

SECTION 51 MANUAL FOR The Pixel Zoo Information Technology and Design CC

A. CONTENTS

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
 1. Introduction to The Pixel Zoo Information Technology and Design CC
 2. Contact details [*Section 51(1)(a)*]
 3. The section 10 Guide on how to use the Act [*Section 51(1)(b)*]
 4. Records available in terms of any other legislation [*Section 51(1)(d)*]
 5. 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
 6. Other information as may be prescribed [*Section 51(1)(f)*]
 7. Availability of the manual [*Section 51(3)*]

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Introduction to The Pixel Zoo Information Technology and Design CC

The Pixel Zoo deals with *information* - whether it be its representation through a graphic, a multimedia application, or its management through technology. Established in 2002 by Grant Glover and Hannah Williams, The Pixel Zoo combines the fields of Information Technology and Information Design to provide our clients with realistic solutions for their communication needs.

Information Design

Our Information Design department offers innovative internal and external communication solutions through various media. The creative process is managed by Laura Glover who has completed a degree in Information Design at the University of Pretoria and has experience in the design industry.

The Pixel Zoo offers the following Design services:

- Print and Packaging Design
- Website Design, Hosting and Search Engine Optimisation
- Electronic Newsletter Design and Distribution
- Corporate Presentations and Multimedia Applications
- Corporate Identity Design
- Creative Facilitation and Idea Generation
- Ad Hoc Design

We at 'The Zoo' value our clients and strive to build lasting relationships based upon a foundation of integrity and trust. Dialogue is important to us, so don't hesitate to contact us should you need anything at all.

2. Contact details [Section 51(1)(a)]

Street/Postal Address

The Cottage
57 saint Patrick rd
Houghton Estate
Johannesburg
2198

Telephone Number

+27 11 487 3376

Fax Number

+27 86 511 6158

Electronic Mail Address

contact@pixelzoo.co.za

3. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission by not later than August 2004. Please direct any queries to:

***The South African Human Rights Commission:
PAIA Unit - The Research and Documentation Department***

Postal address: Private Bag 2700
Houghton
2041
Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: P AIA@sahrc.org.za

4. Records available in terms of any other legislation [Section 51(1)(d)]

Close Corporations Act No. 69 of 1984
Companies Act No. 61 of 1973
Value Added Tax Act No. 89 of 1991
Income Tax Act No. 95 of 1967
Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
Financial Intelligence Center act No. 38 of 2001
Regional Services Councils Act No. 109 of 1985
Skills Development Levies Act No. 9 of 1999

5. 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)]**
- Not Applicable
- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**
- Administration – Business Documents
- Contracts employment/suppliers
- Application Forms
- CK Documents
- copies of ID Documents
- previous statements
- mission
- iii. **The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

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

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

6. Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. Availability of the manual [Section 51(3)]

The manual is available for inspection at the offices of The Pixel Zoo Information Technology and Design CC, The SAHRC, and on The Pixel Zoo's website (www.pixelzoo.co.za)