11-877 3600
Facsimile Number:	+27-11-403 0625
Website:	www.sahrc.org.za

RECORD CLASSIFICATION

BAYALA GAME LODGE (PROPRIETARY) LIMITED has implemented a system in accordance with which all of the entity's information has been classified into categories and access to such information has been established in respect of the classification of the information:

APPLICABLE LEGISLATION

No	Classification	Access
1	Public Access Document	May be Disclosed
2	Request after commencement of criminal or civil proceedings [s7]	May not be Disclosed
3	Subject to copyright	May be Disclosed
4	Personal information that belongs to the requestor of that information [s61]	Limited Disclosure
5	Unreasonable disclosure of personal information of natural person [s63(1)]	May not be Disclosed
6	Likely to harm the commercial or financial interests of third party [s64(a)(b)]	May not be Disclosed
7	Likely to harm the Close Corporation or third party in contract or other negotiations [s64(c)]	May not be Disclosed
8	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]	May not be Disclosed
9	Likely to compromise the safety of individuals or protection of property [s66]	May not be Disclosed
10	Legally privileged document [s67]	May not be Disclosed
11	Environmental testing/investigation which reveals public safety/environmental risks [s64(2); s68(2)]	May not be Refused
12	Commercial information of Private Body [s68]	May not be Disclosed
13	Likely to prejudice research and development information of the Close Corporation or a third party [s69]	May not be Disclosed
14	Disclosure in public interest [s70]	May not be Refused

SCHEDULE OF RECORDS

BAYALA GAME LODGE (PROPRIETARY) LIMITED has the following records which are not automatically available as determined in the previous paragraph:

Employee Records
Employment Contracts
Personnel Guidelines, Policies and Procedures
Financial Information
Public Corporate Records
Client Information
General Contract Documentation
Marketing Material
Guidelines, Policies and Procedures
Trade Marks
Statutory Records
General Operational Information
Internal and external correspondence

FORM OF REQUEST

To facilitate the processing of your request, kindly:

Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za.

Address your request to the Information Officer.

Provide sufficient details to enable the us to identify:

- 1) The record(s) requested;
- 2) The requester (and if an agent is lodging the request, proof of capacity);
- 3) The form of access required;
- 4) (i) The postal or email address of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 1) A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 2) If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 3) A requestor may lodge an application with a court against the tender / payment of the request fee and / or deposit.
- 4) Records may be withheld until the fees have been paid.
- 5) The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za.


JAMES FULLER CRAIG GODFREY

ANNEXURE A

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 records must be recorded below.

(b) Furnish an address and fax number in the Republic to which information must be sent.

Full name and _____

surname: 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: _____

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:

3. Any further particulars of record:

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 the exemption.

Reason for the 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 on the form of access provided for in 1 to 4 hereunder, 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) Your indication as to the required form of access depends 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 the record consists of visual images: (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	View the images		Copy the images*
			Transcription of the images *

3. If records consists of information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)

4. If recorded 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?			YES
A postal fee is payable.			NO

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 requested record is required for the exercising or protection of the aforementioned right:

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 thereof 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?

Signed at _____ this _____ day of _____ 20__

**SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE**

ANNEXURE B

FEES IN RESPECT OF PRIVATE BODIES

1. Where a private body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for production of the record in question.

2. The applicable fees for reproduction and access are as follows:

	R
• For every photocopy of an A4-size page or part thereof	1.10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0.75
• For a copy in a computer-readable form on:	
-stiffy disc	7.50
-compact disc	70.00
• For a transcription of visual images, for an A4-size page or part thereof	40.00
- For a copy of visual images	60.00
• For a transcription of an audio record, for an A4-size page or part thereof	20.00
- For a copy of an audio record	30.00
• To search for a record that must be disclosed, R30.00 per hour reasonably required for such search and preparation.	
• Where a copy of a record needs to be posted, the actual postal fee is payable.	

3. Where a private body receives a request for access to information held by a person other than the requester himself/ herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.