

## WHC PAIA MANUAL

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Version:	1	Authorisation
Date:	June 2021	A.A. Farrell

## WHC PAIA MANUAL

### 1 INTRODUCTION

- 1.1 Welcome to our Access to Information Manual. We are Wits Health Consortium (Pty) Ltd (Registration number 1997/015443/07) (herein after WHC / we / us) and this is our plan of action when it comes to requests for access to information that is held by us. This document will help you exercise your right to access to information as provided for by section 51 of the Promotion to Access of Information Act 2 of 2000 (PAIA).
- 1.2 References to WHC will include each of WHC's divisions and be applicable to information held by WHC and its divisions as provided for herein.
- 1.3 Its purpose is to help you access our information and any other information that we have. PAIA requires us to make it available to you so that you:
- 1.3.1 know what types of information we have; and
- 1.3.2 can request access to it.

### 2 OUR DETAILS

- 2.1 Our details are as follows:

<b>Company name:</b>	Wits Health Consortium (Pty) Ltd
<b>Registration number:</b>	1997/015443/07
<b>Postal address:</b>	Postnet Suite 189, Private Bag X 2600, Houghton, Gauteng, 2041
<b>Physical address:</b>	31 Princess of Wales Terrace, Parktown, Johannesburg, Gauteng, 2193
<b>Phone number:</b>	011 274 9200
<b>Default Information officer:</b>	Alfred Farrell
<b>Appointed Information officer</b>	Adél Venter
<b>Information officer email:</b>	<a href="mailto:ceo@witshealth.co.za">ceo@witshealth.co.za</a> / <a href="mailto:popia@witshealth.co.za">popia@witshealth.co.za</a>
<b>Contact email:</b>	<a href="mailto:ceo@witshealth.co.za">ceo@witshealth.co.za</a> / <a href="mailto:popia@witshealth.co.za">popia@witshealth.co.za</a>
<b>Website:</b>	<a href="https://www.witshealth.co.za">https://www.witshealth.co.za</a>

### 3 FURTHER GUIDANCE

- 3.1 If you would like further guidance on how you can get access to information under PAIA, you may contact the Information Regulator to find out more information about PAIA.
- 3.2 They have a guide in each official language of South Africa on how to exercise any right under PAIA, under section 10 of the Act. The Information Regulators's contact details are as follows:

<b>Phone number:</b>	010 023 5200 or 010 023 5207
<b>Fax number:</b>	011 403 0668
<b>Postal address:</b>	P.O Box 3153, Braamfontein, Johannesburg, 2017
<b>Physical address:</b>	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
<b>Website:</b>	<a href="https://www.justice.gov.za/inforeg/index.html">https://www.justice.gov.za/inforeg/index.html</a> and <a href="http://www.sahrc.org.za/index.php/understanding-paia">http://www.sahrc.org.za/index.php/understanding-paia</a>
<b>General e-mail:</b>	<a href="mailto:inforeg@justice.gov.za">inforeg@justice.gov.za</a>
<b>Complaints email:</b>	<a href="mailto:complaints.IR@justice.gov.za">complaints.IR@justice.gov.za</a>

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### 4 RECORDS WE HOLD

4.1 We hold the following subjects and categories of records:

- 4.1.1 Company records;
- 4.1.2 Business records;
- 4.1.3 Financial records;
- 4.1.4 Health records;
- 4.1.5 Transcript / Academic Record as maybe applicable to divisions;
- 4.1.6 Insurance records;
- 4.1.7 Applicant records;
- 4.1.8 Personnel records;
- 4.1.9 Participants of Studies and Clinical Trials records;
- 4.1.10 Policies and directives;
- 4.1.11 Agreements or contracts;
- 4.1.12 Regulatory documents;
- 4.1.13 Published information;
- 4.1.14 Reference materials.

4.2 Please note that records that are 'not automatically available,' must be requested using the process outlined in the 'How to request access' section of this manual.

#### 4.3 Company records

4.3.1 Company records are all our records related to the incorporation and administration of our company. Some of them are available from the Companies and Intellectual Property Commission (CIPC).

