

# SECTION 51 MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION ACT

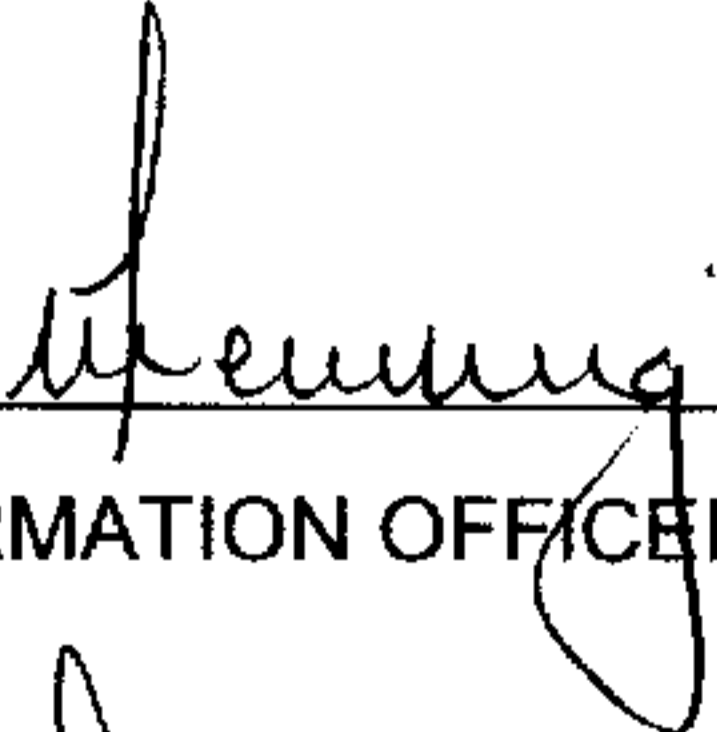
for the

## BLUE BULLS COMPANY (PROPRIETARY) LIMITED

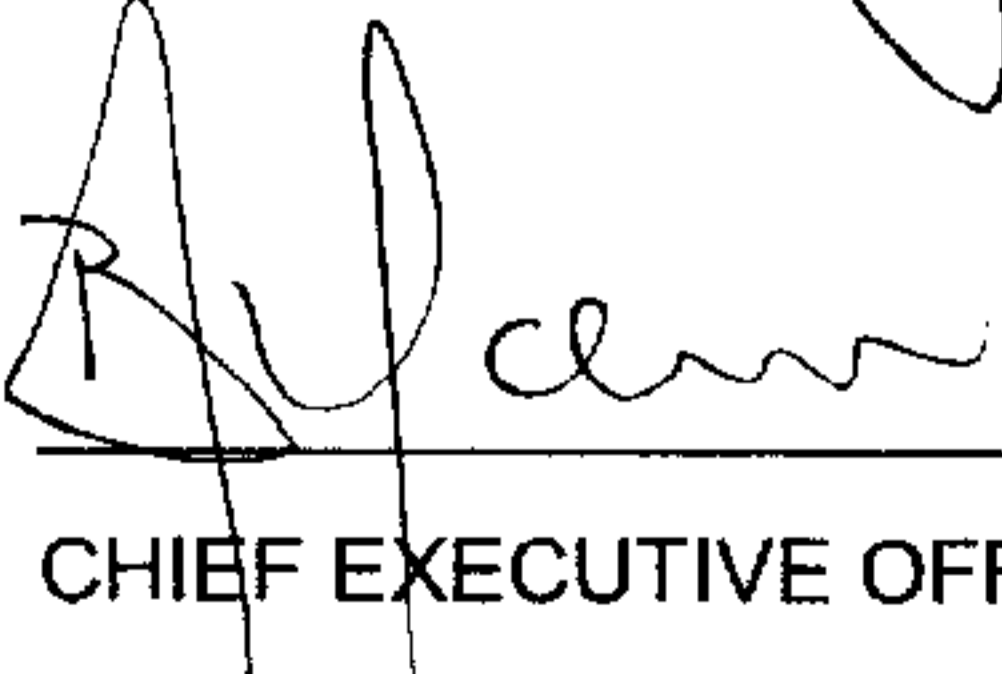
### OWNERSHIP OF THIS DOCUMENT:

This manual is owned by the **BLUE BULLS COMPANY (PROPRIETARY) LIMITED**, hereinafter referred to as the "BBCo".

