

# **THE LITTLE GYM SEA POINT PTY LTD**

## **MANUAL FOR THE PROMOTION OF ACCESS TO INFORMATION (PRIVATE BODY)**

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

**Issue date:** 30 June 2021

**THE LITTLE GYM SEA POINT PTY LTD**

**JULIE GRIVEGNÉE  
DIRECTOR**

# THE LITTLE GYM SEA POINT PTY LTD

## MANUAL FOR THE PROMOTION OF ACCESS TO INFORMATION

(PRIVATE BODY)

	CONTENT	PAGE
1.	Preamble	2
2.	Introduction	3
3.	Details of Organisation [Sec 51(1)(a)]	3
4.	Details of the Information Officer [Sec 51(1)(a)]	3
5.	Access to the records held by the private body in question [Sec 51(1)(c)]	4
6.	Records available in terms of any other legislation [Sec51(1)(d)]	4
7.	Records that may be requested [Sec 51(1)(e)]	4
8.	Requesting procedure	5-7
	ANNEXURE A – REQUEST FORM C	
	ANNEXURE B – FEE STRUCTURE	

### **1. PREAMBLE**

The Promotion of Access to Information Act was promulgated in March 2001. The Act was put in place in order to actively protect a society in which the people of South Africa have effective access to information, which enables them to more fully exercise and protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in Public and Private Bodies, as defined. This Manual has been prepared in accordance with Section 51 of The Promotion of Access to Information Act No. 2 of 2000.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

The Section 10 Guide on how to use the Act is available from the South African Human Rights Commission [Sec 51(1)(b)].

**2.****INTRODUCTION TO THE LITTLE GYM SEA POINT PTY LTD**

Business Registration No:	2016/263924/07
Nature of Business	Structured sport-related activities for children
Business Description:	The Little Gym is the world's premier experiential learning and physical development center for children ages 4 months through 12 years old. Each week, progressively structured classes and a positive learning environment create opportunities for children to try new things and build self-confidence, all with a grin that stretches from ear to ear.

**3.****DETAILS OF ORGANISATION [SECTION 51(1)(a)]**

Postal Address:	The Regent – Suite 101 Regent Road 19-33 Sea Point Western Cape
Physical Address:	The Regent – Suite 101 Regent Road 19-33 Sea Point Western Cape
Telephone Number:	+27 021 569 0150
E-Mail Address:	seapoint@thelittlegym.co.za
Website:	www.thelittlegym.co.za

**4.****DETAILS OF INFORMATION OFFICER [SECTION 51(1)(a)]**

Information Officer:	Alexandre Dullier
Postal Address:	The Regent – Suite 101 Regent Road 19-33 Sea Point Western Cape
Work Address:	The Regent – Suite 101 Regent Road 19-33 Sea Point Western Cape
Telephone Number:	+27 076 295 7310
E-Mail Address:	alex@thelittlegym.co.za

## **5.**

### **ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION [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 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.

There are no records that are freely available to be requested in terms of this Act.

## **6.**

### **RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [SECTION 51(1)(d)]**

Acts that are applicable to THE LITTLE GYM SEA POINT PTY LTD:

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- 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
- Insolvency Act 24 of 1936
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protection of Businesses Act 99 of 1978
- Sectional Titles Act 95 of 1986
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Trade Marks Act 194 of 1993
- Trust Property Control Act 57 of 1988
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

## **7.**

### **RECORDS THAT MAY BE REQUESTED [Section 51(1)(e)]**

A description of the subjects of the records held by the body and the categories in which these subjects are classed. This includes operational records utilised in the day to day running and administration of the business.

#### **7.1**

##### **Personnel Records**

- Any personal records provided to the private body by their personnel.
- Any records a third party has provided to the private body about any of their personnel.
- Conditions of employment and other personnel-related contractual and quasi-legal records.
- Other internal records and correspondence.

