



# ARTISAN TRAINING INSTITUTE

## PAIA Manual

In terms Section 51 of  
The Promotion of Access to Information Act  
2/2000  
("the Act")

Released: November 2011  
Reviewed: June 2021

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## 1. RIGHT OF ACCESS TO INFORMATION

### 1.1. Introduction

The 1996 South African Constitution, by providing a statutory right of access on request to any record held by the state as well as access to record held by private bodies, entrenches the fundamental right to access of information.

The Promotion of Access to Information Act, 2 of 2000 ("the Act"), came into effect on 9<sup>th</sup> March 2001, seeking to advance values of transparency and accountability in South Africa, provides the mechanism for requesters to exercise and protect their constitutional right to request access to a record.

The Act established the following stator right of requesters to any record of a private body if:

- That record is required for the exercise or protection of any of his / or her legal rights;
- That the requester complies with all the procedural requirements; and
- Access is not refused in any terms of any ground referred to in the Act.

### 1.2. Availability of the Manual & Entry Point for Requests

This document serves as the Artisan Training Institute PAIA Manual ("the Manual") in accordance with the requirements of Section 51 of the Act to facilitate records held by Artisan Training Institute ("the Company"). A copy of this Manual is available to any person of the public in a PDF format in the website ([www.artisantraining.co.za](http://www.artisantraining.co.za)) or on request from the Information Officer / Deputy Information Officer referred to in this Manual. The Company endorses the spirit of the Act and believes that this Manual will assist requesters in exercising their rights.

In summary, the Manual provides information on:

- Contact details of the Information Officer and Deputy Information Officer;
- Company profile and structure;
- Subjects and categories of records that are held by the Company;
- The procedure that must be followed with criteria that must be met by the requester in order to access a record;
- The prescribed form to request access to a record (Annexure A).

### 1.3. Who may request access to information

The Act provides that a requester is only entitled to access a record if the record is required for the exercise or protection of a right. Only requests for access to a record, where the requester has satisfied the Information Officer / Deputy Information Officer that the record is required to exercise or protect a right, will be considered. A requester may act in different capacities in making a request for a record. This will influence the amount to be charged when a request has been lodged.

A requester may make a request in the following capacities:

- A personal requester who requests a record about him / herself;
- An agent requester who requests a record on behalf of another person, with that person's consent, and where it is required for the protection of that person's legal right;
- A third-party requester who requests a record about another person, with that person's consent, and where it is required for the protection of that person's right; and
- A public body who may request a record if:
  - It fulfils the requirements of procedural compliance;
  - The record is required for the exercise or protection of a right; and
  - No grounds for refusal exist.

#### 1.4. Contact Details – Section 51 (1) (a)

The Chief Executive Officer of the Company has delegated his powers as the Information Officer to the Deputy Information Officer below in terms of the Act, to handle all requests on the Company's behalf and ensure that the requirements of the Act are administered fairly, objectively and in an unbiased manner.

##### 1.4.1. DESIGNATED / DULY AUTHORISED PERSONS

Dr Sean Douglas Jones (Chief Executive Officer, Chief Information Officer)  
Ms Delia Nicholson (Deputy Information Officer)

##### 1.4.2. POSTAL ADDRESS

PO BOX 2165  
Florida Hills  
1716

##### 1.4.3. STREET ADDRESS

Cnr Elias Motsoaledi and Main Reef Roads  
Roodepoort  
1724

##### 1.4.4. TELEPHONE

011-472 3443

##### 1.4.5. EMAIL

[sjones@artisantraining.co.za](mailto:sjones@artisantraining.co.za) Chief Information Officer  
[privacy@artisantraining.co.za](mailto:privacy@artisantraining.co.za) Deputy Information Officer

#### 1.5. Policy with regards to Confidentiality and Access to Information

The Company will protect the confidentiality of information provided to it by stakeholders and third parties, subject to obligations relating to the services provided by the Company on behalf of stakeholders, and where the Company has a duty or a right to disclose information in terms of applicable legislation, the law or where it may be deemed necessary to protect the Company's rights.

The Company is committed to protecting stakeholders' privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws.

Further information is available on the POPI Act Policy (QA/P012) on request.