As Information Officer of the abovementioned entity, I hereby confirm the accuracy of the information contained in this manual.

  
\_\_\_\_\_  
INFORMATION OFFICER

2016.01.05  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

2016-01-04  
\_\_\_\_\_  
DATE

## 1. INTRODUCTION

- 1.1 In terms of section 51 of the Promotion of Access to Information Act, 2 of 2000 (hereinafter referred to as the "Act"), all private bodies must compile a manual conforming to the prescribed requirements as set out in the Act.
- 1.2 The Act gives effect to section 32 of the Constitution, which provides that everyone has the right to access to information held by the State, as well as information held by another person (or private body) when such privately held information is required to exercise a right or to protect a right.
- 1.3 The Act provides that a person requesting information must be given access to any record of a private body, if that information is required for the exercise of protection of a right. However, such a request has to comply with the procedural requirements laid down by the Act.
- 1.4 This manual is compiled in accordance with section 51 of the Act and contains the following provisions:
  - 1.4.1 The BBCo's contact details;
  - 1.4.2 A short description of the guidance document on the application of the Act and the process to be followed in order to obtain a copy of this guide (compiled by the Human Rights Commission in terms of section 10 of the Act);
  - 1.4.3 The process to be followed in order to access information held by the BBCo (see Annexure "C");
  - 1.4.4 A description of the typology of records held by the BBCo (see Annexure "A");
  - 1.4.5 A description of records which are freely available without having to submit a formal request to access information in terms of the Act (see Annexure "B");
  - 1.4.6 A description of the information which are available in accordance with any other legislation.



## 2. CONTACT DETAILS



- 2.1 Physical address: Loftus Versfeld Stadium  
Kirkness Street  
Sunnyside  
Pretoria  
0002
- 2.2 Postal address: PO Box 27856  
Sunnyside  
0132
- 2.3 Telephone number: 012 420 0700
- 2.4 Telefax number: 012 343 9436 / 086 675 2335
- 2.5 Email address: [willemient@bluebull.co.za](mailto:willemient@bluebull.co.za)  
[barendvg@bluebull.co.za](mailto:barendvg@bluebull.co.za)
- 2.6 Website: [www.thebulls.co.za](http://www.thebulls.co.za)

## 3. GUIDE ON THE PROMOTION OF ACCESS TO INFORMATION ACT (SECTION 10 GUIDE)

The guidance document on the application of the Promotion of Access to Information Act has been compiled by the South African Human Rights Commission. The guidance document has been developed in order to assist people to access records and to exercise their right to information.

The guide is available in all official South African languages, free of charge, and any person may request a copy of the guide. The guide may be obtained by contacting the South African Human Rights Commission at the following address:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700



Houghton  
2041

Telephone number: 011 877 3600  
Email address: [paia@sahrc.gov.za](mailto:paia@sahrc.gov.za)  
Website: [www.sahrc.gov.za](http://www.sahrc.gov.za)

