

INKFISH DESIGN STUDIO CC t/a INKFISH DIGITAL MARKETING

CK no: 2004/043701/23

ACCESS TO INFORMATION MANUAL

(PRIVATE BODY)

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

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from INKFISH digital marketing.

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact Neil McCreddie at accounts@inkfish.digital. In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state –

- (a) the access fee (if any) to be paid upon access;
- (b) the form in which access will be given; and
- (c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must –

- (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;
- (b) exclude, from such reasons, any reference to the content of the record; and
- (c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

A. CONTENTS

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

- 1. Contact details [Section 51(1)(a)]
- 2. The section 10 Guide on how to use the Act [Section 51(1)(b)]
- 3. Records available in terms of any other legislation [Section 51(1)(d)]
- 4. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

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)]

ii. Records that may be requested [Section 51(1)(e)]

iii. The request procedures

5. Other information as may be prescribed [Section 51(1)(f)] 6. Availability of the manual [Section 51(3)]

4. Background of INKFISH digital marketing

INKFISH (established May 2004) offers digital marketing to small companies looking to take their marketing to the next level and looking to expand into the rest of the world. We enjoy working with coaches and facilitators as well as eco-friendly producers.

Our services include:

MARKETING MANAGEMENT

DESIGN

WEB MANAGEMENT

SEO

SOCIAL MEDIA

5. Organisation Details

- a. Name: INKFISH DESIGN STUDIO CC t/a INKFISH digital marketing
- b. Postal address: 3 Darling Street, Scott Estate, Hout Bay 7806 South Africa
- c. Contact details: +27 60 807 5779
- d. Website: www.inkfish.co.za

6. Details of the information officer (nominated by your organisation)

- a. Name: Neil McCreadie
- b. Postal address: 3 Darling Street, Scott Estate, Hout Bay 7806 South Africa
- c. Contact details: +353 87 395 5220

7. Section 51(1) (c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge

8. Section 51(1) (d)

The manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered.

This list is by no means exhaustive, and is intended to serve as a guide only. [Only select and include the Acts that are applicable to your organisation]

- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act no 37 of 2002
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

9. Section 51(1) (e)

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as (list all operational documents that are held by the organisation):

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Directives
- Minutes of Meetings
- Administrative information

10. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number (your organisation's contact details) provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

10.2 Availability of the Manual

This section should state where individuals can access a copy of this manual. These could be on your organisation's website; hard copies from your offices and it must be stated if there will be a fee attached to it.

10.2.1 This manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (where is it available). Copies of the manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10.3 Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

10.3.1 A fee will be required by the head (contact person) before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

10.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za