#### 1.6. The Act

- 1.6.1. The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 1.6.2. Requests in terms of The Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of The Act (Ch 3 (53), (54)).
- 1.6.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:
  - Postal Address: Private Bag 2700, Houghton, 2041
  - Telephone Number: +27 11 877 3600
  - Fax Number: +27 22 403 0625
  - Website: [www.sahrc.org.za](http://www.sahrc.org.za)

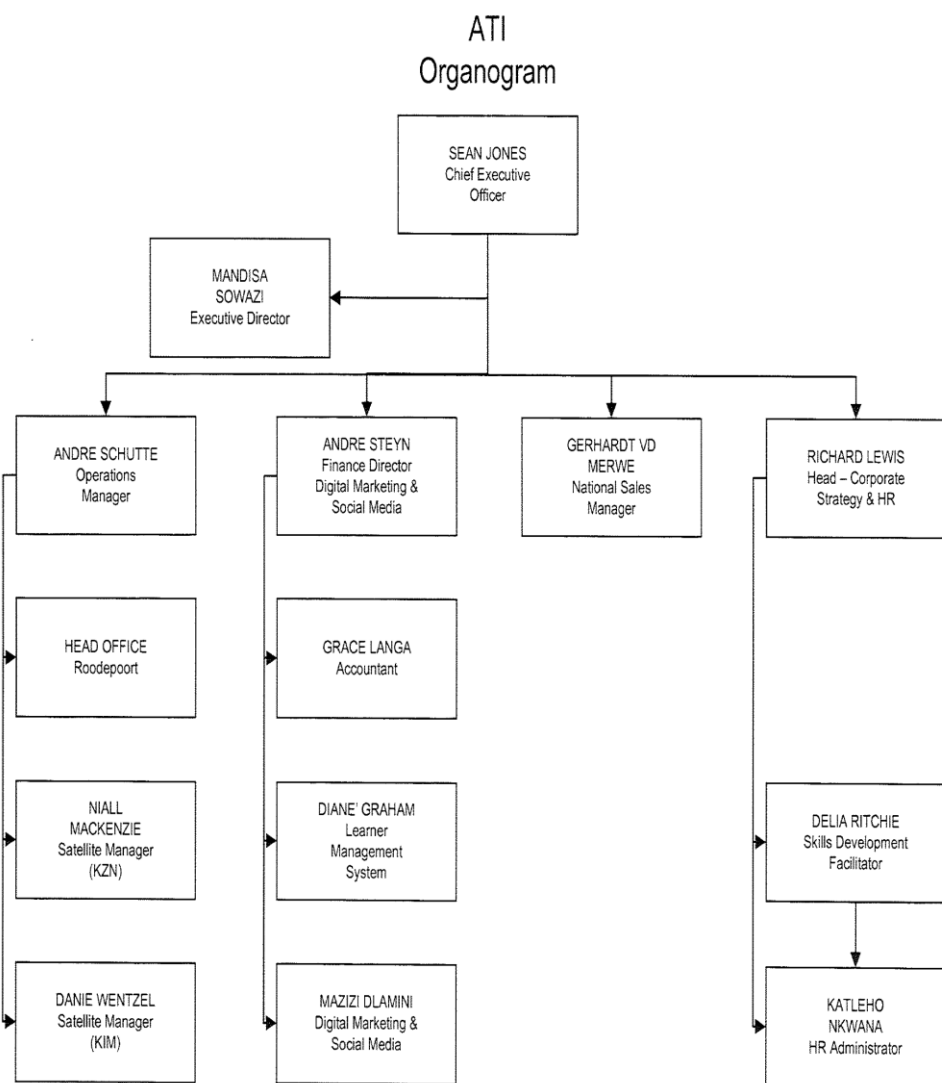
## 2. ARTISAN TRAINING INSTITUTE (PTY) LTD

### 2.1. Scope of the Manual

The Manual has been prepared in respect of all the Company’s Training Centres, E-Learning and other platforms, such as social media. The scope of the Manual excludes any operations and / or services that are conducted outside of South African borders and serves to provide a reference regarding records and information held by the Company.

### 2.2. Company Profile and Structure

The Company provides technical training to mining, engineering industries and general markets and is accredited as a Skills Development Provider and Trade Test Centre with the *Quality Council for Trades and Occupations (QCTO)* and *National Artisan Training Body (NAMB)* and ISO9001:2015 certified. The Company is an empowering supplier with an overall current BB BEE status level 2.



