

Data World Proprietary Limited

SECTION 51 MANUAL PROMOTION OF ACCESS TO INFORMATION ACT

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A. INTRODUCTION
Main Business

Data World was established in 1995 and is one of the leading BEE ICT companies in South Africa with a proven and solid track record of On Budget, On Time Delivery of complex large scale projects and applications. Data World initially started off as a company offering GIS services, and thereafter ventured into developing IT solutions on a GIS platform. The company was voted top ICT Company in 2002 and KZN IT Company of the year in 2006, to list some of its achievements.

Data World is a process driven organisation with well defined processes and Software delivery methodologies. It has well organized Functional Teams with distinct Process Areas of Business Analysis, Software Development, Design, Testing, Software Support, Quality Assurance and Project Management.

The company has extensive experience and domain expertise in the public sector and local government specialising in design, building, configuration, integration of business solutions. We build complex business systems that are web-enabled, multi-tiered, enterprise-based that can integrate into current IT systems. Our range of services and solutions include application design and development, enterprise application integration, IT systems architecture, support services, database services, web content management, business intelligence and data warehousing with expertise in integrating these services spatially due to our extensive GIS experience and expertise.

Services:

- Enterprise GIS Solutions
- Bespoke Software Development
- Spatial Data Services

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Data World Proprietary Limited

Postal address:
PO Box 190
Mount Edgecombe
4300

Street Address:
1 Kingsmead Boulevard
Ground Floor
Durban
4001

Telephone number: 031 328 1222
Fax number: 031 368 1108
Email address: willy@dataworld.co.za
Company Registration Number: 1998/010263/07
Head of the Company: Willy Govender – CEO
Request Officer: Willy Govender – CEO

2. Description of guide referred to in section 10: section 51(1)(b)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the:
Human Rights Commission

*29 Princess of Wales Terrace
cnr York and St. Andrews Street
Parktown*

and on its website at www.sahrc.org.za

3. Latest notice in terms of section 52(2) (if any):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

Records available in terms of any other legislation

1. Basic Conditions of Employment No. 75 of 1997
2. Companies Act No. 61 of 1973
3. Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
4. Employment Equity Act No. 55 of 1998
5. Income Tax Act No. 95 of 1967
6. Occupational Health & Safety Act No. 85 of 1993
7. Pension Funds Act No. 24 of 1956
8. Regional Services Councils Act No. 109 of 1985
9. Skills Development Levies Act No. 9 of 1999
10. Skills Development Act No. 97 of 1998
11. Unemployment Contributions Act No. 4 of 2002
12. Unemployment Insurance Act No. 63 of 2001
13. Value Added Tax Act No. 89 of 1991

4. Access to the records held by Data World Proprietary Limited

i. Information readily available

Not Applicable

ii. Records that may be requested:

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/
Secretary / public officer and other officers
- Share Register and other statutory registers

2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
 - Bank Statements
 - Electronic banking records
- Asset Register
- Rental Agreements
- Invoices

3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o VAT
 - o Regional Services Levies
 - o Skills Development Levies
 - o UIF
 - o Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan
- Medical Aid records
- Provident Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals

iii. The request procedures:

Form of request:

- The requester must complete Form C (attached below) and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/ her address, fax number, or electronic mail address
- The form must:
 - a. provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - b. indicate which form of access is required,
 - c. specify a postal address or fax number of the requester in the Republic,
 - d. identify the right that the requester 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,
 - e. if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - f. If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.

5. Other information as may be prescribed

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

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of Data World Proprietary Limited free of charge. Copies are available from the SAHRC.

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 Request Officer:
Willy Govender
Data World (Pty) Ltd
PO Box 190
Mount Edgecombe
4300

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: _____

Postal address: _____

Fax number: _____

Telephone 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 <i>ONLY</i> 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: _____

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

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images	copy of the images"	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette	transcription of soundtrack* written or printed document	
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*	printed copy of information derived from the record"	copy in computer readable form* (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 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:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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 of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE