



Whatwewant Branded Entertainment (Pty) Ltd

Manual Prepared in Accordance with Section 51 of the Promotion of Access to
Information Act 2 of 2000



ACCESS TO INFORMATION MANUAL

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Introduction

The aim of this manual is to assist potential requestors regarding the procedure to be followed when requesting access to information/documents from whatwewant as contemplated in terms of the Act.

This manual may be amended from time to time. As soon as amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact David Dancey should assistance be required in respect of the use of this manual and/or the requesting of information/documents from whatwewant.

The following words will bear the following meaning in this manual:

“the Act”	shall mean the Promotion of Access to Information Act 2 of 2000, together with all relevant regulations published;
“the/this manual”	shall mean this manual as available at the offices of whatwewant;
“whatwewant”	shall mean whatwewant Branded Entertainment (Pty) Ltd which produces films and branded entertainment solutions.
“SAHRC”	shall mean the South African Human Rights Commission
“Information Officer”	David Dancey has been appointed as the Information Officer of whatwewant and requests for information should be addressed to him.

Contact Details (Section 51(1)(a) of the Act)

Name of body:	whatwewant
Appointed Information Officer	David Dancey
Address:	35 Morell Road (cnr Susman Ave) Blairgowrie 2194
Postal Address:	PO Box 410382 Craighall 2024
Tel:	011 781 4179



Email: wendy@whatwewant.co.za
Website: www.whatwewant.co.za

Guide (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and can be obtained from them at the following address:

SAHRC
PAIA Unit
The Research and Documentation Dept
Private Bag 2700
Houghton
2041
Tel: 011 484 8300
Fax: 011 484 0582

Information/Documents Available (Section 51(1)(d) of the Act)

whatwewant keeps information/documents in accordance with the following legislation (please note this is not an exhaustive list):

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Copyright Act 61 of 1978
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Regional Services Councils Act 109 of 1985
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

The above records, in so far as being of a public nature, are available automatically without a person having to request access in terms of the Act as envisaged in Section 52.



Documents/Information held by whatwewant (Section 51(1)(e) of the Act)

whatwewant holds the documents/information listed below:

- Details relating to the operational and financial interests of whatwewant
- Supplier contracts
- Client data base (personal information of clients, commercial and financial information, information on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Skills Development Report
- Human Resources – personal information of past, present and prospective employees/directors
- Insurance policies

The whatwewant website is www.whatwewant.co.za and is accessible to anyone with access to the internet. It contains a profile of whatwewant, its contact details, scope of services and key personnel as well as information of general interest.

Documents/information requested shall only be made available to the requestor subject to the provisions of the Act. All requests for information must be in the prescribed form, addressed to the Information Officer and accompanied by payment of the prescribed fee.

Other Information (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development to date has not published any regulation in terms of this Section.

Availability of the Manual

This manual is available in the following manner:

- It is available for inspection at the offices of whatwewant, free of charge.
- Copies of the manual may be obtained, subject to the prescribed fees, at the offices of whatwewant.
- The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and whatwewant (www.whatwewant.co.za) and will be published in the Government Gazette.

It should be noted that the manuals accessible on the website of the SAHRC and in the Government Gazette do not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website or the website of the Department of Justice and Constitutional Development (www.justice.gov.za).