

SECTION 51 MANUAL FOR
F Gallo Springworks T/A Technical Springworks
PREPARED IN TERMS OF THE REQUIREMENTS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO 2 OF 2000
(hereinafter referred to as "the Act")

INTRODUCTION

The Promotion of Access to information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures with any 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. In that context, Section 9 of the Act recognizes 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.

PART I: CONTACT AND COMPANY DETAILS [Section 51(1)(a)]

Information Officer:

Postal Address: : P.O. Box 15076
Wadeville
1422

Telephone Number : 011 824 1167

Facsimile Number : 011 827 6975/6622

General Information:

Name of Private Body : F Gallo Springworks T/A Technical Springworks

Head of Private Body : FA Gallo

Registration No : 89/33107/23

Vat Registration No : 4660115074

Postal Address : P.O. Box 15076
Wadeville
1422

Telephone Number : 011 824 1167

Facsimile Number : 011 827 6975/6622

E-mail Address : fgallo@mweb.co.za

Website : <http://www.springworks.co.za>

PART 2: 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 Enquirer 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 web site <http://www.sahrc.org.za/>

PART 3: RECORDS

Records are 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 AT COMPANY'S HEAD OFFICE

1. Personal records
 - 1.1 As provided by employees
 - 1.2 Conditions of employment and employee-related contractual records
2. Records relating to customers

3. Records relating to **F Gallo Springworks T/A Technical Springworks**

- Incorporation Documents and Records
- Financial Documents and Records
- Operational Documents and Records
- Safety Records
- Information Technology Records

4. Statutory records that at present include the following:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Income Tax Act No. 95 of 1967
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Occupational Health & Safety Act No. 85 of 1993

PART 4: INFORMATION REQUEST PROCEDURE

To request a document in terms of the Act, the requester must complete the prescribed form. This must be submitted to the M.D. of **F Gallo Springworks T/A Technical Springworks** or the Information Officer of **F Gallo Springworks T/A Technical Springworks**. The requester must provide sufficient detail to enable the company to identify the record and the requester. The requester must identify the right that 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 head of **F Gallo Springworks T/A Technical Springworks** 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 head of **F Gallo Springworks T/A Technical Springworks**, if the record contains; trade secrets, financial, commercial scientific and technical information, the disclosure of which could harm the interests of **F Gallo Springworks T/A Technical Springworks**. Similarly, in terms of section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by **F Gallo Springworks T/A Technical Springworks** access to such records will require the written permission of the third party concerned before **F Gallo Springworks T/A Technical Springworks** will permit access to view

In accordance with the above mandatory refusal grounds, the M.D./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.

PART 5: MANUAL AVAILABILITY

In accordance to the availability of this manual at the South African Human Rights Commission, Copies may also be obtained from the Information Officer of **F Gallo Springworks T/A Technical Springworks**. In respect of hard copies, any transmission costs/postage will be for the account of the requester