			ISP VV 002
Subject: SECTION 51 MANUAL FOR VERMAAK INC. PATHOLOGY LABORATORY			Revision 1 Revision Date: 2015-05-23
Author: F Marais	Auth by: WJH Vermaak Auth Date: 2015-05-23	Implementation Date: 2015-06-24	Page 1 of 6 Release Date: 2015-05-23

INTRODUCTION

Dr WJH Vermaak Inc. provide medical services. We run our practice according to the requirements set by the Health Professionals Act of 1974, and are subject to the authority of the Health Professionals Council of South Africa (HPCSA). Our business is to practice medicine 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 duty 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.

Section A – Company Contact details

Name of Private Body:	Dr WJH Vermaak Inc. Pathology laboratory
Practice number:	Pr 0520000047368
Postal address:	PO Box 75639, Lynnwood Ridge, 0040
Street address:	671 Keet ave, Les Marais, Pretoria
Phone number:	(012) 404 2300
Fax number:	086 679 1480
Director:	Prof WJH Vermaak
Information Officer:	Me Chantell Louw
Deputy Information Officer:	Me Susan Kruger
Email address of Information Officer:	informationofficer@vpath.co.za


Section B – The official SA 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;

e-COPY

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- 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.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are 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

Section C – Information available from this practice in terms of the Act

Categories of information

INFORMATION ON FORM OF PRACTICE

We are practicing in an incorporated practice and hold documentation and records required by the Companies Act of 1973, including, but not limited to the prescribed certificates, memorandum and articles of association, minute books, resolutions, forms and registers of directors and shareholders, etc.


INFORMATION RELATING TO THE PROFESSIONAL STATUS OF PERSONS

WORKING IN THE PRACTICE

- ▶ Certificates and cards proving professional registration at the HPCSA and other relevant Boards and Councils
- ▶ Proof of payment of annual and registration fees

ASSETS AND FINANCIAL INFORMATION AND RECORDS

- Register of Fixed Assets
- Annual Financial Statements including: Annual accounts; Directors' reports; Auditor's report; Accounting records; Bank statements
- Claims to medical schemes.

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PATIENT RECORDS

- Records are held on all patients as required by legislation. These records constitute personal confidential information that is protected from unauthorized third party access.

EMPLOYMENT RECORDS

- Employees' name and occupations
- Remuneration paid
- Attendance and time registers
- Employment equity plan and reports
- Disciplinary proceedings
- Arbitration and CCMA cases
- Personal records
- IRP5's and tax information pertaining to the employment of employees
- Employee contracts
- Employee appraisal records
- Conditions of employment and employment policies
- Group personal accident/Group life plans
- Locum agreements and records

PROVIDENT FUND RECORDS


- Pension Fund Rules
- Account records

HEALTH AND SAFETY

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

PROPERTY (FIXED AND MOVABLE)

- Title Deeds
- Leases
- Mortgage Bonds or servitudes to fixed property
- Asset register

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- Finance and Lease Agreements;

AGREEMENTS AND CONTRACTS

- Agreements with utility companies
- Software/IT agreements
- Agreements concerning provision of services or materials
- Agreements with contractors and suppliers
- Purchase or lease agreements.

TAXATION & VAT

- Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT.

LEGAL

- Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation
- Settlement agreements.


INSURANCE

- Insurance policies
- Professional Indemnity
- Details of insurance coverages, limits and insurers.

Section D - Information available in terms of other legislation

Our practice holds certain extracts of information of the following statutes:

- Companies Act 71 of 2008
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Health Professions Act 56 of 1974
- Income Tax Act 58 of 1962
- Value-Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995

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- Skills Development Act 97 of 1998
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Children's Act 38 of 2005
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- National Health Laboratory Service Act 37 of 2000
- Choice on Termination of Pregnancy Act 92 of 1994
- Nursing Act 50 of 1978
- Allied Health Professions Act 63 of 1982
- Health Professions Council of South Africa - Ethical Rules, regulations and guidelines
- Sterilization Act 44 of 1998
- Human Tissue Act 65 of 1983
- International Organization for Standardization - ISO 15189
- South African National Accreditation System
- National Environmental Management: Waste Act 59 of 2008 and regulations thereto

Section E – Information Automatically available

No records are freely available, without having to request access in terms of the Act.


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 within 30 days.

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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.**

Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

Availability of the manual

The manual is also available for inspection during office hours at the offices of Dr WJH Vermaak Inc. free of charge. Copies are available from the SAHRC and at our website **www.vpath.co.za**