



PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL

SOUTH AFRICAN INSTITUTE FOR SENSORY INTEGRATION

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 or entity, whether such information is required by someone to protect his/her rights.

1. OVERVIEW

The South African Institute for Sensory Integration (SAISI) is a private institute, not for profit entity South African Institute for Sensory Integration that provide a quality academic post graduate training platform for the advancement of knowledge and skills in Sensory Integration (SI) theory, diagnosis, practice and treatment.

The main objectives of SAISI are to promote knowledge, training and research within the field of Sensory Integration and as used and applied by Occupational Therapists

1. for the integration of sensory processes and the improvement of motor function through physiological means with the ultimate aim of enabling the patients to participate in daily life activities;
2. to provide a means whereby Occupational Therapists can learn about discuss and research sensory integration assessment and intervention;
3. to provide training in the use and interpretation of tests appropriate for identifying Sensory Integration difficulties and dysfunctions;
4. to provide standards for education and practice in Sensory Integration that is acknowledged within the international world;

5. to facilitate the exchange of information and publications and to promote research in sensory integration on a national and international level;
6. to maintain a directory of members who are qualified in Sensory Integration; to award certificates of competence to its members;

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosure after evaluation of an an access application being made in terms of the Act.

2. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available -

- At our reception desk at our office / offices at [address]
- From our office in: Hatfield office bridge, 1st floor, corner of Stanza Bopape and Richard Str, Hatfield, Pretoria, 0028.
- On request from our Information Officer
- On our website: www.instsi.co.za
- From the South African Human Rights Commission (“SAHRC”) at the addresses and/or telephone numbers as published by the Commission

This Manual will be updated from time to time, as and when required.

3. OUR INFORMATION OFFICER

Our Information Officer is:

Aletta Kietzmann

Financial administrator

Tel nr: 012 362 5457

Alternative tel nr: 082 639 2585

E-mail: saisi@uitweb.co.za

4. HOW TO REQUEST ACCESS TO RECORDS HELD BY SAISI

Requests for access to records held by SAISI must be made on the request forms that are available from our website or office, or from the SAHRC website (www.sahrc.org.za).

When a record is requested, the following will apply:

- Fees may be payable. These fees are prescribed by law, and can change from time to time. The fee list is attached to this document.

- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website (www.sahrc.org.za) or on the website of the Department of Justice (www.justice.gov.za) under “PAIA” and “forms”.
- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.
- If the requester is acting on behalf of someone else, the signature of the other person as the one who is authorised the request to be made.
- The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.
- If the record is part of another record, the requester will only be access the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act. One can, for example, not access another person’s confidential information, or trade- or commercial secrets of a business.

An answer on a request for information must be made within 30 days of the request, and if not granted and the requester is not satisfied s/he can approach the courts within 30 days.

5. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

More information on how the Act works and all other information can be obtained from the SAHRC at:

Private Bag X2700
Houghton
2041

Braampark Forum 3
33 Hoofd Street
Braamfontein

Tel: 011 877 3600

There are also provincial SAHRC offices in all nine provinces.

6. VOLUNTARY DISCLOSURE

The following information is made known automatically and persons do not have to request such information.

- SAISI course application form (open to public)
- SAISI Edcom policies (open to public)

- SAISI newsletter (open to paid up members only)
- Find a certified ASI registered Occupational Therapist (only paid-up members will appear)
- Events and course information (open to public)
- Resource list (open to public)
- Research (open to public)
- Community (open to public)
- Mission / vision (open to public)
- SAISI Constitution (open to public)
- Products – Clinical Observation, Gross Motor booklets and selected WPS SIPT items

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.

Business legislation (including all regulations issued in terms of such legislation):

The Companies Act 71 of 2008; 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 63 of 2001; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003; National Credit Act 34 of 2005; etc.

Health legislation (including all regulations issued in terms of such legislation):

The National Health Act 61 of 2003; Medical Schemes Act 121 of 1998; Medicines and Related Substances Act 101 of 1965; Children's Act 38 of 2005; Mental Healthcare Act 17 of 2002; Choice on Termination of Pregnancy Act 92 of 1996; Sterilisation Act 44 of 1998; etc.

8. Records held by SAISI

We hold records in the following categories. The fact that we list a record type here does not necessarily mean that we will disclose such records, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.

Internal records relating to our business, which includes our business's founding and other documents, minutes and policies; annual and other reports; financial records; operational records, policies and procedures; contracts; trade marks and other intellectual property; production, marketing records; other internal policies and procedures; internal correspondence; statutory records; etc.

Personnel records, which includes records relating to temporary employees, fixed term employees, part-time employees, permanent employees, contractors, partners, directors, executive directors, non-executive directors. It includes personal files and similar records, records third parties have provided to us about their personnel; employment contracts, conditions of employment; workplace policies; disciplinary records; termination records; minutes of staff meetings; performance management records and systems and all employment-related records and correspondence.

Customer/client and member records, which includes customer/client lists; agreements, consents, needs assessments; financial and accounts information; research information; evaluation records; profiling; and similar information. ***It must be noted that personal information is protected by legislation and ethical rules, and disclosure can only take place, if at all, without those frameworks.***

Supplier and service provider records, which includes supplier registrations; contracts; confidentiality agreements and non-disclosure agreements, communications; logs; delivery records; commissioned work; and similar information, some of which might be provided to us by such suppliers and providers under service- and other contacts.

Technical records, which includes manuals, logs, electronic and cached information, health professionals council / statutory body records, approvals, conditions and requirements, trade association information and similar product information.

Third party information, which may be in our possession but which would be subject to the conditions set in relation to such possession.

Environment and market information, which include information bought, publicly available information and commissioned information which pertains to the specific sector and market of our business and factors that affect the business, professional and healthcare environment.