QA/D014/REV015

### 3. RECORDS

#### 3.1. Automatic Disclosure

No notice has been published in terms of section 52 of the Act. However, the following records are automatically available on request:

- Brochures and marketing material;
- Requirements related to trades, training, and trade test applications;
- Accreditation documentation.

Please note that some records may carry a prescribed fee for reproduction and will only be made available on the request being approved and the payment for such a request.

#### 3.2. Applicable Legislation

	ACT REFERENCE	APPLICABLE ACT
1.	No. 75 of 1997	Basic Conditions of Employment Act
2.	No. 7 of 2018	Basic Conditions of Employment Amendment Act
3.	No. 53 of 2003	Broad-Based Black Economic Empowerment Act
4.	No. 46 of 2013	Broad-Based Black Economic Empowerment Amendment Act
5.	No. 71 of 2008	Companies Act
6.	No. 3 of 2011	Companies Amendment Act
7.	No. 60 of 1998	Companies Second Amendment Act
8.	No. 125 of 1998	Companies Third Amendment Act
9.	No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act
10.	No. 61 of 1997	Compensation for Occupational Injuries and Diseases Amendment Act
11.	No. 108 of 1996	Constitution of the Republic of South Africa (Including 17 <sup>th</sup> Amendment Act of 2012)
12.	No. 68 of 2008	Consumer Protection Act
13.	No. 19 of 2020	Cybercrimes Act
14.	No. 55 of 1998	Employment Equity Act
15.	No. 47 of 2013	Employment Equity Amendment Act
16.	No. 41 of 1994	Finance Act
17.	No.184 of 1993	Finance Second Act
18.	No. 16 of 2006	Continuing Education and Training Act
19.	No. 1 of 2013	Further Education and Training Colleges Amendment Act
20.	No. 23 of 2012	Higher Education and Training Laws Amendment Act
21.	No. 101 of 1997	Higher Education Act
22.	No. 9 of 2016	Higher Education Amendment Act
23.	No. 26 of 2010	Higher Education Laws Amendment Act
24.	No. 54 of 2000	Higher Education Training Act
25.	No. 28 of 1997	Income Tax Act
26.	No. 22 of 2020	Rates and Monetary Amounts and Amendments of Revenue Laws Act
27.	No. 28 of 2011	Tax Administration Act
28.	No. 24 of 2020	Tax Administration Laws Amendment Act
29.	No. 23 of 2020	Taxation Laws Amendment Act
30.	No. 10 of 2018	Labour Laws Amendment Act
31.	No. 66 of 1995	Labour Relations Act
32.	No. 8 of 2018	Labour Relations Amendment Act
33.	No. 9 of 2018	National Minimum Wage Act
34.	No. 3 of 2020	National Minimum Wage Amendment Act (with Annual Reviews – 76, 8/02/2021)
35.	No. 76 of 2008	National Qualifications Framework Act
36.	No. 12 of 2019	National Qualifications Framework Amendment Act
37.	No. 71 of 1997	Non-Profit Organisations Act
38.	No. 17 of 2000	Non-Profit Organisations Amendment Act
39.	No. 85 of 1993	Occupational Health and Safety Act
40.	No. 181 of 1993	Occupational Health and Safety Amendment Act
41.	No. 2 of 2000	Promotion of Access to Information Act
42.	No. 3 of 2019	Promotion of Access to Information Amendment Act
43.	No. 4 of 2013	Protection of Personal Information Act (with Amendment Notice No. 560, 25/06/2021 – Information Regulator)
44.	No. 36 of 1994	Public Holidays Act
45.	No. 48 of 1995	Public Holidays Amendment Act
46.	No. 97 of 1998	Skills Development Act

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47.	No. 97 of 1998	Skills Development Amendment Act
48.	No. 9 of 1999	Skills Development Levies Act
49.	No. 24 of 2010	Skills Development Levies Amendment Act
50.	No. 63 of 2001	Unemployment Insurance Act
51.	No.10 of 2016	Unemployment Insurance Amendment Act
52.	No. 4 of 2002	Unemployment Insurance Contributions Act
53.	No. 89 of 1991	Value-Added Tax Act
54.	No. 61 of 1993	Value-Added Tax Amendment Act

The Company has endeavoured to supply a comprehensive list of applicable legislation, but the above list may be incomplete. The list will be updated periodically to include new or amended legislation as required.

