

TANYA HANEKOM INC: PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL
Manual to access information in terms of section 51 of the Promotion of Access to Information Act

1. Introduction

This private practice is the practice of Tanya Hanekom. The practice is managed according to the standards set by the Health Professionals Act of 1974 and the practitioners are subject to the authority of the Health Professionals Council of South Africa (HPCSA). Our business is to practice audiology within the scope and ambit of our competence and training, as defined from time to time. We are bound by a number of ethical rules issued by the HPCSA, most notably the obligation to preserve patient confidentiality, unless legislation or a court order compels us to breach this duty. Requesters should note that commercial information and financial information may be withheld on the grounds of sections 63-70 of the PAIA.

2. Practice details

Practice Name: Tanya Hanekom Inc t/a Sandton Hearing & Balance
Registration Number (if applicable): 200801284821
Practice Number: 0670278
Registered Address: Mediclinic Sandton, Room G06, North block, 1 Peter Place, Bryanston 2021
Postal Address: PO BOX 1537, Fontainebleau, 2032
Telephone Number: 0114634639
Practice Owner: Mrs Tanya Hanekom who is the solo director

3. Designated Information Officer

Name: Tanya Hanekom
Contact details: 0114634639 / Tanya@sandtonhearing.co.za

4. Human Rights Commission Guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide Containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. The SAHRC Guide will contain the following information:

- The objects of the Act;
- Particulars of the information officer of every public body;
- Particulars of every private body as are practicable;
- The manner and form of a request for access to information held by a body;
- Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
- All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
- Schedules of fees to be paid in relation to requests for access to information;
- Regulations made in terms of the Act.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details, as follows:
South African Human Rights Commission, Promotion of Access to Information Act Unit,
Private Bag 2700, Houghton 2041. Telephone: (011) 484-8300; Fax: (011) 484-0582; website:
www.sahrc.org.za; E-mail: PAIA@sahrc.org.za

5. Information available from this practice in terms of the Act

Categories of information:

5.1. INFORMATION ON PRACTICE MODALITY

*I practise in an incorporated practice and hold documentation and records required by the Companies Act of 1973, including, but not restricted to the Memorandum of Incorporation (MOI), resolutions, forms and registers of directors and shareholders, etc.

5.2. INFORMATION RELATING TO PROFESSIONAL PERSONS WORKING IN THE PRACTICE

Certificates and cards proving professional registration at the HPCSA and other professional associations.

5.3. FINANCIAL INFORMATION

Register of Mortgages and Debentures and Fixed Assets;
Annual Financial Statements including: Annual accounts; Auditor's report; Books of Account; supporting schedules to books of account and ancillary books of account;
Accounting records; Books of Account including journals and ledgers; Bank statements; Stock sheets;
Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange;
Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

5.4. PATIENT RECORDS

Records are kept on all patients. Records are kept for at least 6 years or as legally determined from time to time. Children's records are kept until the age of 21. These records constitute personal confidential information that is protected from unauthorised third party access.

5.5. EMPLOYMENT RECORDS

The following records are kept:
Employees' names and occupations;
Time worked by each employee;
Remuneration paid to each employee;
Attendance register;
Salary and wages register;
Skills Development Plan and training records;
Staff records;
IRP5's and Tax information pertaining to the employment of employees;
Employment contracts;
Performance management records;
Conditions of Employment and Policies (including but not limited to leave policies, telephone policy, etc.)
Locum agreements and locum records.

5.6. OCCUPATIONAL HEALTH AND SAFETY

Evacuation plan; Information related to Health and Safety Committee/Officer.

5.7. PROPERTY (FIXED AND MOVABLE)

Rental Leases

5.8. *AGREEMENTS AND CONTRACTS

Agreements with contractors and suppliers;
Rental lease agreement

5.9. INSURANCE

Insurance policies;
Professional Indemnity;
Claim records;
Details of insurance coverages, limits and insurers.

5.10. Information available in terms of other legislation

The practice holds certain extracts of information of the following statutes: - Basic Conditions of Employment Act No. 75 of 1997, Employment Equity Act No. 55 of 1998, Health Professions Act No. 56 of 1974, Labour Relations Act No. 66 of 1995, Medicines and Related Substances Control Act Of 1965, Unemployment Insurance Act No. 63 of 2001.

6. Information Automatically available

The following categories of records are automatically available for inspection and are also available from our information officer, whose contact details appear in section A of this manual:

Email newsletters,
Blog posts
Facebook posts
Booklets
Document templates (audiogram, purchase agreement, etc)
Pamphlets

7. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form available from: our information officer (see above); the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development website (www.doj.gov.za). There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form. You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges. Access to information is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for this right. You will be notified whether your request has been approved. The fact that information is held by us and being listed in this manual should not be construed as conferring upon any requester a right to that information.

SIGNED:



NAME	DESIGNATION	DATE
TANYA HANEKOM	DIRECTOR	2020/05/13