



MANHATTAN HOTEL

Pretoria

redefining the art of hospitality

PAIA MANUAL

Table of Contents

PURPOSE OF THIS MANUAL..... 3

PAIA MANUAL AVAILABILITY 3

LEGISLATION APPLICABLE TO OUR BUSINESS 4

NATURE OF OUR BUSINESS..... 4

CONTACT DETAILS 4

COMPANY ADDRESS.....4

DISCLAIMER 5

GROUND FOR REFUSAL TO PROVIDE INFORMATION..... 5

WHO MAY APPLY TO REQUEST INFORMATION.....5

RECORDS HELD BY THE COMPANY.....6

PRICING ASSOCIATED WITH A REQUEST FOR INFORMATION 6

DOCUMENT ADMINISTRATION 8

DOCUMENT REVISION.....8

RECORD KEEPING.....8

REQUEST FORM..... 9

Purpose of this Manual

This manual provides information to persons who consider applying for information held by Manhattan Hotel Pty. Ltd., generated during daily operations, within the context and parameters of the organization's business in a regulated environment.

PAIA Manual Availability

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest. This Manual is provided free-of-charge.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

Commission contact details:

P.O.BOX 31533
BRAAMFONTEIN
JOHANNESBUR
2017

<https://www.justice.gov.za/inforeg/portal.html>

This manual is available on the organization's website: www.manhattanhotel.co.za
Legislation Applicable to Privacy and Data Security

The information in this manual and the templates for forms is based on the following legislation and guidelines.

1. PAIA Resource Kit
 - South African History Archive (SAHA)
 - The SAHA gives permission for the kit to be used freely by all those seeking to better understand and utilize PAIA (page 2 of the Resource Kit).
2. Promotion of Access to Information Act, 2000, 9 March 2001, Department of Justice's Government Gazette no. 22125.
3. Promotion of Access to Information Act 2 of 2000 Regulations relating to the promotion of access to information, 9 March 2001, Department of Justice. Government Gazette no. 20825.
4. Protection of Personal Information Act 4 of 2013. The form to be used to submit a request for information appears at the end of this manual.

Legislation Applicable to Our Business

- The Constitution of South Africa
- Companies Act
- Income Tax Act
- Employment Equity Act
- Broad-Based Black Economic Empowerment Act
- Labour Relations Act
- Skills Development Act
- Skills Development Levies Act
- Value Added Tax Act
- Compensation for Occupational Injuries and Diseases Act
- Occupational Health and Safety Act
- Unemployment Insurance Fund Act
- Tourism Act

Nature of Our Business

- Manhattan Hotel Pty Ltd is a private company registered with the CIPC, providing **Accommodation, Conferencing and Spa services.**

Contact Details

Name	Designation	Telephone	Email
Nico Rowan	CEO	012-392 0000	nico@manhattanhotel.co.za
Anchen Lindeque	Information Officer	012-392 0000	anchen@manhattanhotel.co.za
Willie van der Wal	Deputy Information Officer	012-392 0000	willie@manhattanhotel.co.za

Company Address

Our company conducts its business from these addresses:

Physical Address:
247 Scheiding Street
Berea
Pretoria Central
0002

Postal Address:
 Postnet Suite # 06
 P.O. Box X 12
 Menlo Park
 0102
 Website: www.manhattanhotel.co.za

Disclaimer

The submission of a request for information is not a guarantee that the organization will release the requested information.

Grounds for refusal to provide information.

The organization retains its right to refuse requests for information, yet each request will be given due attention.

- Any information related to a person who is deceased will not be released unless the requester can prove his / her legal right to obtain such information.
- Information about a third party will not be released if doing so will cause harm to the third party.
- The intellectual property (IP), trademark or patent related information of a party will not be disclosed to any requester.
- Information related to employee details will not be provided to any third party except to the requester's Human Resource Professional (HR Professional) with the requisite level of authority to request such information.
- This applies to family, friends, co-workers, and Line Management at a candidate's place of employment.

Who may apply to request information?

A person may apply on behalf of himself / herself, or on behalf of another person.

Process and Rules:

- Requests for information are considered if the requester has used the form that is provided for this function.
- Requests for information must be submitted to the Information Officer named in this manual, in writing via email, or in writing at the Organization's registered address as it appears in this manual.
- Receipt of a request is acknowledged within 24-hours, in writing.
- Verbal requests are not accepted.
- Soft copies of information are provided via email in protected PDF documents.
- Requested records will be provided within 30-days after the Organization has agreed to the request.

Records held by the company

Employee records:		
Full name	ID number / passport / work permit	Passport / work permit if not South African
Contact details	Next of kin	
Employee development details	Assessment results	Bank records
Any employee information permitted by law and related to HR records and not mentioned elsewhere in this table, including disciplinary records	Conditions of employment	Appeals, complaints & records related to conduct
Attendance records	Disability status	Salary details

Third Party Information		
Company name	Registration number	Contact details
Transaction details	Physical address	All records related to business conducted between the two parties
Minutes of meetings	Orders & payments	Contracts with third parties & consultants
Financial records including financial statements & management accounts	Third party information that is required by law	eMail and hard copy communication
Legal records related to the business of the company	Physical address and contact details of clients	Minutes of meetings between the company & a third party
Records related to the company's accreditation status	Orders & payments	All records related to business conducted between parties
Records related to building access	Policies & procedures	Health & Safety information
Maintenance schedules	IT infrastructure information, including information related to maintenance, security & back-up	Reports related to the business of the company

Pricing Associated with a Request for Information

Item	Size *	Price **
Request fee	N / A	R50,00
Access Fees		
Photocopying of a printed page - single side or part thereof	A4	R1,10

Printed copy of an electronic page - double sided or part thereof	A4	R0,75
Copy of audio record (transcription)	A4	R20,00
Searching for and preparation of records (hour or part thereof)	N / A	R30,00
Deposit fees	N / A	***

* Information provided only in A4, no other page size.


** Pricing does not apply to personal requesters.

*** Not applicable unless six hours have been exceeded in the preparation of documentation. A deposit of one third of the access fees is payable if it is anticipated that six hours will be exceeded in the preparation of information.

Notes:

- Information will not be released to a requester until full amounts have been paid for the request and processing fees.
- An invoice will be sent to the requester once a decision has been made to grant access to information.
- Bank details are available on the invoice.

Document Administration

Compiler:	Anchen Lindeque and Willie van der Wal
Date of original compilation:	30 June 2021
Approved by: The Chief Executive Officer	NAME & SURNAME: Nico Rowan 

Document Revision

Date Revised	Rev #	Description of Revision	Revision by

Record Keeping

1. This policy and all related documentation must be stored according to the organization's document management policies.
2. Access to be granted only to personnel who have the authority to work with such documentation, in the normal course of performing their daily tasks.

Request Form

Company name & registration number			
Full name of person requesting information (name as it appears in ID book – do not write nicknames)			
ID Number of person requesting the information			
Position in company			
Contact details Landline, mobile phone, Email.			
Physical address of requester			
Information required			
Reason for request			
How information is to be supplied			
Email	Collection	Courier	View at our premises

E-Mail the document to the Information Officer:

popia@manhattanhotel.co.za