



# Bradley Beckerleg

Medical Orthotists Prosthetists/ Mediese Ortotiste Prostetiste  
Practice no: 0054518

## PAIA MANUAL

### PROMOTION OF ACCESS TO INFORMATION ACT

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# **PROMOTION OF ACCESS TO INFORMATION ACT**

## **SECTION 51 MANUAL**

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2/2000 ("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**

Bradley Beckerleg is a Private Medical Practitioner in the field of Orthotics and Prosthetics.

This manual serves to inform patients and 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 access application being made in terms of the Act.

### **2. AVAILABILITY OF THIS MANUAL**

A copy of this Manual is available:

- On request from our Information Officer: Cindy Serfontein, contact number 061 448 6980 or email [cindy@bradleybeckerleg.co.za](mailto:cindy@bradleybeckerleg.co.za)
- On our website: [www.bradleybeckerleg.co.za](http://www.bradleybeckerleg.co.za)

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

### **3. OUR INFORMATION OFFICER**

Our Information Officer is      Cindy Serfontein  
Practice Manager  
Tel: 061 448 6980  
Email: [cindy@bradleybeckerleg.co.za](mailto:cindy@bradleybeckerleg.co.za)

## **4. HOW TO REQUEST ACCESS TO RECORDS HELD BY BRADLEY BECKERLEG**

Requests for access to records held by Bradley Beckerleg must be made on the request forms that are available from our website, or from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the Department of Justice ([www.justice.gov.za](http://www.justice.gov.za)) – form C.

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 available on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)).
- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or on the website of the Department of Justice ([www.justice.gov.za](http://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

Tel: 011 877 36003

There are also provincial SAHRC offices in all nine provinces.



## 6. RECORDS AUTOMATICALLY AVAILABLE

No notice has been submitted by Bradley Beckerleg to the Minister of Justice and Correctional Services regarding the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of ProfNet is automatically available. Access and usage of the information on the website are subject to the Website Terms and Conditions as well as the Privacy Policy of Bradley Beckerleg & Riaan Fourie.

## 7. WE HOLD RECORDS IN THE FOLLOWING CATEGORIES

Some of the records listed in the categories below may be formally requested, but access to parts of these records or the whole record may be refused on the basis of the provisions of PAIA as stipulated in sections 33 to 45.

- Automatically available: Records that can be accessed without having to request access in terms of the Act as stipulated in section 15(1)(a) of PAIA.
- Available on request: Records that can be accessed by following the processes as stipulated in PAIA sections 11 and 18; access to these records may be refused on the basis of sections 33 to 45 of the Act.
- Protected: Records that contain sensitive information and cannot be made available to the public.

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; licences, trademarks 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, NEC members. 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/patient records**, which includes members list, funding records, agreements, consents, needs assessments; financial and accounts information; research information; evaluation records; profiling; and similar information. It must be noted that, in the health sector, personal and patient information are 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 profession's 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.

*Compiled: June 2021*



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