

CORPORATE INSIGHTS (PROPRIETARY) LIMITED

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT 2 OF 2000**

1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Corporate Insights (Pty) Limited

2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact **support@corporateinsights.co.za** In terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

(a) **the access** fee (if any) to be paid upon access;

(b) the form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must— (a) state adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) exclude, from such reasons, any reference to the content of the record; and

(c) state that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

3. Terms used in this document

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference to sections in the Act

4. Background of Corporate Insights (Pty) Limited

Corporate Insights is a data technology business that helps companies detect and prevent fraud using big data analysis and smart logic.

5. Organisation Details

- a. Corporate Insights (Pty) Ltd
- b. Dock Road Building, 25 Dock Road, Cape Town 8001
- c. Dock Road Building, 25 Dock Road, Cape Town 8001
- d. support@corporateinsights.co.za or 021 403 6479
- e. <https://www.corporateinsights.co.za>

6. Details of the information officer Siham Boda

7. Section 51(1) (c)

In terms of Section 52, a private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge)
- by completing the PAIA Request Form C found on our website.

8. Section 51(1) (d)

The manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered.

This list is by no means exhaustive, and is intended to serve as a guide only.

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Prevention of Organised Crime Act 121 of 1998
- Protection of Businesses Act 99 of 1978
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The National Credit Act 34 of 2005
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

9. Section 51(1) (e)

This section lists the information that we hold

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists
- Policies
- Minutes of Meetings
- Administrative information

10. CONSIDERING YOUR REQUEST

Subject to the provisions of the Act, access to records requested from corporate insights will only be given if -

10.1 all the procedural requirements set out in the Act relating to a request are met; and

10.2 access to the requested record/s is not refused in terms of any ground for refusal set out in the Act.

10.3 The grounds of refusal are outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 and includes mandatory protection of –

10.3.1 commercial information of third party;

10.3.2 certain confidential information;

10.3.3. safety of individuals, and protection of property;

10.3.4 records privileged from production in legal proceedings;

10.3.5 economic interests and financial welfare of Republic and commercial activities of private bodies;

10.3.6 research information of third party, and protection of research information of a private body; or

10.3.7 certain information regarding the operations of private bodies.

10.3.8 Corporate Insights may also refuse requests that are manifestly frivolous or vexatious or that will lead to a substantial and unreasonable diversion of resources.

11. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the email address support@corporateinsights.co.za provided in this manual, and marked for the attention of the information officer.

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information

10.2 Availability of the Manual

10.2.1 This manual is available for inspection by the general public on our website. Copies of the manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

10.3 Fees

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

10.3.1 A fee will be required by the head (*contact person*) before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R50 should be paid, this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee (not more than one third) may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.5 The head may withhold a record until the requester has paid the applicable fees

10.4 Details of the South African Human Rights Commission

Any queries with regard to this manual should be directed to:

The South African Human Rights Commission; PAIA Unit

Research and Documentation Department

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za