## 7.2

### **Customer-related records**

A customer includes any entity who receives services from the private body. Customer-related information includes the following:

- Any records a customer has provided to a third party acting for or on behalf of the private body.
- Any records a third party has provided to the private body.
- Records generated by or within the private body pertaining to the customer, including transactional records.

## 7.3

### **Private body records (THE LITTLE GYM SEA POINT PTY LTD)**

This includes but is not limited to the following:

- Financial records
- Operational records
- Databases
- Information technology
- Marketing records
- Internal correspondence
- Statutory records.
- Records held by officials of the private body.

## 7.4

### **Other Parties**

The private body may possess records pertaining to other parties, including without limitation, contractors, suppliers, holding companies, service providers.

Alternatively, such other parties may possess records which can be said to belong to the private body.

## **8.**

### **REQUESTING PROCEDURE**

A requestor can request access to information in different capacities; the category will influence the amount to be charged when a request has been lodged.

Requestors can be classified in different categories:

- A personal requestor, that is a person who requests information about him / herself.
- An agent requestor, that is a person requesting information on behalf of someone else.
- A third party requestor, that is a person requesting information about someone else.
- A public body, requests information in the public interest.

A person who wants access to the records must complete the necessary request form, as set out in ANNEXURE A (Form C), and the completed form must be sent to the physical address/email address provided in the 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 is required.

## **8.1**

### **GRANTING OR REFUSAL OF REQUESTS**

All requests that meet the requirements, as set out above will be processed in line with the time limits as set out in the Act.

Requestors should take note that requests may be refused based on the following grounds, as set out in the Act:

- Mandatory protection of privacy of a third party who is a natural person.
- Mandatory protection of commercial information of a third party.
- Mandatory protection of certain confidential information of a third party.
- Mandatory protection of records privileged from production in legal proceedings.
- Commercial information of the private body.
- Mandatory protection of research information of a third party and of the private body.

Requestors will be informed within 30 days of its decision. Please take note that in terms of the Act this 30 day period maybe extended for a further 30 day period should more time be required to gather the requested information. The requestor will however be notified if the initial 30 day notice period will be extended for a further 30 days.

## **8.2**

### **AVAILABILITY OF THE MANUAL [SECTION 51 (3)]**

- This manual has been made available to the Human Rights Commission, in accordance with paragraph 9(1) of the Regulations promulgated in terms of the Act *and is to be published on our website: [www taxpaid.co.za](http://www taxpaid.co.za).*
- The manual is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices. Copies of the manual may be made available subject to the prescribed fees.
- Copies may also be requested from the SAHRC at the details provided below.

## **8.3**

### **FEES - ALSO REFER TO ADDENDUM B FOR FULL FEE STRUCTURE AS PER LEGISLATION**

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

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [Sec 54(1)].

The fee that the requester must pay to a private body is R50 .00, this amount will be refunded should the request for access be refused.

The requester may lodge an application with a court against the tender or the payment of the request fee [Sec 54(3)(b)].

After the head of the private body has made a decision on the request, the requester must be notified in the required form.

If the request is granted, then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours and prepare the record for disclosure [Sec 54(6)].

The head of the private body may withhold a record until the requester has paid the applicable fees.

#### 8.4

#### THE 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:  
Research and Documentation Department  
PAIA Unit**

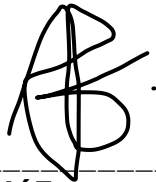
<b>Postal Address:</b>	Private Bag 2700 Houghton 2041
<b>Telephone Address:</b>	+27 11 484 8300
<b>Fax:</b>	+27 11 484 0582
<b>Website:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
<b>E-Mail:</b>	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

This Manual is prepared on behalf of THE LITTLE GYM SEA POINT PTY LTD, by the Director and Information Officer:



Date: 30 June 2021

**ALEXANDRE DULLIER  
INFORMATION OFFICER**



Date: 30 June 2021

**JULIE GRIVEGNÉE  
DIRECTOR**