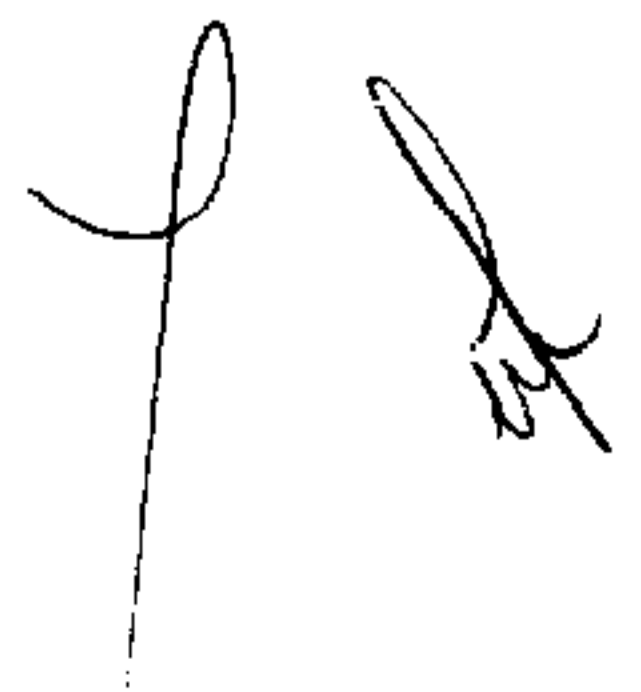
#### 4. **PROCEDURE FOR OBTAINING ACCESS TO INFORMATION**

Any person who wishes to request any information held by the BBCo in order to protect or exercise a right, may contact the BBCo's information officer at the following contact details:

Information Officer: Willemien Van der Merwe  
Physical address: Loftus Versfeld Stadium  
Kirkness Street  
Sunnyside  
Pretoria  
0002  
Postal address: PO Box 27856  
Sunnyside  
0132  
Telephone number: 012 420 0700  
Telefax number: 012 343 9436 / 086 675 2335  
Email address: [willemienl@bluebull.co.za](mailto:willemienl@bluebull.co.za)

A request for information must be made in the prescribed form (Annexure "C" hereto) to the Information Officer indicated above.

All the required fields on the annexed "Request for Information Form" must be completed in full and in a legible form. The form, as well as all additional documents attached thereto, must be signed by the person submitting the form.




Once the "Request for Information Forms" has been submitted, the Information Officer will notify the person who submitted the request of the prescribed fee (if any) payable before further processing the request.

A fee of R50-00 will be charged for access to any records. If the request is granted, the person who submitted the request will be notified accordingly and a further fee will be payable. The fee payable will be for the time spent to collect the documentation and to reproduce and prepare the documents for disclosure. The person who submitted the request is entitled to lodge an application to Court against the tender or payment of the fee.

A person seeking access to a record containing his/her own personal information, will not be charged a fee.

A person submitting a request must:

- Indicate the identity of the person seeking access to the information;
- Provide sufficient particulars to enable the Information Officer to accurately and easily identify the documentation requested;
- Specify the format in which the documentation is required;
- Provide the contact details of the person seeking access to the information;
- Indicate the right to be exercised and/or protected and for which purpose the information is required and specify the reasons why the information required will enable the person to exercise and/or protect such right;
- Where the person requesting the information wishes to be informed of the decision of the request in a particular manner, clearly state the manner and particulars to be so informed;
- If the request for information is made on behalf of another person, submit proof that the person submitting the request, has obtained the necessary authorisation to do so.



## 5. TYPE OF RECORDS HELD BY THE BBCo

Requests for documents held by the BBCo will be in accordance with the provisions of the Act. The types of records available on request are listed in Annexure "A" hereto.

A description of records which are freely available without having to submit a formal request to access the information in terms of the act are listed in Annexure "B" hereto.

## 6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

The person requiring the information may also request information which is available in terms of the following legislation:

- Arbitration Act
- Basic Conditions of Employment Act
- Companies Act
- Compensation for Occupational Injuries and Diseases Act
- Consumer Protection Act
- Copyright Act
- Disaster Management Act
- Electronic Communications and Transactions Act
- Employment Equity Act
- Gatherings Act
- Income Tax Act
- Labour Relations Act
- Occupational Health and Safety Act
- Pension Funds Act
- Prevention of Organised Crimes Act
- Promotion of Equality and Prevention of Unfair Discrimination Act
- Protection of Personal Information Act



- Sexual Offences Act
- Skills Development Act
- Skills Development Levies Act
- Trademarks Act
- Safety at Sport and Recreational Events Act
- Sports Act
- Unemployment Insurance Act
- Value Added Tax Act

