

# MEDIA

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## FILM SERVICE

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

#### Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

#### Overview

Media Film Equipment Service provides professional film equipment to the film and commercial industry.

Media Film Equipment Service supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

#### Availability of this manual

A copy of this Manual is available by sending a request for a copy to the Information Officer by email. The Manual may also be obtained from our head office, the South African Human Rights Commission (“SAHRC”) at the addresses set out below or from the Government Printers. This Manual will be updated from time to time, as and when required.

#### How to request access to information held by Media Film Equipment Service

Requests for access to records held by Media Film Equipment Service must be made on the request forms that are available from our website and office, from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under “regulations”).

A request fee may be payable. You can submit a request without paying the request fee but please note that payment of the prescribed fees must be made before the request will be processed.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

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If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer of Media Film Equipment Service.

The standard form must be used for the making of requests. Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed.

Kindly note that all requests to Media Film Equipment Service will be evaluated and considered in accordance with the Act; publication of this manual and describing the categories and subject matter of information held by Media Film Equipment Service does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

### Contact details

<b>Name of Private Body</b>	Media Film Equipment Service
<b>Designated Information Officer</b>	Charl van der Merwe
<b>Email address of Information Officer</b>	<a href="mailto:info@mediafilmservice.com">info@mediafilmservice.com</a>
<b>Postal address</b>	PO Box 52128, Waterfront, Cape Town, 8002
<b>Street address</b>	52 Paarden Eiland Rd, Paarden Eiland, Cape Town, 7495
<b>Phone number</b>	021 5113300
<b>Fax number</b>	021 5113395

### How to access the guide as described in s10 of the Act

The Guide described in Section 10 of the Act is due in August 2003. From that date it will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

### Voluntary disclosure

Media Film Equipment Service has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Media Film Equipment Service and its services is freely available on Media Film Equipment Service's website. Certain other information

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relating to Media Film Equipment Service. is also made available on such website from time to time.

Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

### Records available in terms of any other legislation

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Companies Act 61 of 1973

Income Tax Act 58 of 1962

Value Added Tax Act 89 of 1991

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997

Employment Equity Act 55 of 1998

Skills Development Levies Act 9 of 1999

Unemployment Insurance Act 30 of 1966

Film and Publications Act 65 of 1996

Compensation of Occupational injuries & Disease Act 130 of 1993

### Records held by Media Film Equipment Service

Media Film Equipment Service maintains records on the following categories and subject matters.

**However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured.** All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

- **Internal records**

The following are records pertaining to Media Film Equipment Service's own affairs and those of its divisions:

- Memorandum and Articles of Association
- Operational records
- Licences
- Intellectual property
- Marketing records;
- Internal correspondence;
- Product records;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of Media Film Equipment Service.

- **Financial records**

- Financial records
- Tax returns
- Banking records, statements, paid cheques and electronic banking records
- Asset register
- Rental agreements
- Invoices

- **Income tax records**

- PAYE records

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- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances
  - VAT
  - Skills Development Levies
  - UIF
  - Workmen's compensation
- **Personnel records**

Personnel refers to any person who works for or provides services to or on behalf of Media Film Equipment Service and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Media Film Equipment Service. This includes, without limitation, directors, executive directors, non-executive directors, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

  - Any personal records provided to Media Film Equipment Service by their personnel;
  - Any records a third party has provided to Media Film Equipment Service about any of their personnel;
  - Conditions of employment and other personnel-related contractual and quasi-legal records;
  - Internal evaluation records; and
  - Other internal records and correspondence.
- **Customer records**

Please be aware that Media Film Equipment Service is very concerned about protecting the confidential information of its customers. Please motivate any request for customer information very carefully, having regard to Sections 63 to 67 of the Act. Customer information includes the following:

  - Any records a customer has provided to Media Film Equipment Service or a third party acting for or on behalf of Media Film Equipment Service;
  - Contractual information;
  - Customer needs assessments;
  - Personal records of customers;
  - Credit information and other research conducted in respect of customers;
  - Any records a third party has provided to Media Film Equipment Service about customers;
  - Confidential, privileged, contractual and quasi-legal records of customers;
  - Customer evaluation records;
  - Customer profiling;
  - Performance research conducted on behalf of customers or about customers;
  - Any records a third party has provided to Media Film Equipment Service either directly or indirectly; and
  - Records generated by or within Media Film Equipment Service pertaining to customers, including transactional records.

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- **Technical records**

**Other Parties**

Records are kept in respect of other parties, including without limitation contractors, suppliers, joint ventures, service providers and general market conditions. In addition, such other parties may possess records, which can be said to belong to Media Film Equipment Service. The following records fall under this category:

- Personnel, customer or Media Film Equipment Service records which are held by another party as opposed to being held by Media Film Equipment Service; and
- Records held by Media Film Equipment Service pertaining to other parties, including financial records, correspondence, contractual records, electronic mail, logs, cached information, records provided by the other party, and records third parties have provided about the contractors/suppliers or customer.

**Other Records**

Further records are held including:-

- Information relating to Media Film Equipment Service's own commercial activities; and
- Research carried out on behalf of a client by Media Film Equipment Service or commissioned from a third party for a customer;

Research information belonging to Media Film Equipment Service, whether carried out itself or commissioned from a third party.