



***Manual in terms of Section 51 of
The Promotion of Access to Information Act
(hereafter referred to as the “Act”)***

For

***TNW The Networking Warehouse Holdings (Pty) Ltd
(hereafter referred to as “TNW”)***

Registration number : 2002/004457/07

INDEX

- 1. Introduction**
- 2. Business Contact Details**
- 3. Manual and Guidelines**
- 4. Records Available in terms of the Section 52(2) of the Act**
- 5. Records that are held at the office of Business.**
- 6. Security Measures to ensure the confidentiality and privacy of the information which is to be processed.**
- 7. Denial of Access**
- 8. Prescribed Fees**
- 9. Manual Availability**

1. Introduction

The Promotion of Access to Information Act give effect to the constitutional right to access to any information held by the state and any information that is held by another person is required for the exercise or protection of any rights.

Specifically, section 51 (1) of the Act provides that within every private body concerned, the head of a private body must compile a manual that must contain information regarding the subjects and categories of records held by such private bodies.

In this context a “private body” is defined as a natural person who carries or has carried on any trade, business or profession but only in such a capacity or any partnership which carries or has carried or any trade, business or profession or any former or existing juristic person (e.g. Any company, close corporation or business trust).

TNW falls within the definition of a “private body” and this Manual has been compiled in accordance with he said provision and to fulfil the requirements of the Act.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In context, Section 9 of the Act recognises that access to the information can be limited. The limitation relates to circumstances where such release would pose a threat to the protection of privacy, commercial confidentiality, the exercising of efficient governance.

Accordingly, this manual provides reference to the records held by TNW and the processes that need to be adopted to access such records.

2. Business Contact Details

Name of Business:	TNW The Networking Warehouse Holdings (Pty) Ltd
Head of Business:	Mr. M. McKenna
Position:	Director
Financial Executive:	Mrs. S. Fouche
Postal Address:	P.O. Box 8508, Halfway House, Midrand, 1685
Street Address:	Unit 2, Midrand Junxion, Old Pretoria Main Road, Halfway House, Midrand, 1685

Telephone Number: 011 805 4111

Website: www.tnw.co.za

E-mail: Samantha@tnw.co.za

3. Manual and Guidelines

Any queries relating to this guide should be directed to the Chief Executive Office of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041.
Contact details 011 877 3600 or Fax 011 403 0625.

Copies of the Guide are also available at the following places:

- The office of the Government Communications and Information Services;
- Library of Parliament, Cape Town;
- The South African Library, Cape Town;
- Natal Society Library, Pietermaritzburg;
- The State Library in Pretoria;
- City Library Film, Video and Sound Archives, Pretoria;

Copies of the Guide are also available in all official languages at the following offices:

- All offices of the public bodies;
- All Magistrates' Offices;
- All offices of the Department of Justice and Constitutional Development;
- All Post Offices;

The Guide is also available at all offices and on the website of the South African Human Rights Commission, www.sahrc.org.za.

4. Records available in terms of Section 52(2) of the Act

Not Applicable

5. Records that are held at the offices of business

The below listed are records that are held at the business's premises, but not limited to the below:

Administration

- Correspondence
- Founding Documents
- Minutes of Meetings
- Shareholder Register
- Statutory Returns

Human Resources

- Conditions of Service

- Employee Records
- Employment Contracts
- General Correspondence
- Personnel Guidelines, Policies and Procedures
- Statutory Records
- Training Records

Operations

- Customer Registry
- Contracts
- General Correspondence
- Marketing Plans
- Marketing Records
- Sales Records
- Suppliers' Registry

Finances

- Annual Financial Statements
- Asset Register
- Banking Records
- Contracts
- Financial Transactions
- General Correspondence
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records

Information Technology

- IT Policies and Procedures

Statutory Records:

Basic Conditions of Employment 75 of 1997

Companies Act 71 of 2008

Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Consumer Protection Act 68 of 2008

Currency and Exchanges Act 9 of 1933

Debtors Collectors Act 114 of 1998

Electronic Communications and Transactions Act 25 of 2002

Income Tax Act 95 of 1967

Insolvency Act 24 of 1936

Labour Relations Act 66 of 1995

Medical Schemes Act 131 1998

Occupational Health & Safety Act 85 of 1993

National Credit Act 34 of 2005

National Road Traffic Act 93 of 1996

SA Reserve Bank Act 90 of 1989

Short Term Insurance Act 53 of 1998

Promotion of Access to Information Act 2 of 2000
Skills Development Levies Act 9 of 1999
Skills Development Act 97 of 1998
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 63 of 2001
Value-Added Tax Act 89 of 1991

Although TNW has used its best endeavours to supply you with a list of applicable legislation it is possible that the above list may be incomplete.

Wherever it comes to TNW's attention that existing or new legislation allows a requester access on a basis other than that set out in the Act, we shall update the list accordingly.

6. Security Measures Implemented To Ensure The Confidentiality And Privacy of The Information Which Is to Be Processed

- 6.1 TNW is committed to implementing leading data security safeguards.
TNW has a specialised security teams who constantly review and improve the measures to protect data subject's personal information from unauthorised access, accidental loss, disclosure, or destruction.
- 6.2 If TNW has a contract with another organisation to provide TNW with services or a service on TNW's behalf to process a data subject's personal information, TNW will make sure they have appropriate security measures and only process the information in the way the TNW has authorised them to. These organisations will not be entitled to use a data subject's personal information for their own purposes. If necessary, TNW's security teams will check them to make sure they meet the security requirements as set within.
- 6.3 Communications over the internet (such as emails) are not secure unless they have been encrypted. A data subject's communications may go through several countries before being delivered - as this is the nature of the internet. TNW cannot accept responsibility for any unauthorised access or loss of personal information that is beyond TNW's control.
- 6.4 When using our website www.tnw.co.za all personal information retained on our website will be stored on the relevant servers and will only be deleted upon request. This is in accordance with our Privacy Policy that is available on the website.



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]

The Head:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names 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:

[illegible]

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 exemption.

Reason for 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 in the form of access provided for in 1 to 4 below, 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) Compliance with your request for access in the specified form may depend 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 record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record 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? Postage is payable.	YES	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 record requested is required for the exercise 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 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 year

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