

RENE VAN DEN HEEVER OPTOMETRISTS

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

Manual to access information in terms of section 51 of the Promotion of Access to Information Act

1. INTRODUCTION

This private practice is the practice of Rene van den Heever. The practice is managed according to the standards set by the Health Professionals Act of 1974 and the practitioners are subject to the authority of the Health Professionals Council of (HPCSA).

Our business is to practice optometry 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 obligation 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 of the PAIA.

2. PRACTICE DETAILS

Practice Name	Rene van den Heever Optometrists T/A Kijk Optometrists
Practice Number:	0492884
Registered Address:	59 Basil Hulett Drive, Salt Rock, 4391
Postal Address:	Postnet Suite 307, Private Bag x0001, Ballito, 4420
Telephone Number:	032 815 2911
Practice Owner:	Rene van den Heever (Sole Proprietor)

3. CONTACT DETAILS OF INFORMATION OFFICER

Information officer:	Rene van den Heever
ID number:	8205190030087
Contact details:	084 585 2297 or rene@kijkoptom.co.za

4. 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;
- 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.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details, 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

5. INFORMATION AVAILABLE FROM THIS PRACTICE IN TERMS OF ACT

Categories of information:

5.1. Information on practice modalities

I practise in a solus practice (sole proprietor) and hold no official constituting documentation.

5.2. Information relating to professional 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.

5.3. Financial information

Annual Financial Statements prepared by designated accountants for Rene van den Heever Optometrists.
Invoices, statements, receipts, Claims to medical schemes; Copies of all Income Tax Returns and other tax returns

5.4. Patient records

Records are held on all patients. Records are kept for at least 6 or as legally determined from time to time.
Children's records are kept until the age of 21. These records constitute personal confidential information that is out of sight of unauthorised third parties

5.5. Employment records

Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee;
IRP5's and Tax information pertaining to the employment of employees; employ contracts; Performance management records Conditions of Employment and Policies (including but not limited to leave policies)

5.6. Occupational health and safety

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

5.7. Property (fixed and movable)

Asset register; Finance and Lease Agreements

5.8. Agreements and contracts

Agreements with suppliers and provision of services and materials, data supplier, IT agreement

5.9. Insurance

Insurance policies; Professional Indemnity; Claim records; Details of insurance coverages, limits and insurers.

5.10. Information available in terms of legislation

My practice holds certain extracts of information of the following statutes: - Basic Conditions of Employment Act No. 75 Of 1997, Employment Equity Act No. 55 of 1998, Health Professions Act No. 56 of 1974, Labour Relations Act No. 66 of 1995, Unemployment Insurance Act No. 6 of 2001

6. INFORMATION AUTOMATICALLY AVAILABLE

Our Privacy Policy, information regarding the practice, contact details and services rendered are available from our website or on request.

7. PROCEDURE OF REQUESTING ACCESS TO 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. 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.

THIS MANUAL WAS REVISED ON 25 JUNE 2021 AND MIGHT BE UPDATED FROM TIME TO TIME

Rene van den Heever

Owner/Optometrists

DATE: 25/06/2021