### 3.3. Schedule of Records – Section 51 (1) (d)

RECORDS	SUBJECT	CATEGORY	AVAILABILITY
Accreditation	<ul style="list-style-type: none"> <li>SDP &amp; TTC Letters</li> <li>Applications &amp; Registrations</li> <li>Other Certifications and Legal Compliance</li> </ul>	Public	
Apprentices / Learners	<ul style="list-style-type: none"> <li>Client Database</li> <li>Training Records (incl. E-Learning)</li> <li>Trade Test Applications &amp; Results</li> </ul>		
Corporate	<ul style="list-style-type: none"> <li>Company Registrations</li> <li>Letters of Good Standing</li> <li>Company Policies and Procedures</li> </ul>		
Financial	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Financial &amp; Tax Records</li> </ul>		
General	<ul style="list-style-type: none"> <li>Course Outlines (Brochures)</li> <li>Media Releases</li> <li>Social Media Platform Links</li> </ul>		Freely available on website <a href="http://www.artisantraining.co.za">www.artisantraining.co.za</a>
Human Resources	<ul style="list-style-type: none"> <li>Personnel &amp; Contractor Records</li> </ul>		
Statutory Company Reports	<ul style="list-style-type: none"> <li>EE Reports</li> <li>WSP / ATR Reports</li> </ul>		

Please note that records may carry a prescribed fee for reproduction and will only be made available on the request being approved and the payment for such a request being received.

## 4. PROCESSING OF PERSONAL INFORMATION IN TERMS OF THE POPI ACT

### 4.1. The Company processes personal information of stakeholders for the purposes of: Section 51 (1)(c)(i)

- Fulfilling statutory obligations in terms of applicable legislation;
- Verifying information provided to the Company;
- Obtaining necessary information to provide agreed services to relevant stakeholders;
- Monitoring and managing the Company's contractual obligations to relevant stakeholders;
- Marketing and advertising;
- Resolving and tracking complaints;

- Monitoring and securing assets, employees, clients, learners and visitors to the Company's premises; and
- Historical recordkeeping, research and statistics necessary by the organisation to achieve objectives.

**4.2. The Company may process the personal information of the following categories of stakeholders, which includes, current, past and prospective stakeholders: Section 51 (1)(c)(ii)**

- Clients, learners, employees, representatives, contractors and service providers of such clients;
- Suppliers, service providers, vendors, employees, representatives, contractors of such providers to the Company;
- Directors and management of the Company;
- Shareholders;
- Job applicants;
- Existing and former employees (including contractors, representatives, temporary and casual staff);
- Visitors to any Company premises; and
- Complaints, correspondence, and enquiries.

**4.3. The nature of personal information processed in respect of the above stakeholders may include, as applicable: Section 51 (1)(c)(ii)**

- Full names and surname, ID No. email address, physical address, contact numbers, next of kin details, employment details and contacts, and / or other information required for registrations, enrolments, and / or applications;
- Biometric information;
- Information relating to education, medical, financial, criminal or employment history of the stakeholder;
- Information relating to race, gender, marital status, national origin, age, disability, language, etc. of the stakeholder;
- Personal opinions, views and / or personal preferences of the stakeholder;
- Correspondence sent by stakeholders;
- Correspondence sent and / received on behalf of stakeholders; and
- Views and / or opinions of another individual regarding the stakeholder.

**4.4. The Company may supply personal information to the following recipients, as required: Section 51 (1)(c)(iii)**

- Regulatory, statutory and government bodies;
- Suppliers, service providers, vendors, agents and representatives of the Company;
- Employees of the Company;
- Shareholders and other stakeholders;
- Third party verification agencies and / or credit bureaus;
- Collection agencies; and
- Banks and other financial institutions.

**4.5. Planned or prospective transborder flow of personal information processed by the Company in respect of the above categories of stakeholders: Section 51 (1)(c)(iv)**

Personal information of current employees, contractors and / or consultants may be transferred transborder where the Company may be providing or performing services in terms of contractual obligations outside of South African borders.

**4.6. Security measures implemented or to be implemented by the Company to ensure confidentiality, integrity and availability of personal information that may or is being processed by the Company: Section 51 (1)(c)(v)**

The Company has established and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the personal information in its possession, or under its control is secure and that



such information is protected against unauthorised or unlawful processing and / or access, accidental loss, destruction or damage, alterations within the scope of the business.

## 5. PROCEDURE AND FORM OF REQUESTS

This section is to provide requestors with the appropriate guidelines and procedures to facilitate a request for access to a record held by the Company.

