

**AFRICA MASSIVE PTY LTD**

**ACCESS TO INFORMATION MANUAL**

**(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000**

**("the Act")**

The purpose of this manual is to assist people wishing to access information in terms of the Act,  
from Africa Massive Pty Ltd

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**INDEX**

- 1. Introduction.....2
- 2. Contact details.....2
- 3. The Act.....3
- 4. Applicable legislation.....5
- 5. Schedule of records.....6
- 6. Form of request.....6
- 7. Other information.....7
- 8. Purpose of Processing Client Information.....7
- 9. Measures in Place to Protect Personal Information.....7
- 10. The consideration of Requests for Access to Information.....8
- 11. Remedies available to Requesters for Information.....9

## 1. INTRODUCTION

Africa Massive Pty Ltd is a South African event management and conferencing service based at 7 Montrose Road, Barbeque Downs, Midrand, Gauteng Province.

Africa Massive Pty Ltd offers its clients event management and conferencing service whereby Africa Massive Pty Ltd, as an intermediary, sources , secures, plans and manages conferences and events per the request, scope and mandate of its clients .

## 2. CONTACT DETAILS

If a person or entity wishes to access information from Africa Massive Pty Ltd , such person or entity may use the following contact details to request the information.

Information Officer:	Angus Morton
Postal Address:	7 Montrose Road, Barbeque Downs, Midrand, Gauteng Province
Physical Address:	7 Montrose Road, Barbeque Downs, Midrand, Gauteng Province
Tel:	082 770 3855
Email:	angus@africamassive.co.za (Information Officer)

## 3. THE ACT

3.1 Section 51(1)(b) of the Act provides for the publication and availability of certain records and places an obligation on Africa Massive Pty Ltd to provide such records at the request of any person or entity.

3.2 In terms of section 9 of the Act, the objects of the Act are to:

- (a) to give effect to the constitutional right of access to- (i) any information held by the State; and (ii) any information that is held by another person and that is required for the exercise or protection of any rights;
- (b) to give effect to that right (i) subject to justifiable limitations, including, but not limited to, limitations aimed at the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance; and (ii) in a manner which balances that right with any other rights, including the rights in the Bill of Rights in Chapter 2 of the Constitution;

- (c) to give effect to the constitutional obligations of the State of promoting a human rights culture and social justice, by including public bodies in the definition of 'requester', allowing them, amongst others, to access information from private bodies upon compliance with the four requirements in this Act, including an additional obligation for certain public bodies in certain instances to act in the public interest;
- (d) to establish voluntary and mandatory mechanisms or procedures to give effect to that right in a manner which enables persons to obtain access to records of public and private bodies as swiftly, inexpensively and effortlessly as reasonably possible; and
- (e) generally, to promote transparency, accountability and effective governance of all public and private bodies by, including, but not limited to, empowering and educating everyone-
  - (i) to understand their rights in terms of this Act in order to exercise their rights in relation to public and private bodies;
  - (ii) to understand the functions and operation of public bodies;
  - and (iii) to effectively scrutinise, and participate in, decision-making by public bodies that affects their rights.

3.3 The Act grants a requester 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.

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

3.5 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:

Private Bag 2700,

Houghton

2041

Tel: 011 877 3600

Fax: 011 403 0625

Web: [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. APPLICABLE LEGISLATION

Hereunder is a list of the legislation which is applicable to the Company. (Note that this is not a closed list and other legislation may be applicable).

No.	Reference	Act
1.		
2.	No. 42 of 1965	Arbitration Act
3.	No. 75 of 1997	Basic Conditions of Employment Act
4.	No. 55 of 1998	Employment Equity Act
5.	No. 66 of 1995	Labour Relations Act
6.	No. 24 of 1936	Insolvency Act
7.	No. 95 of 1967	Income Tax Act
8.	No. 89 of 1991	Value Added Tax Act
9.	No. 25 of 2002	Electronic Communications and Transactions Act
10.	No. 2 of 2000	Promotion of Access of Information Act
11.	No. 30 of 1996	Unemployment Insurance Act
12.	No. 34 of 2005	The National Credit Act