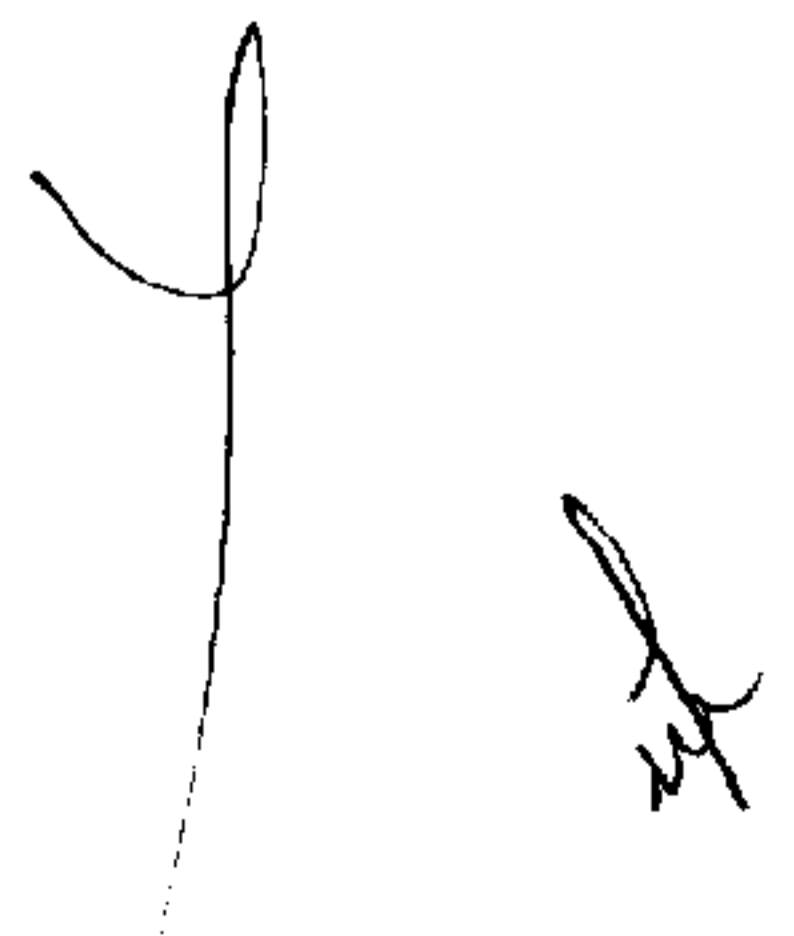
## 7. **GROUND FOR REFUSAL OF ACCESS TO INFORMATION**

The Act provides a number of grounds on which a request for access to information must be refused. These grounds mainly concern instances where the privacy and interests of other individuals are protected, where such records are already otherwise publically available, instances where public interests are not served, the mandatory protection of commercial information of a third party as well as the mandatory protection of certain confidential information of a third party.

A complete list of the grounds for refusal are listed in Chapter 4 of the Act.

## 8. **MANUAL AVAILABILITY**

The Manual is available for inspection at the BBCo's offices, free of charge. Copies of this Manual is also available at the offices of the South African Human Rights Commission.

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**RECORD TYPOLOGY**

Requests for documents held by the BBCo will be in accordance with the provisions of the Act. The type of records available to the person requesting the information are listed below:

**A. ADMINISTRATIVE RECORDS**

These include, without limitation, the following documents:

- Employee Guide
- Policies and Procedures
- Internal Rules
- Any personal records provided to the BBCo by its employees
- Any records which a third party has provided to the BBCO about any of its employees

**B. HUMAN RESOURCES RECORDS**


These include, without limitation, the following documents:

- Any personal records provided to the BBCo by its employees
- Any records which a third party has provided to the BBCO about any of its employees
- Conditions of employment and other personnel-related contractual and legal records
- Internal evaluation and training records
- Other internal records and communication

**C. OPERATIONAL RECORDS**

These include, without limitation, the following documents:

- Internal policies and procedures
- Operational records
- Information technology
- Marketing records

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- Statutory records

#### D. FINANCIAL RECORDS

These include, without limitation, the following documents:

- Financial records
- Audit records
- Assets registry

#### E. EVENT RELATED RECORDS

These include, without limitation, the following documents:

- Relevant operating licences and permits
- Relevant safety certificates and authorisations

#### F. THIRD PARTIES

The BBCo may process information pertaining to other parties, including without limitation, sponsors and suppliers.