### 5.1. Request Form

To facilitate the request, kindly complete the attached prescribed request form (Annexure A).

Please note that the form must be completed in full – failure to do so will result in the process being delayed until the additional and / or missing information is provided by the requester. The Company will not be held responsible for delays due to incomplete forms. The Information Officer / Deputy Information Officer shall not process any request for access to a record until all the requirements have been met:

- 5.1.1. The form must be completed in English;
- 5.1.2. Proof of identity is required to authenticate the requester's identity;
- 5.1.3. If the requester is acting as an agent requester, proof of identity of the person on whose behalf the request is being made, with a written mandate from such a person giving the requester authority to make the request;
- 5.1.4. The questions must be typed and / or completed in BLOCK LETTERS. All questions to be answered.
- 5.1.5. If a question does not apply to the request, state "N/A" in response to the applicable question.
- 5.1.6. If there is nothing to disclose in a reply to a particular question, state "NIL" in response;
- 5.1.7. If there is insufficient space on the form to adequately answer a particular question, additional information may be provided on an extra page. Any additional pages must be signed by the requester; and
- 5.1.8. When an extra page is required, precede each answer with the title applicable to that question on the page.

### 5.2. Submission

Address your request to the Chief Executive Officer and / or Deputy Information Officer. The request should be submitted via email or conventional postal or courier services.

### 5.3. Details of Request

Provide sufficient details to enable the Company to identify:

- 5.3.1. The records(s) requested;
- 5.3.2. The form of access required:
  - a. The email address or postal address of the requester within the Republic;
  - b. If, in addition to a written reply, the requester wishes to be informed of the decision in any other manner, to state the manner and necessary particulars to be so informed;
- 5.3.3. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect that right.

### 5.4. Payment of Prescribed Fees

Payment details for the prescribed fees can be obtained from the Information Officer / Deputy Information Officer. The Act has made provision for four types of fees, further detailed in **PRESCRIBED FEES – SECTION 51 (1) (f)**.

Proof of payment for the direct deposit must be supplied before the request will be addressed.

### 5.5. Notification

The Company will, within thirty (30) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The thirty (30) day period in which the Information Officer / Deputy Information Officer is required to reply to a request, will only commence when the requester has complied with all the requirements of the Act for requesting access to information, to the satisfaction of the Information Officer / Deputy Information Officer.

If the request is for a large volume of information, or the request requires a search for information that is held by another office and the information cannot be reasonably obtained within the prescribed period, the thirty (30) day period may be extended for a further period of not more than thirty (30) days. The Company will notify the requester in writing should an extension be necessary.

If the request for access to a record is successful, the requester will be notified of the following:

- 5.5.1. The amount of the access fee payable upon gaining access to the record;
- 5.5.2. An indication of the form in which the access will be granted; and
- 5.5.3. Notice that the requester may lodge an application with a court against the payment of the access fee and the procedure, including the period for lodging the application.

If the request for access to a record is unsuccessful, the requester will be notified of the following:

- 5.5.4. Adequate reasons for the refusal – refer to Third-Party Information (1.3) and Grounds for Refusal (5.7); and
- 5.5.5. That the requester may lodge an application with a court against the refusal of the request and procedure, including the period for lodging the application.

#### **5.6. Records that cannot be found or do not exist**

If the Company has searched for a record and it is believed that the record either does not exist, or cannot be found, the requester will be notified by way of affidavit or affirmation. This will include the steps that were taken in an attempt to locate the record.

#### **5.7. Grounds for Refusal and Appeal**

Please note that an application for access to information may be refused if the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an access request does not automatically allow the requestor access to the record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3, Chapter 4 of the Act:

- 5.7.1. Mandatory protection of privacy of a third party who is a natural person, including a deceased person, which would involve the unreasonable disclosure of personal information of that natural person;
- 5.7.2. Mandatory protection of commercial information of a third party or the Company, if the record contains:
  - Trade secrets of the third party or the Company;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of the third party or the Company; and
  - Information disclosed in confidence by a third party to the Company if the disclosure could put that third party to a disadvantage or commercial competition;
- 5.7.3. Mandatory protection of certain confidential information of a third party if disclosure of the record would result in breach of a duty of confidence owed to that party in terms of an agreement;
- 5.7.4. Mandatory protection of the safety of individuals and the protection of property;
- 5.7.5. Mandatory protection of records privileged from any legal proceedings, unless the privilege has been waived; and
- 5.7.6. Mandatory protection of research information of a third party or the Company.