#### 5. SCHEDULE OF RECORDS

- Public Affairs:
  - Staff / Employee information: Available
  - Product Catalogues: Available
- Accounting records
  - Financial statements: Not available
  - Management accounts: Not available

- Personal Affairs
  - Personal Information of current and past clients: Available to clients upon identity verification (including credit applications)
  - Information regarding events and conferences by Africa Massive Pty Ltd : Available to clients upon identity verification

## **6. FORM OF REQUEST**

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

6.2 Address your request to the Information Officer at the address set out above (preferably by electronic mail).

6.3 Provide sufficient details to enable Africa Massive Pty Ltd to identify:

- (a) the record(s) requested;
- (b) the requester (and if any agent is lodging the request, proof of capacity);
- (c) the form of access required;
  - (i) the postal address or fax number 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;
- (d) the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## **7. OTHER INFORMATION**

### **Prescribed fees**

7.1 A requester is required to pay the prescribed fees (R50.00) before a request will be processed.

7.2 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).

7.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.

7.4 Records may be withheld until the fees have been paid.

7.5 The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).

## **8. PURPOSE OF PROCESSING CLIENT INFORMATION**

Africa Massive Pty Ltd only processes Personal Information for the purposes of:

- 8.1 establishing your identity;
- 8.2 providing and operating the Services;
- 8.3 enabling us to contact our clients with general or personalised service-related notices and promotional messages with their consent;
- 8.4 creating aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we may use to provide and improve our respective services;
- 8.5 complying with any applicable laws and regulations;
- 8.6 keeping records of our communications with you and your communications with us;
- 8.7 providing our Clients with value-added services;
- 8.8 improving the content of our website and our products and services;
- 8.9 informing you of facts relating to your access to and use of our website;
- 8.10 informing you about any changes to our websites, our products and services, our terms of use, this privacy notice or other changes which are relevant to you in dealing with us as a supplier;
- 8.11 transacting with our third-party service providers to give effect to the performance of our Services;
- 8.12 maintaining customer records;
- 8.13 general administration;
- 8.14 employee administration;
- 8.15 financial and tax purposes;
- 8.16 legal purposes;
- 8.17 health and safety purposes;
- 8.18 visitor access monitoring purposes.

## **9. MEASURES IN PLACE TO PROTECT PERSONAL INFORMATION**

We take the security of your data seriously and therefore reasonable technical and organisational measures have been implemented to protect personal information in our possession.

We have policies and measures in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance and fulfilment of our clients' instructions and in line with their mandate.

We take every step necessary to ensure that third party service providers who process personal information for and on behalf of Africa Massive Pty Ltd apply adequate safeguards as required by the POPI Act.

## **10. THE CONSIDERATION OF REQUESTS FOR ACCESS TO INFORMATION BY AFRICA MASSIVE PTY LTD**

10.1 Once our Information Officer has acquired the PAIA request form in the correct form and upon receipt of the prescribed fee the Information Officer will consider the application and process the request within 30 days, whereafter the Information Officer will revert in writing to the requester and advise whether access to the requested information is granted or not.

10.2 Grounds for refusal of access to information will include:

10.2.1 mandatory protection of third party who is a natural person (involving considerations of proper and improper disclosure of personal information of a natural person's personal information);

10.2.2 mandatory protection of juristic persons' information (involving considerations of proper and improper disclosure of trade secrets and financial, scientific, technical and other information regarding juristic persons);

10.2.3 mandatory protection of information protected by agreements;

10.2.4 mandatory protection of the safety of individuals and the safety of property;

10.2.5 protection of any information pertaining to Africa Massive Pty Ltd and its clients which information, if disclosed, may prejudice our clients.

## **11. REMEDIES AVAILABLE TO REQUESTERS OF INFORMATION**

### **11.1 Internal Remedies**

Africa Massive Pty Ltd does not have an internal appeal procedure in relation to POPIA and PAIA. As such, the decision made by the Africa Massive Pty Ltd Information Officer and / or Deputy Information will be final in allowing or denying access to certain records and information.

### **11.2 External Remedies**

Any person dissatisfied with the Information Officer's decision may within 30 days apply to the appropriate Court with jurisdiction for relief or such person may contact the Information Regulator's office.



