



## **PEACEFORCE SECURITY GROUP**

### **Registration Numbers:**

**Peaceforce Security CC: CK 89/06945/23**

**Peaceforce Security (Cape) CC: CK  
93/32008/23**

**MANUAL IN TERMS OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT 2 OF 2000**

**Revised: 28 August 2003**

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**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT  
2 OF 2000 ("the Act").**

**Overview:**

Peaceforce Security Group is a private provider of security and guarding systems and services.

**1. Contact Details**

**1.1 Name of Body**

Peaceforce Security Group is comprised of the following legal entities:

Peaceforce Security CC: Reg. No: CK 89/06945/23

Peaceforce Security (Cape) CC: Reg. No: CK 93/32008/23

**1.2 Head of Body**

Geoff Capstickdale (Member and Chief Executive) who has delegated his authority for the purposes of this manual to Fabio Adinolfi (Group Accountant), who for the purposes of this manual, will be called the Information Officer.

**1.3 Postal and Street address of Information Officer**

PO Box 4460

Johannesburg

2000

100 Davies Street

Doornfontein

Johannesburg

2094

**1.4 Contact numbers for Information officer**

Tel: +27 11 402 1835

Fax: +27 11 402 0531

**1.5 Electronic mail address of the Information officer**

[fabioa@peaceforce.co.za](mailto:fabioa@peaceforce.co.za)

**1.6 Website**

<http://www.peaceforce.co.za>

**2. The South African Human Rights Commission (SAHRC) guide to the Act in terms of *section 10(1) [section 51(1)(b)]***

The Promotion of Access to Information Act ("the Act") requires the South African Human Rights Commission to compile a guide in terms of section 10(1) of the Act. This guide is to help people understand the provisions of the Act, its objects and how to make use of the provisions in the Act.

With effect from August 2005, any queries regarding this guide can be addressed directly to the SAHRC at:

The South African Human Rights Commission: PAIA Unit

Private Bag 2700

Houghton

2041

Tel: +27 011 484 8300

Fax: +27011 484 0582

Website: <http://www.sahrc.org.za/>

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**3. Records kept by Peaceforce Security Group in terms of legislation [*section 51(d)*]**

Peaceforce Security Group is required in terms of certain statutes to keep particular records referred to therein. Records are kept in respect of the following legislation:

Basic Conditions of Employment Act 75 of 1997

Companies Act 61 of 1973

Close Corporations Act 69 of 1984

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Criminal Procedure Act 51 of 1977

Employment Equity Act 55 of 1998

Firearms Control Act of 2000

Income Tax Act 95 of 1967

Labour Relations Act 66 of 1995

Manpower Training Act 56 of 1981

National Road Traffic Act 93 of 1996

**Occupational Health and Safety Act 85 of 1983**

**Pension Funds Act 24 of 1956**

**Private Security Industry Regulation Act 2001**

**Regional Services Councils Act 109 of 1985**

**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**

**4. Subject and Categories of records held by Peaceforce Security Group [Section 51(e)]**

**4.1 Peaceforce Security Group keeps certain records relating to the following broad categories:**

**Finance and Administration**

**Human Resources**

**Contractual Relationships**

**Client Care Information**

**Quality**

**Products and services offered and provided by the company**

**Operational and strategic management issues**

**4.2 The above records are kept in respect of:**

**Employees**

**Clients**

**Suppliers**

**Contractors**

**5. Peaceforce Security Group records which are available without having to request access in terms of section 52(2) [Section 51(1)(c)]**

**The Corporation has not published a section 52(2) notice.**

**The Corporation's web page (<http://www.peaceforce.co.za>) is accessible to anyone who has access to the Internet. The web page contains marketing information.**

## **6. Availability of the Manual [Section 51(3)]**

This manual is available for inspection at the offices of the Information Officer of Peaceforce Security Group and is accessible on the Corporation's web page (<http://www.peaceforce.co.za>). Copies will be available with the SAHRC and an abbreviated manual will be published in the Government Gazette by August 2005.

## **7. Making a request in terms of the Act**

### **The process**

**7.1 The first step in the process is to obtain the "Request Form".**

**7.2 You will be able to get the form together with a list of applicable fees from the head office of Peaceforce Security Group. These fees must be paid before access to a record will be allowed. You will be informed of the amount of your fees once you have submitted your request. The Minister may exempt certain persons from having to pay the fees referred to in the Act. To date, no such exemptions have been published.**

**7.3 Once you have filled in the form you need to submit it.**

**7.4 If the record you have requested exists, and allowing access to it does not affect a third party, your request will be processed within 30 days.**

**7.5 This period may be extended ONCE for a further 30 days if:**

**7.5.1. The request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Peaceforce Security Group;**

**7.5.2. The request requires a search for records in, or collection thereof from, an office of Peaceforce Security Group not situated in the same town or city as the office of the information officer and this search cannot reasonably be completed within the original 30 days;**

**7.5.3. Consultation among divisions of Peaceforce Security Group or with another private body is necessary or desirable to decide upon the request and this consultation cannot reasonably be completed within the original period;**