<b>Memorandum of incorporation</b>	Automatically available from CIPC
<b>Directors' names</b>	Automatically available from CIPC
<b>Documents of incorporation</b>	Automatically available from CIPC
<b>Minutes of board of directors' meetings</b>	Not automatically available
<b>Written resolutions</b>	Not automatically available
<b>Records relating to appointment of directors, auditor, secretary, public officer, or other officers</b>	Not automatically available
<b>Share register and other statutory registers</b>	Not automatically available
<b>Other statutory records</b>	Not automatically available

#### 4.4 Business records

4.4.1 Business records include any documents that have economic value to the business.

<b>Operational records</b>	Not automatically available
<b>Databases</b>	Not automatically available
<b>Published works</b>	Not automatically available
<b>Internal correspondence</b>	Not automatically available
<b>Product records</b>	Not automatically available

#### 4.5 Financial records

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4.5.1 Financial records are all our records related to our finances.

<b>Financial statements</b>	Not automatically available (NDA required)
<b>Tax returns</b>	Not automatically available
<b>Other documents relating to taxation of the company</b>	Not automatically available
<b>Accounting records</b>	Not automatically available
<b>Banking records</b>	Not automatically available
<b>Banking details</b>	Automatically available on request
<b>Bank statements</b>	Not automatically available
<b>Electronic banking records</b>	Not automatically available
<b>Paid cheques</b>	Not automatically available
<b>Asset register</b>	Not automatically available
<b>Rental agreements</b>	Not automatically available
<b>Invoices</b>	Not automatically available
<b>Financial agreements</b>	Not automatically available

### 4.6 Insurance records

4.6.1 Insurance records are all our records related to our insurable assets.

<b>Insurance policies held by the company</b>	Not automatically available
<b>Register of all immovable property owned by the company</b>	Not automatically available

### 4.7 Income tax records

4.7.1 Income tax records are all our records related to our income tax obligations.

<b>PAYE Records</b>	Not automatically available
<b>Corporate tax records</b>	Not automatically available
<b>Customs tax</b>	Not automatically available
<b>Documents issued to employees for income tax purposes</b>	Not automatically available
<b>Records of payments made to SARS on behalf of employees</b>	Not automatically available
<b>VAT records</b>	Not automatically available
<b>Regional Services Levies</b>	Not automatically available
<b>Skills Development Levies</b>	Not automatically available
<b>UIF</b>	Not automatically available
<b>Workmen's Compensation</b>	Not automatically available

### 4.8 Personnel records

4.8.1 Personnel records are all our records about anyone who works for us, provides services to us, or provides services on our behalf and who receives or is entitled to receive remuneration, including our employees, contractors, and other personnel.

<b>List of employees</b>	Not automatically available
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<b>Employee personal information</b>	Not automatically available
<b>Employee employment contracts</b>	Not automatically available
<b>Employment policies and procedures</b>	Not automatically available
<b>Employment Equity Plan</b>	Not automatically available
<b>Medical aid records</b>	Not automatically available
<b>Pension and provident fund records</b>	Not automatically available
<b>Salaries of employees</b>	Not automatically available
<b>Leave records</b>	Not automatically available
<b>Internal evaluations</b>	Not automatically available
<b>Disciplinary records</b>	Not automatically available
<b>Disciplinary codes</b>	Not automatically available
<b>Training records</b>	Not automatically available
<b>Operating manuals</b>	Not automatically available
<b>Personal records provided by personnel</b>	Not automatically available
<b>Other statutory records</b>	Not automatically available
<b>Related correspondence</b>	Not automatically available

### 4.9 Policies and directives

4.9.1 Policies and directives include both internal and external documents.

<b>Internal relating to employees and the company</b>	Not automatically available
<b>External relating to clients and other third parties</b>	Not automatically available
<b>Information technology systems and documents</b>	Not automatically available

### 4.10 Agreements or contracts

4.10.1 Agreements or contracts include the documents themselves and all related documents.

<b>Standard Agreements</b>	Not automatically available
<b>Contracts concluded with customers</b>	Not automatically available
<b>NDA's</b>	Not automatically available
<b>Letters of Intent, MOUs</b>	Not automatically available
<b>Third party contracts (such as JV agreements, VAR Agreements, etc.)</b>	Not automatically available
<b>Office management contracts</b>	Not automatically available
<b>Supplier contracts</b>	Not automatically available

### 4.11 Regulatory documents

4.11.1 Regulatory documents include any documents required to comply with any laws.

<b>Permits</b>	Not automatically available
<b>Licences</b>	Not automatically available
<b>Authorities</b>	Not automatically available

### 4.12 Published information

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4.12.1 Published information includes any document that we prepare and produce.

