

SECTION 51 MANUAL FOR
RENATE BUSSIAHN t/a ECONO RECRUIT

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Introduction to Renate Bussiahn t/a Econo Recruit

Renate Bussiahn trades as Econo Recruit

Econo Recruit is based in Claremont and operates in the recruitment industry.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details [Section 51(1)(a)]

Information officer:

Renate Bussiahn renate@econorecruit.co.za

General information:

Address: No 9 Bell Road
 Harfield Village
 Claremont
 7708

Postal address: P O Box 121
 Newlands
 Cape Town
 7725

Telephone: +27 21 671 9325
Fax: +27 86 658 2590
General enquiries: renate@econorecruit.co.za
Website: www.econorecruit.co.za

2. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2003. 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)]

Income Tax Act No.95 of 1967
Harmful Business Practices Act No. 23 of 1999

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)]**

N/A

- 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)]**

Administration: (Subject)

- Correspondence (*category*)
- Founding Statement

Documentation Department

- Books

Human Resources:

N/A

Operations:

- Clients registry
- Billing records
- Tax records

Finances:

- Financial statements

iii. 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 Information Officer must notify the requester (other than a personal requester) by written notice, to pay the prescribed fee (if any) before the request can be processed [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 Renate Bussiahn t/a Econo Recruit, free of charge; and copies are available with the SAHRC and in the Gazette.

Signature.....

Signed by..... at.....

On.....day of2011