If a requester is aggrieved by the refusal of the Information Officer / Deputy Information Officer to grant a request for information, the requester may, within thirty (30) days of notification of the decision, apply to a court for appropriate relief.

If deemed and / or suspected that the requestor has obtained access to the Company's records through the submission of materially false and / or misleading information, the Company reserves the right to initiate legal proceedings against the said requestor.

## 6. PRESCRIBED FEES – SECTION 51 (1) (f)

Requesters are advised that there are four types of fees applicable to a request for information that are provided for in the Act.

### 6.1. Request Fees

The request fee is a non-refundable administration fee of R50 (excl. VAT) and is payable upfront to the Company when the requester submits a request for access to information. Persons that are requesting access to their personal information are exempt from paying this fee.

No requests will be processed until the request fee and deposit (if applicable) have been paid and proof of payment received by the Company.

### 6.2. Access Fees

In addition, requesters are required to pay fees for accessing records and is intended to reimburse the Company for costs involved in searching and preparing the record for delivery. The breakdown of fees for access is as follows:

Computer Readable Format	Copy	R70.00
Copy	A4 page or part thereof	R1.10 per page
Printing	A4 page or part thereof	R0.75 per page
Transcription of Audio Recording	A4 page or part thereof	R20.00 per page
Transcription of Visual Images	A4 page or part thereof	R40.00 per page
Visual Image	Copy	R60.00 per image
Search and preparation of record for disclosure	R30.00 per hour or part thereof.	Excludes the 1 <sup>st</sup> hour (the time reasonably required for the search and preparation of the request)
Postage or Courier Fee	Actual	Varies

All fees are VAT exclusive

### 6.3. Reproduction Fees

These fees are payable with respect to all records that are automatically available:

Computer Readable Format	Copy	R70.00
Copy	A4 page or part thereof	R1.10 per page
Printing	A4 page or part thereof	R0.75 per page
Transcription of Audio Recording	A4 page or part thereof	R20.00 per page
Transcription of Visual Images	A4 page or part thereof	R40.00 per page
Visual Image	Copy	R60.00 per image
Search and preparation of record for disclosure	R30.00 per hour or part thereof.	Excludes the 1 <sup>st</sup> hour (the time reasonably required for the search and preparation of the request)
Postage or Courier Fee	Actual	Varies

All fees are VAT exclusive

### 6.4. Deposits

Where the Company receives a request for access to information and the Information Officer / Deputy Information Officer is of the opinion that the record will take more than 6 (six) hours to prepare, a deposit of one third ( $\frac{1}{3}$ ) of the amount of the applicable fees is payable.

**ANNEXURE A – REQUEST FOR ACCESS TO A RECORD**

<b>FOR OFFICE USE ONLY</b>	Reference No.:	
Request received by:	.....	
Date Received:	.....	
Request Fee (if applicable):	R .....	
Estimated Hours	.....	
Access Fee:	R .....	
Deposit (if applicable):	R .....	
Certified identification document/s and mandate (if applicable) are included in the request	YES	NO
	NO	YES
Does the requester qualify for an exemption?	YES	NO
Signature of Information Officer / Deputy Information Officer:		

**DETAILS OF THE COMPANY**

<b>CHIEF EXECUTIVE OFFICER / INFORMATION OFFICER (as defined in the Act)</b>	Sean Jones
<b>DEPUTY INFORMATION OFFICER</b>	Delia Nicholson
<b>POSTAL ADDRESS</b>	PO Box 2165, Florida Hills, 1716
<b>PHYSICAL ADDRESS</b>	Cnr Elias Motsoaledi and Main Reef Roads, Roodepoort, 1724
<b>TELEPHONE NUMBER</b>	011-472 3443
<b>EMAIL ADDRESS</b>	<a href="mailto:privacy@artisantraining.co.za">privacy@artisantraining.co.za</a>
<b>WEBSITE ADDRESS</b>	<a href="http://www.artisantraining.co.za">www.artisantraining.co.za</a>

**DETAILS OF PERSON REQUESTING ACCESS TO A RECORD**

- The details of the person requesting access to a record must be recorded below;
- Furnish the address in the Republic of South Africa to which the information is to be sent;
- Proof of identity is required from both the requester and any other person or party acting on behalf of the requester. Originals or certified copies (not older than 3 months) of the requester/s, as applicable, must accompany this document before such request will be processed by the Company; and
- Proof of capacity in which the request is made, if applicable, must be attached.