<b>External newsletters and circulars</b>	Automatically available
<b>Internal newsletters and circulars</b>	Not automatically available
<b>Information on the company published by third parties</b>	Not automatically available

### 4.13 Customer information

4.13.1 Customer information includes any information about anyone that we provide goods or services to.

<b>Customer details</b>	Not automatically available
<b>Contact details of individuals within customers</b>	Not automatically available
<b>Communications with customers</b>	Not automatically available
<b>Sales records</b>	Not automatically available
<b>Transactional information</b>	Not automatically available
<b>Marketing records</b>	Not automatically available

### 4.14 Reference materials

4.14.1 Reference materials include any sources of information that we contribute to.

<b>Books</b>	Not automatically available
<b>Newsletters and journals articles</b>	Not automatically available
<b>Magazines</b>	Not automatically available
<b>Newspaper articles</b>	Not automatically available

## 5 INFORMATION WE HOLD TO COMPLY WITH THE LAW

5.1 We hold records for the purposes of PAIA in terms of the following main laws, among others:

- 5.1.1 Basic Conditions of Employment Act 75 of 1997;
- 5.1.2 Broad Based Black Economic Empowerment Act No. 53 of 2003;
- 5.1.3 Companies Act 61 of 1973;
- 5.1.4 Companies Act 71 of 2008;
- 5.1.5 Compensation for Occupational Injuries and Disease Act 130 of 1993;
- 5.1.6 Competition Act 89 of 1998;
- 5.1.7 Consumer Protection Act 68 of 2008;
- 5.1.8 Copyright Act 98 of 1978;
- 5.1.9 Electronic Communications Act 36 of 2005
- 5.1.10 Electronic Communications and Transactions Act 25 of 2002;
- 5.1.11 Employment Equity Act 55 of 1998;
- 5.1.12 Financial Intelligence Centre Act 38 of 2001;
- 5.1.13 Higher Education Act 101 of 1997
- 5.1.14 Income Tax Act 58 of 1962;
- 5.1.15 Labour Relations Act 66 of 1995;
- 5.1.16 National Credit Act 34 of 2005;

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- 5.1.17 National Health Act 61 of 2003;
- 5.1.18 Occupational Health and Safety Act 85 of 1993;
- 5.1.19 Protection of Personal Information Act 4 of 2013;
- 5.1.20 Regulation of Interception of Communications and Provision of Communication related Information Act 70 of 2002;
- 5.1.21 Skills Development Act 97 of 1998;
- 5.1.22 Skills Development Levies Act 9 of 1999;
- 5.1.23 Unemployment Insurance Act 63 of 2001;
- 5.1.24 Unemployment Insurance Contributions Act 4 of 2002; and
- 5.1.25 Value Added Tax Act 89 of 1991.

## 6 HOW TO REQUEST ACCESS

- 6.1 We have authorised and designated our information officer to deal with all matters relating to PAIA in order to comply with our obligations in terms of PAIA. To request access to a record, please complete Form C which is available from, and which is attached hereto as **Annexure A** for ease of reference:
- 6.1.1 the SAHRC website at <http://www.sahrc.org.za/index.php/understanding-paia> at this link: <http://www.sahrc.org.za/home/21/files/Form%20C.doc%20August%202013.doc>; or
  - 6.1.2 the Department of Justice and Constitutional Development website at <https://www.justice.gov.za/> at this link: [https://www.justice.gov.za/forms/paia/J752\\_paia\\_Form%20C.pdf](https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf).
- 6.2 Please submit the completed form to our information officer together with the relevant request fee (details here: <http://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>) at our information officer's email address or our physical address in terms of our details provided above. Please ensure that the completed form:
- 6.2.1 has enough information for the information officer to identify you, the requested records, and which form of access you require;
  - 6.2.2 specifies your email address, postal address, or fax number;
  - 6.2.3 describes the right that you seek to exercise or protect;
  - 6.2.4 explains why you need the requested record to exercise or protect that right;
  - 6.2.5 provides any other way you would like to be informed of our decision other than in writing; and
  - 6.2.6 provides proof of the capacity in which you are making the request if you are making it on behalf of someone else (we will decide whether this proof is satisfactory).
- 6.3 If you do not use the standard form, we may:
- 6.3.1 reject the request due to lack of procedural compliance;
  - 6.3.2 refuse it if you do not provide sufficient information; or
  - 6.3.3 delay it.