**7.5.4. More than one of the circumstances contemplated in paragraphs 7.5.1-3 exist in respect of the request and compliance with the original period is not reasonably possible; or**

**7.5.5. The requester of information consents in writing to such extension.**

- 7.6** There are various grounds upon which your request for access to a record may be refused. They are:
- 7.6.1.** The protecting of personal information of a third person (who is a natural person) from unreasonable disclosure;
- 7.6.2.** The protecting of commercial information of a third party. (For example trade secrets, financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- 7.6.3.** Refusing access to a record if disclosure would result in the breach of a duty of confidence owed to a third party.
- 7.6.4.** Refusing access to a record if it would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person.
- 7.6.5.** Refusing access to a record that was produced during legal proceedings, unless that legal privilege has been waived.
- 7.6.6.** Refusing access to a record containing trade secrets, financial or sensitive information or any information that would put Peaceforce Security Group or its operating divisions at a disadvantage in negotiations or prejudice it in commercial competition.
- 7.6.7.** Refusing access to a record containing information about research being carried out or about to be carried out on behalf of a third party or by Peaceforce Security Group or its operating divisions.
- 7.7** Section 70 of the Act contains an overriding provision. Disclosure is compulsory if it would reveal a substantial contravention of, or failure to comply with the law, or imminent and serious public safety or environmental risk AND the public interest in the disclosure of the record clearly outweighs the harm contemplated by its disclosure.
- 7.8** If your request does affect a third party then we will first need to inform the third party within 21 days of us receiving your request. By this we mean that if the record you request affects any third party in any way, that third party will have to be informed that you are requesting access to the above record.
- 7.9** The third party then has 21 days to make representations and/or submissions regarding the granting of access to the record.
- 7.10** Once the information officer of Peaceforce Security Group has considered / heard all the submissions, he will make a decision as to whether or not access to the record will be granted. If he decides that access is granted, you must then be granted access to the record within thirty days of being informed of the decision.
- 7.11** If the information officer does not grant you access to the record you are entitled to appeal the decision. You must receive proper reasons as to why the request was refused. You need to lodge your appeal in the High Court.

7.12 If the information officer does decide to grant you access to the record, the third party that has been affected has thirty days in which to appeal the decision – also in the High Court. If no appeal is lodged by the third party within 30 days, you must be granted access to the record.

## 8. Other information

The schedule below outlines the time-periods, which are applicable to this Act. This will enable you to understand the process whereby requests for access to records are considered and the time periods involved.

SECTION OF THE ACT	DESCRIPTION OF ACTIVITY	TIME PERIOD
56	Information officer to decide whether to grant request for access to record that does not relate to a third party and notify requester.	Within 30 days after the request has been received.
57	Information officer to notify third party of an extension of the 30 day time period with reasons for the extension.	Within 30 days of receiving the request (this may only be done <u>once</u> and only for the reasons in this section).
71	Information officer to notify third party of request for access to information that relates to him/her.	Within 21 days of request for access to record affecting the third party has been received.
71	Third party to give written consent or written/oral submissions to information officer.	Within 21 days of being informed by the information officer of the request for access to the record.
73	Information officer to make a decision about the granting of access to a record which relates to a third party and notify third party and requester.	30 days after every third party has been informed of the request.
73	Information officer to give requester access to the record if a decision has been made to grant access.	Within 30 days of notifying requester of the decision to allow access.
74	If access to a record is denied, the requester has 30 days in which to lodge an application at court to appeal against the refusal.	30 days from date of notification by information officer of decision.

74	If access to a record which affects a third party is granted, third party may lodge an application to court to appeal decision of information officer within 30 days.	Within 30 days of notification by the information officer of the decision.
71	If no appeals lodged by third party, information officer must give access to the record.	Within 30 days of notification by information officer of third party.

Should you have any queries regarding the use of this manual, please do not hesitate to contact the Information Officer.

**Geoff Capstickdale**  
**Member & Chief Executive**  
**Peaceforce Security Group**

## Prescribed Fees

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

Item	Description	Fee (Rand)
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

Item	Description	Fee (Rand)
(a)	For every photocopy of an A4-size page or part thereof	1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c)	For a copy in a computer-readable form on -	

	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00 60,00
	(ii) For a copy of visual images	
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00 30,00
	(ii) For a copy of an audio record	
(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	R30,00 / hour

5. For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

6. The actual postage is payable when a copy of a record must be posted to a requester.

**Prescribed forms**

**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:

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**B. Particulars of person requesting access to the record**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Fax number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

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**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: \_\_\_\_\_

**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:

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**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 hereunder, state your disability and indicate in which form the record is required.*

Disability:	Form in which record is required:
<p>Mark the appropriate box with an <b>X</b>.</p> <p>NOTES:</p> <ul style="list-style-type: none"><li>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</li><li>(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.</li><li>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</li></ul>	

<b>1. If the record is in written or printed form:</b>			
	Copy of record*		inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	View the images		Copy of the images* transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>			
	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?			YES
<b>Postage is payable.</b>			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:

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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?

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of 20\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE