

Workinfo.com

**Workplace Performance
Technologies (Pty) Ltd**

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Vat Reg. No. 4450172582

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Introduction to Workplace Performance Technologies (Pty) Ltd

Workplace Performance Technologies (Pty) Ltd is a private company duly incorporated in terms of the Company laws of South Africa. It's primary business is the provision of human resource consulting services, recruitment and selection services, training and labour brokering. The Company also trades as Workinfo.com and owns and / or manages the following subscription based websites:

- <http://www.workinfo.com>
- <http://www.workinfo.co.za>
- <http://www.caselaw.co.za>
- <http://www.humanresources.co.za>
- <http://www.consultdirect.co.za>
- <http://www.employerassist.co.za>
- <http://www.hrexecutive.info>

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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

Details required in terms of section 51(1)(a)

Name of Body	Workplace Performance Technologies (Pty) Ltd
Head of the Body	Roland di Pasquale
Postal Address	PO Box 925 Lanseria Gauteng 1748 / PO Box 1029 Melville Gauteng 2109
Street address	3 rd Floor, Kent Place, West Wing 332 Kent Avenue Randburg
Phone Number	+27 (0)11 781 4228
Facsimile number	+27 (0)11 507 6173

Electronic mail address of
the head of the body info@workinfo.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 31 August 2005. 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)]

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
4. Copyright Act No. 98 of 1978
5. Employment Equity Act No. 55 of 1998
6. Finance Act No. 35 of 2000
7. Income Tax Act No. 95 of 1967
8. Insurance Act No 27 of 1943
9. Intellectual Property Laws Amendments Act No. 38 of 1997
10. Labour Relations Act No. 66 of 1995
11. Occupational Health & Safety Act No. 85 of 1993
12. Pension Funds Act No. 24 of 1956
13. Protection of Businesses Act No. 99 of 1978
14. Regional Services Councils Act No. 109 of 1985
15. Skills Development Levies Act No. 9 of 1999
16. Skills Development Act No. 97 of 1998
17. Tax on Retirement Funds Act No. 38 of 1996
18. Trade Marks Act No. 194 of 1993
19. Unemployment Contributions Act No. 4 of 2002
20. Unemployment Insurance Act No. 63 of 2001
21. 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)]

4.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)]

No Notice in terms of Section 52(2) of the Act has been published. Certain records are however freely available on the Company's website <http://www.workinfo.com>

4.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)]

The company keeps information on	
Administration	Company registration details VAT Certificates Income Tax, COIDA, SDL and UIF details
Personnel related issues:	Employee records, conditions of employment and company policy, address lists, etc.
Clients:	Contact information, product subscriptions, contractual agreements, usage statistics, account information, and general communication.
Suppliers:	Contact information, contractual agreements, accounting information and general communication.

The above-mentioned records are of a confidential nature and only accessible to authorised people.

4.iii. The request procedures.

For the sake of convenience and accessibility, the guidelines, forms and fee structure are posted on the SAHRC's website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations") which will contain the forms and the fee structure.

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 also available for inspection from

The Offices of Workplace Performance Technologies (Pty) Ltd located at 332 Kent Avenue, Randburg, Johannesburg
The South African Human Rights Commission
On the following website:- <http://www.workinfo.com>