## 7 GROUNDS FOR REFUSAL

- 7.1 We may have to refuse you access to certain records in terms of PAIA to protect:
- 7.1.1 someone else's privacy;
  - 7.1.2 another company's commercial information;
  - 7.1.3 someone else's confidential information;

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- 7.1.4 the safety of individuals and property;
- 7.1.5 records privileged from production in legal proceedings; or
- 7.1.6 research information.

- 7.2 We will notify you in writing whether your request has been approved or denied within 30 calendar days after we have received a completed request for access form. If we cannot find any requested record or it does not exist, then we will notify you by way of affidavit that it is not possible to give access to that particular record.

### 8 HOW WE WILL GIVE YOU ACCESS

- 8.1 We will evaluate and consider all requests to us in terms of PAIA. If we approve your request for access to our records, then we will decide how to provide access to you – unless you have asked for access in a specific form. Publication of this manual does not give rise to any rights to access information records, except in terms of PAIA.

### 9 HOW MUCH IT WILL COST YOU

- 9.1 You must pay us a request fee as required by law when submitting a request for access to information. The prescribed fees are as set out in the Fee Schedule which is available from <http://www.sahrc.org.za/index.php/understanding-paia> at this link: <http://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>.
- 9.2 You must pay us the fees before we will hand over any information. You may have to pay a further access fee if we grant the request for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

### 10 HOW WE PROCESS AND PROTECT PERSONAL INFORMATION

- 10.1 We process the personal information of various categories of people for various purposes as set out in this clause.

#### 10.2 Categories of people

10.2.1 We process the personal information of the following categories of people:

- 10.2.1.1 applicants and employees;
- 10.2.1.2 Participants of Studies and Clinical Trials;
- 10.2.1.3 Principal Investigators and Study Staff;
- 10.2.1.4 juristic persons;
- 10.2.1.5 Funders;
- 10.2.1.6 Sponsors;
- 10.2.1.7 Donors;
- 10.2.1.8 Visitors to our premises;
- 10.2.1.9 recruiters providing services related to employees;
- 10.2.1.10 contractors, vendors, or suppliers;
- 10.2.1.11 children and their guardians;
- 10.2.1.12 debtors and creditors;

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10.2.1.13 directors and shareholders.

### 10.3 Purposes

10.3.1 We process the personal information for:

- 10.3.1.1 the administration and maintenance of records relating to its employees, Donors, Funders and Sponsors;
- 10.3.1.2 purposes of management planning, forecasting, research, and statistical analysis;
- 10.3.1.3 audit and record keeping purposes;
- 10.3.1.4 research purposes in accordance with the Informed Consent Form of the Study Participant, which will relate to the purpose of the Clinical Trial or research study;
- 10.3.1.5 adherence to requirements made by law;
- 10.3.1.6 response to queries relating to employee education, employment, employment history or related matter.
- 10.3.1.7 better understanding our data subjects' needs when doing so;
- 10.3.1.8 keeping our data subject records up to date;
- 10.3.1.9 managing employees in general;
- 10.3.1.10 managing supplier contracts in general;
- 10.3.1.11 managing Funders and Sponsors in general;
- 10.3.1.12 managing customer credit in general;
- 10.3.1.13 protecting the security and functionality of our websites in general (monitor customer accounts, investigate and/or report fraud etc.);
- 10.3.1.14 communicating with data subjects for legitimate business purposes;
- 10.3.1.15 processing Donor / Funder / Sponsor / certain Governmental Department (such as the Department of Health) requests or complaints; and
- 10.3.1.16 processing personal information of employees for forensic purposes.

10.3.2 WHC does not collect or process the Data Subject's personal information for marketing purposes.

### 10.4 Categories of personal information

10.4.1 We process many different categories of personal information, including:

- 10.4.1.1 contact details, such as phone numbers, physical and postal addresses, and email addresses;
- 10.4.1.2 personal details, such as names and ages; date of birth; identity numbers;
- 10.4.1.3 demographic details, such as race; gender; pregnancy; marital status; national, ethnic, or social origin;
- 10.4.1.4 colour;
- 10.4.1.5 conscience, belief, culture, language, and birth of the person;
- 10.4.1.6 work experience;
- 10.4.1.7 education information;

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- 10.4.1.8 online identifiers;
- 10.4.1.9 health information such as measurements and personal characteristics (weight, height, blood pressure, heart rate); sexual orientation; physical or mental health; well-being; disability;
- 10.4.1.10 biometric information;
- 10.4.1.11 account numbers;
- 10.4.1.12 background information, including criminal history;
- 10.4.1.13 contract information;
- 10.4.1.14 credit information;
- 10.4.1.15 market intelligence information;
- 10.4.1.16 learner information; and
- 10.4.1.17 debt and debtor information.

