



## **SECTION 51 MANUAL**

*in terms of*

**THE PROMOTION OF ACCESS TO INFORMATION ACT,  
(ACT 2 OF 2000)**

*Incorporating additional requirements of*

**THE PROTECTION OF PERSONAL INFORMATION ACT,  
(NO 4 OF 2013)**

*For*

**At Source Handmade Foods (PTY) LTD  
and its Subsidiary**

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (“the Act”) and The Protection of Personal Information Act, (No 4 of 2013). These Acts gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and information held by another person or entity, whether such information is required by someone to protect his/her rights.

## OVERVIEW

At Source Handmade Foods (Pty) Ltd and its subsidiary, At Source Pty Ltd, operates in the dry fruit industry. The group is based in the Warm Bokkeveld of the Western Cape, South Africa.

Our contact details are as follows:

Company Registration no:	At Source Handmade Foods: 2002/014900/07 At Source Pty Ltd: 2002/002371/07
Name of contact person:	JH Conradie
Physical address:	Koelfontein Farm Prince Alfred's Hamlet 6840
Postal address :	PO Box 702 Ceres 6835
Office hours :	Monday – Friday: 8am to 5pm
Telephone :	023 313 3130
Email :	<a href="mailto:info@source.co.za">info@source.co.za</a>

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

## 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 *At Source Handmade Foods (Pty) Ltd and its Subsidiary, At Source Pty Ltd*. It contains information required by a person wishing to exercise any right, contemplated by *PAIA*. This guide is available for inspection, inter alia, at the offices of *At Source Handmade Foods (Pty) Ltd* at the physical address above.

## AVAILABILITY OF THIS MANUAL

A copy of this manual is available –

- At our office: At Source Handmade Foods, Prince Alfred's Hamlet
- On request from our Information officer
- From the South African Human Rights Commission ("SAHRC") – details below

This manual will be updated from time to time, as and when required.

## INFORMATION OFFICER

The Information officer is: Nalana Cronje

Johannes Henrikus Conradie  
Designation: Managing Director  
Tel: 023 313 3130  
E-mail: [handri@source.co.za](mailto:handri@source.co.za)

**SUBJECTS AND CATEGORIES OF RECORDS HELD AT PHYSICAL ADDRESS**

- Attendance registers
- Correspondence
- Licences
- Minutes of Management meetings
- Minutes of Staff Meetings
- Statutory Returns
- Employee records
- Employment contracts
- Employment Equity Records
- Industrial and Labour Relations Records
- Information relating to Health and Safety Regulations
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Skills Requirements
- Staff Recruitment Policies
- Statutory Records
- Training Records
- Contracts
- Marketing Records
- Annual Financial Statements
- Asset Register
- Budgets
- Financial Transactions
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records (Company and employee)
- IT Policies and Procedures

**SUBJECTS AND CATEGORIES OF PERSONAL RECORDS HELD AT PHYSICAL ADDRESS**

- Identity Numbers
- Dates of birth
- Telephone numbers
- E-mail addresses
- Banking details Bank account numbers
- BEE Certificates Invoices
- Medical aid fund details

**CUSTOMER PERSONAL INFORMATION SHARED**

- Third Party service providers to uphold contract service obligations of client.

#### **IT PRACTISES**

- Physical Security – Pc's are all password protected
- Network Security Controls
- Virus & Malware protection
- Software updates
- Disaster recovery & backup policy

#### **COUNTRIES OF OPERATION**

Goods are sold and exported to the following countries:

- United Kingdom
- Australia
- USA
- Europe

#### **HOW TO REQUEST ACCESS TO RECORDS HELD BY AT SOURCE HANDMADE FOODS PTY LTD AND ITS SUBSIDIARY, AT SOURCE PTY LTD**

Requests for access to records held by *At Source Handmade Foods (Pty) Ltd and its Subsidiary, At Source Pty Ltd* must be made on the request forms that are available from our offices, or from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))

When a record is requested, the following will apply:

- Fees may be payable. These fees are prescribed by law, and can change from time to time. The fee list is attached to this document.
- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website of the Department of Justice ([www.justice.gov.za](http://www.justice.gov.za)) under "PAIA" and "forms".
- On the Request Form all detail must be completed, including the right the requester wants to protect by requesting the information.
- If the Requester is acting on behalf of someone else (eg. an attorney acting on behalf of a client), the signature of the other person as the one who authorized the request to be made, has to be on the form and we have the right to check with the client that he/she indeed authorized such request.
- The Requester must state in which form (inspection of copy, electronic copy, transcript, etc.) he/she wants to access the information.
- If the record is part of another record, the Requester will only be able to access the part(s) that pertains to the information he/she wants or is entitled to, and not the rest of the record.

#### **HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC**

More information on how the Act works and all information can be obtained from the SAHRC at:

Private Bag X2700  
Houghton  
2041  
Tel: 011 877 3600  
Braampark Forum 3  
33 Hoofd Street  
Braamfontein

There are also provincial SAHRC offices in all nine provinces.

### **VOLUNTARY DISCLOSURE**

The following information is made known automatically: terms and conditions of sale forms and blank order forms at *At Source Pty Ltd*, Koelfontein Farm, Prince Alfred's Hamlet, 6840 and persons do not have to request such information.

### **RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION**

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, the list should be read as not being a final and complete list.

Business legislation (including all regulations issued in terms of such legislation):

- The Companies Act 71 of 2008
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Electronic Communication and Transactions Act 25 of 2002
- Telecommunications Act 103 of 1996
- Electronic Communications Act 36 of Consumer Protection Act 68 of 2008
- Broad-based Black Economic Empowerment Act 53 of 2003
- National Credit Act 34 of 2005