



## **ACCESS TO INFORMATION MANUAL FOR VISUAL SKILLS SCHOOL (PTY) LTD - 2011/005518/07**

**prepared in terms of the requirements of the  
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**  
(hereinafter referred to as "the Act")

### **1. INTRODUCTION**

The Promotion of Access to Information Act 2 of 2000 gives effect to the constitutional right of access to information held by a public or private body. The Act sets out the requisite procedures associated with any such requests for information. 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. Section 9 of the Act recognises that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

The aim of this manual is to assist potential requesters as to the procedure to be followed when access to information / documents from Visual Skills School (Pty) Ltd as contemplated in terms of the Act. The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

### **2. COMPANY OVERVIEW**

Visual Skills School CC was registered as a Close Corporation on 5 February 2007 with registration number 2007/023019/23 and subsequently converted to a private company under the Companies Act 61 of 1973 on 9 March 2011 with registration number 2011/005518/07 and is an authorised provider of education, skills development, photography, graphic design and related activities.

### **3. CONTACT DETAILS:**

Name of body:	Visual Skills School (Pty) Ltd
Appointed information officer:	Christine Waschefort
Address:	186 Jack Hindon Street Pretoria North 0182
Postal address:	P O Box 17863 Pretoria North 0116
Tel:	012 565 5204
Fax:	012 565 5232
E-mail:	christine@visuallskillsschool.com
Website address:	www.visuallskillsschool.com

### **4. GUIDE TO THE MANUAL AND ITS ACCESS**

At the time of the preparation of this Manual, the South African Human Rights Commission had not compiled the guide contemplated in Section 10 of the Act. It is understood that the guide is to contain such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. Therefore, any enquiries relating to this guide should be directed to the CEO of the South African Human Rights Commission, Private Bag 2700, Houghton, 2041. Telephone (011) 484 8300 or Fax (011) 484 1360. Further information may be accessed from the website [www.sahrc.org.za](http://www.sahrc.org.za).

### **4. NOTICES IN TERMS THE ACT**

At this stage no notice(s) has/have been published.

### **5. RECORDS**

**RECORDS AVAILABLE IN TERMS OF SECTION 52(2) OF THE ACT** (records available without a person having to request access)

Not applicable.

**RECORDS THAT ARE HELD IN THE OFFICES OF VISUAL SKILLS SCHOOL (PTY) LTD**

## i. Personnel Records:

- i.i As provided by employees
- i.ii Conditions of employment and employee-related contractual records

## ii. Records relating to Students

- i.i Biological details
- i.iv Progress / evaluation reports
- i.iv Transcripts
- i.v Qualifications
- i.vi Financial records

## iii. Records relating to Visual Skills School (Pty) Ltd

- i.i Financial
- i.ii Institutional information
- i.iii Statistical
- i.iv Statutory records that at present include the following:
  - Labour Relations Act 66 of 1995
  - Employment Equity Act 55 of 1997
  - Basic Conditions of Employment Act 75 of 1997
  - Companies Act 61 of 1973
  - Unemployment Insurance Act 63 of 2001
  - Income Tax Act 58 of 1962
  - Higher Education Act 101 of 1997
  - National Qualifications Framework Act 67 of 2008
- i.v Policy documents

**8. AVAILABILITY OF THE MANUAL**

In addition to the availability of this Manual at the South African Human Rights Commission, this Manual is also available on the website of Visual Skills School (Pty) Ltd. Copies may also be obtained from the Information Officer of Visual Skills School (Pty) Ltd. In respect of hard copies, any transmission costs/postage will be for the account of the requester.

**9. INFORMATION REQUEST PROCEDURE**

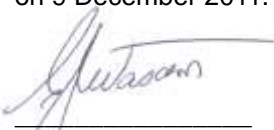
To request a document in terms of the Act, the requester must use the prescribed form. This must be submitted to the Director or the Information Officer of Visual Skills School (Pty) Ltd. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right. If the request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request.

In terms of Section 63 of the Act, the director of Visual Skills School (Pty) Ltd must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the director of Visual Skills School (Pty) Ltd must refuse a request for access to a record of the school if the record contains trade secrets; financial; commercial; scientific and technical information; the disclosure of which could harm the interests of Visual Skills School (Pty) Ltd. Access to such records will require the written permission of the third party concerned before Visual Skills School (Pty) Ltd will permit access to view.

In accordance with the above mandatory refusal grounds, the Director / Information Officer will make a decision whether to accede to a request for access to information.

Any search, reproduction, and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees.

This manual was compiled by C J Waschefort, Director / Information Officer of Visual Skills School (Pty) Ltd on 9 December 2011.




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C J Waschefort