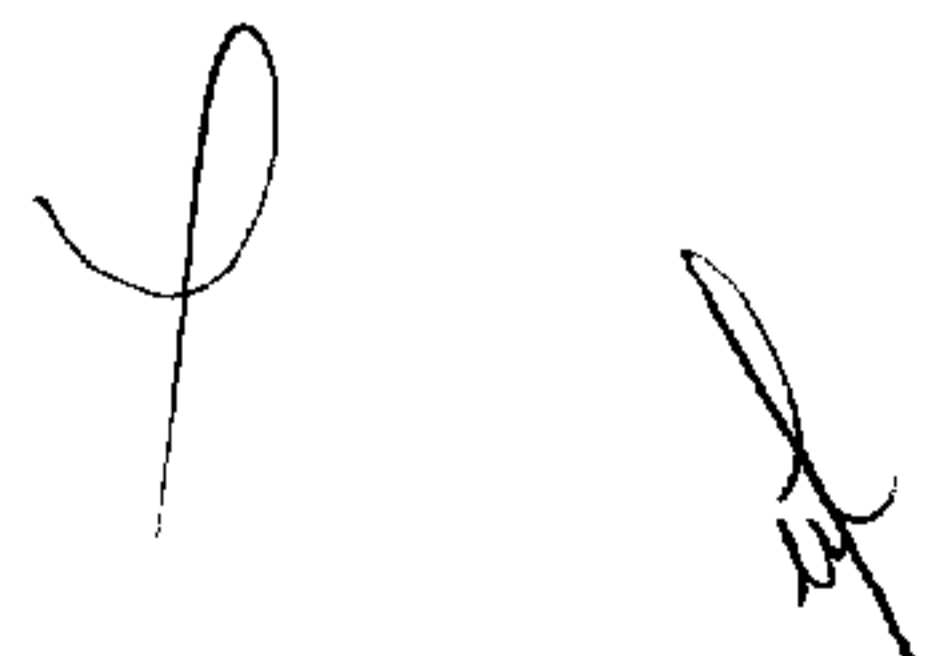
These records may include, without limitation, the following documents:

- Contractual records
- Correspondence

Alternatively, such other parties may process information which may be said to belong to the BBCo.

These records may include, without limitation, the following documents:

- Contractual records
- Correspondence
- Records provided by the other party



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## ANNEXURE "B"

### AUTOMATICALLY AVAILABLE RECORDS

The following records are automatically available on the BBCo's website without having to submit a formal request to access the information in terms of the Act:

- Press releases
- Basic team information
- Documents on the history of the BBCo
- Stadium policy documents
- Sponsors details
- Amateur rugby details
- Ticketing details
- Terms and conditions of entering the stadium



**REQUEST FOR INFORMATION FORM**

1. PARTICULARS OF PERSON REQUESTING INFORMATION

Name and surname:

Identity number:

Telephone number:

Telefax number:

Email address:

Postal address:

2. PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

Name and surname:

Identity number / registration number:

3. PARTICULARS OF REQUESTED INFORMATION

*Provide full details of the information to which access is requested.*

4. FORMAT IN WHICH INFORMATION IS REQUIRED

*Indicate the format in which the information requested is required.*

5. RIGHT TO BE EXERCISED OR PROTECTED

*Indicate the right to be exercised or protected and why the information is required to exercise and/or protect the rights.*

6. NOTIFICATION

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*Please specify the way in which you would like to be notified of whether your request has been approved or denied. Please specify the manner and provide the necessary particulars to receive notification.*

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_ DAY OF \_\_\_\_\_.

\_\_\_\_\_

(Signature of person requesting information)