### 10.5 Third-party disclosures

10.5.1 We give the following people personal information that we process in the ordinary course of business to fulfil our legal and / or contractual obligations:

- 10.5.1.1 contractors, vendors, or suppliers;
- 10.5.1.2 Funders, Donors and / or Sponsors;
- 10.5.1.3 Medical Aid(s);
- 10.5.1.4 Hospitals, clinics, laboratories;
- 10.5.1.5 Universities or other Education Partners;
- 10.5.1.6 Government Institutions;
- 10.5.1.7 SARS;
- 10.5.1.8 agents/affiliates, distributors;
- 10.5.1.9 operators, other responsible parties, or co-responsible parties; and
- 10.5.1.10 third party vendors (such as software developers) to help us maintain our services.

### 10.6 Cross-border transfers

10.6.1 We send personal information outside of South Africa to various countries – the United States of America, European Union, and many countries across Africa. We will only transfer data to other countries who have similar or more stringent privacy laws to South Africa's, or recipients who can guarantee the protection of personal information to at least the same standard required in South Africa.

### 10.7 Security

- 10.7.1 We secure data by maintaining reasonable measures to protect personal information from loss, misuse, and unauthorized access, disclosure, alteration, and destruction.
- 10.7.2 We also take reasonable steps to keep personal information accurate, current, complete, confidential, and reliable for its intended use.

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10.7.3 Our security measures are in line with industry practice and include the provision of a secure technology infrastructure, policies, procedures, and training to ensure that all data is protected and managed responsibly and that include but are not limited to:

- 10.7.3.1 Management Controls: Security Awareness Training; Prevention Inspections; Security Incident Monitoring and Handling;
- 10.7.3.2 Physical Controls: Access controlled Server Room; Equipment is placed in secure spaces in offices away from general office traffic; Power Distribution Systems reduce the potential for data loss during power surges;
- 10.7.3.3 Logical Controls: Accounts are managed through access control, authentication measures, password maintenance and permission control reducing the opportunity for unauthorised access.

### 11 REMEDIES

11.1 If your request for access is denied, you may:

- 11.1.1 apply to a court with appropriate jurisdiction, or
- 11.1.2 lodge a complaint with the Information Regulator, for the necessary relief.

### 12 AVAILABILITY OF THIS MANUAL

12.1 This manual is available in English and will be available on our website, and at our company offices. The manual is also electronically available on our website at: [www.witshealth.co.za](http://www.witshealth.co.za).

### 13 UPDATES TO THIS MANUAL

13.1 This manual will be updated whenever we make material changes to the current information.

### 14 IMPLEMENTATION AND EFFECT

14.1 This policy will come into effect on the date of signature of the CEO and shall remain in effect until it is reviewed by the Company.

14.2 The Company shall be entitled to amend or change the policy at its sole discretion.

### 15 DULY AUTHORISED BY

  
 A.A. FARRELL  
 Chief Executive Officer

### 16 FORMS

16.1 Annexure A

<b>Approval date:</b>	1 July 2021
<b>Next review date:</b>	1 July 2022

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J752

REPUBLIC OF SOUTH AFRICA

**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]**

**A. Particulars of private body**

The Head:

[Large empty rectangular box for providing details of the private body's 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: [Grid of 13 boxes]  
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: .....  
Identity number: [Grid of 13 boxes]

**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:

.....

.....

.....

.....

.....

**FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

**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: <input style="width: 90%;" type="text"/>	Form in which record is required: <input style="width: 90%;" type="text"/>
Mark the appropriate box with an <b>X</b> .	
<p><b>NOTES:</b></p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

<b>1. If the record is in written or printed form:</b>				
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>				
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>
			transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>				
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>				
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>
			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 <input type="checkbox"/>	NO <input type="checkbox"/>
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**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:

.....

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.....

.....

**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