

CANCER ASSOCIATION OF SOUTH AFRICA

INFORMATION MANUAL

Published in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000

Preamble

Section 51 of the Promotion of Access to Information Act No. 2 of 2000 ("the Act"), requires that we, as a private body duly incorporated in terms of the Company laws of South Africa, compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights. Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information. A copy of this manual is also available on our website www.cansa.org.za.

Introduction to the Cancer Association of South Africa

The Cancer Association of South Africa's (CANSAs) **purpose** is to lead the fight against cancer in South Africa by offering a unique, integrated service to the public which involves holistic cancer care and support to all people affected by cancer. It's **mission** is to be the preferred non-profit leader that enables research, educates the public and provides support to all people affected by cancer. CANSAs is a Section 21 Company registered not for gain.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Full Name of Company :	Cancer Association of South Africa
Registration Number :	1932/003720/08
Registered Address :	26 Concorde Road West, Bedfordview, 2007
Postal Address :	P O Box 2121, Bedfordview, 2008
Telephone Number :	011 616 7662
Fax Number :	011 622 3424
Chief Executive Officer :	Sue Janse van Rensburg
Email address :	sjvrensburg@cansa.org.za
Head: Marketing & Communication :	Lucy Balona
Email address :	lbalona@cansa.org.za
Company Secretary :	Margie Laubscher
Email address :	mлаubscher@cansa.org.za
Website :	www.cansa.org.za

2. The section 10 Guide on how to use the Act

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. Enquiries regarding the Guide can be addressed to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Private Bag 2700

Houghton

2041

Telephone: (011) 484-8300

Fax: (011) 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

3.1. Basic Conditions of Employment No. 75 of 1997

3.2. Employment Equity Act No. 55 of 1998

3.3. Income Tax Act No. 95 of 1967

3.4. Labour Relations Act No. 66 of 1995

3.5. Occupational Health & Safety Act No. 85 of 1993

3.6. Pension Funds Act No. 24 of 1956

3.7. Unemployment Contributions Act No. 4 of 2002

3.8. Unemployment Insurance Act No. 63 of 2001

3.9. Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question

4.1. 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. However, certain records are freely available on the Company's website www.cansa.org.za.

4.2. 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:

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| Administration: | - Company registration details |
| | - VAT Certificates |
| | - Income Tax, SDL and UIF details |
| Financial: | - Annual financial statements |
| Human Resources: | - Employee records, conditions of employment and company policy, address lists, etc. |
| Clients: | - Contact information, contractual agreements |
| 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.

4.3. 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 (see attached Annexure A) 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 the Cancer Association of South Africa located at 26 Concorde Road West, Bedfordview, Johannesburg
- the offices of The South African Human Rights Commission
- on the following website www.cansa.org.za.