<b>SURNAME</b>	
<b>FULL NAMES</b>	
<b>IDENTITY NUMBER</b>	
<b>POSTAL ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>CAPACITY IN WHICH REQUEST IS MADE, WHEN MADE ON BEHALF OF ANOTHER PERSON</b>	

**DETAILS OF PERSON ON WHOSE BEHALF THE REQUEST IS BEING MADE**

*This section must be completed only if a request for information is being made on behalf of another person.*

If a request is made on behalf of another person, the requester is obliged to identify him/herself and to provide proof of the mandate under which the request is made.

<b>SURNAME</b>	
<b>FULL NAMES</b>	
<b>IDENTITY NUMBER</b>	

**DETAILS OF RECORD**

1. Provide full details of the record to which access is requested, including the reference number (if known and / or applicable), to enable the record to be located;
2. 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; and
3. The requester's attention is drawn to the grounds on which the Company must or may refuse access to a certain record, whether mandatory or discretionary:
  - Mandatory protection of the privacy of a third party who is a natural person (human);
  - Mandatory protection of certain confidential information of a third party;
  - Mandatory protection of commercial information of a third party;
  - Mandatory protection of the safety of individuals, and the protection of property;
  - Mandatory protection of records privileged from production in legal proceedings;
  - Commercial information of the Company; and
  - Mandatory protection of research information of a third party and the Company.

<b>CATEGORY</b>	<b>REFERENCE NO. (if known and / or applicable)</b>	<b>DESCRIPTION OF RECORD/S OR PART THEREOF</b>
<b>ANY FURTHER DETAILS OR DETAILS OF THE RECORD/S REQUESTED</b>		

**FEES**

1. A request for access to a record, other than a record containing personal information about yourself, will only be processed after the request fee has been paid (currently R50.00 excl. VAT);
2. If the prescribed request fee is amended, you will be notified of the amount required to be paid; and
3. If you qualify for an exemption of the payment of any fee, please state the reason for the exemption:


**FORMAT OF ACCESS TO RECORD/S**

1. Your indication as to the required format of access depends on the format in which the record is available;
2. Access in the format requested may be refused in certain circumstances. In such cases, you will be informed if the access will be granted in a different format; and
3. The fees payable for access to the record/s, will partly be determined by the format in which access is requested.
4. If you are prevented by a disability to read, view or listen to the record in the format of access provided for hereunder, state your disability and indicate in which format the record is required:

Disability		Format in which record is required	
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<b>MARK THE APPROPRIATE BOX WITH AN "X"</b>			
1. If the record is in written or printed format:			
Copy of record *		Inspection of record	
2. If the record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, drawings, sketches, etc.):			
View the image		Copy of the image *	
3. If the record consists of recorded words or information which can reproduced in sound:			
Listen to the soundtrack		Transcription of the soundtrack *	
4. If the record is held on in a digital format (computer or electronically-readable):			
Printed copy *		Printed copy of information derived *	
<b>NOTE</b>			
If you request a copy or transcript to be sent to you by post or courier, a fee will be payable for the applicable cost.			
Do you wish the copy or transcript to be posted or couriered to you?	YES		NO
	Courier		Post

**DETAILS OF THE TO BE EXERCISED AND / OR PROTECTED**

\*\* NOTE If the space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.

<b>** INDICATE WHICH RIGHT IS TO BE EXERCISED AND / OR PROTECTED</b>
<b>** EXPLAIN, IN DETAIL, WHY THE REQUESTED RECORD IS REQUIRED FOR THE EXERCISING OF THE AFORE-MENTIONED RIGHT</b>

**NOTICE OF DECISION REGARDING THE REQUEST FOR ACCESS**

1. You will be notified in writing (via email) whether your request has been approved or declined; and
2. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary details to enable compliance with your request:

<b>PREFERRED MANNER FOR NOTIFICATION</b>	
<b>NOTIFICATION / COMMUNICATION DETAILS</b>	

**SIGNATURES**

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

Full Names and Surname REQUESTER	Signature
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Full Names and Surname PERSON ON WHOSE BEHALF THE REQUEST IS MADE (if applicable)	Signature
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