



PrueLeith

Culinary Institute

Prue Leith Culinary Institute

(Trading as Prue Leith Chefs Academy (Pty) Ltd: Co Reg. 2004/029035/07)

Information Manual

**Prepared in accordance with section 51 of the Promotion of Access to
Information Act (PAIA) no. 2 of 2000**

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1. Introduction to Prue Leith Culinary Institute

The Prue Leith Culinary Institute, trading as Prue Leith Chefs Academy (Pty) Ltd, is a culinary education institution.

The operations of the business include professional chef training, a chef trade test centre, culinary short/hobby courses, a fine dining restaurant and consulting services to the hospitality industry.

2. Contact Details of Prue Leith Culinary Institute

Directors:

Tiny Barnetson (Chairman)
Murray Barnetson
Angela Schaefer
Fiona Watt
Graham Ledger
Adele Stiehler-van der Westhuizen (Managing Director)

Patron:

Dame Prue Leith

Business Details:

Type of Entity: Private Company (Co Reg. 2004/029035/07)

Type of Business: Culinary education and restaurant

Location of Business: 262 Rhino Street, Hennospark, Centurion, 0157

Postal Address: P.O. Box 10731, Centurion, 0046

Telephone numbers: (012) 654 5203 / 0820534110

Fax number: 086 6642256

Email: info@prueleith.co.za / reception@prueleith.co.za

Website: www.prueleith.co.za

Information Officer: Adele Stiehler-van der Westhuizen
adeles@prueleith.co.za

3. PAIA and the Section 10 Guide

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.

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.

Also see: <https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

4. Applicable Legislation

Labour Relations Act 66 of 1995

Employment Equity Act 55 of 1998

Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Companies Act 63 of 1973 and Companies Act 71 of 2008

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Income Tax Act 58 of 1962

Protection of Personal Information Act 4 of 2013

Promotion of Access to Information Act, 2000

Electronic Communications and Transactions Act 25 of 2002

Skills Development Act 9 of 1999

Occupational Health and Safety Act 85 of 1993

5. Schedule of Records

This serves as a reference to the categories of information that Prue Leith Culinary Institute holds. The information is classified and grouped according to records relating to the following subjects and categories:

Human resources records

- Personal records provided by employees of Prue Leith Culinary Institute
- Salary records
- Conditions of employment and other personnel-related contractual records
- Internal evaluation records
- UIF records
- PAYE records
- Leave records
- Training records
- Human Resources policies and procedures

Customer-related records

- Records provided by a customer/client (Application forms, ID, proof of qualifications)
- Records generated internally by or within Prue Leith Culinary Institute relating to customer/clients including transactional records
- Contractual records

Financial records

- Annual reports
- Management reports
- VAT returns
- Income tax returns and assessments
- Invoices
- Receipts
- SETA returns
- Asset records
- Insurance policies and claims

Company information

- Trademarks
- Databases
- Information Technology

- Marketing records
- Internal correspondence
- Operational records

Product-related records

- Internal policies and procedures
- Compliance records
- Shareholder records
- Records relating to board members
- Minutes of meetings (including resolutions taken)
- Company register and other statutory company records
- Shareholding in subsidiaries
- Contractual records and information relating to suppliers, service providers, contractors, professional advisors (such as attorneys and auditors) and financiers.

Products and services

- Product specifications (Including Curricula, Learning Material)
- Product documentation (including application forms)

The accessibility of the records may be subject to the grounds of refusal set out in the Act. Amongst other, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before access will be considered.

6. Form of Request

As per the Act, the requester must use Form C (available through the link below or ww.sahrc.org.za) to make the request for access to a record. This must be made to the Managing Director and Information Officer as listed above. This request must be made to the address or fax number.

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

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another 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.

https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

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

7. Prescribed Fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee being R50 in terms of Regulation 11(2).

The forms and fee structure prescribed under the Act are available from the Government Gazette, or at the website of the Department of Justice and Constitutional Development (www.doj.gov.za), under the 'regulations' section as well as the South African Human Rights Commission website (www.sahrc.org.za).

The fee for a copy of this Manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

- For every photocopy of an A4-size page or part thereof: R1.10;
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0.75;
- For a copy in a computer-readable form on – stiffer disc: R7.50; compact disc: R70;
- For a transcription of visual images, for an A4-size page or part thereof: R40;
- For a copy of visual images: R60;
- For a transcription of an audio record, for an A4-size page or part thereof: R20;
- For a copy of an audio record: R30;

The access fees payable by a requester referred to in regulation 11(3) are as follows:

- For every photocopy of an A4-size page or part thereof: R1.10;
- For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form: R0.75;
- For a copy in a computer-readable form on – stiffer disc: R7.50; compact disc: R70;
- For a transcription of visual images, for an A4-size page or part thereof: R40;
- For a copy of visual images: R60;
- For a transcription of an audio record, for an A4-size page or part thereof: R20;
- For a copy of an audio record: R30;

To search for and prepare the record for disclosure: R30 for each hour or part of an hour reasonably required for such search and preparation;

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable; and one third of the access fee is payable as a deposit by the requester.
- The actual postage is payable when a copy of a record must be posted to a requester.