

DENTAL INFORMATION SYSTEMS (PTY) LTD AND ITS SUBSIDIARIES ("DENIS") IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 ("PAIA")

1. Introduction

This manual has been compiled in accordance with section 51 of the Promotion of Access to Information Act, 2000 ("PAIA"). This manual explains how requesters can submit requests for access to information to DENIS in terms of PAIA.

2. The business

2.1 Mr Paul Leroy has been duly appointed by the head of DENIS, as the Information Officer for DENIS and is the person to whom requests for access to information must be made in terms of PAIA and in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA").

3. DENIS's Contact details

Details	Chief Executive Officer	Information Officer	Deputy Information Officer
Name	Mr David Carolus	Mr Paul Leroy	n/a
Postal Address	Private Bag x1 Century City 7446	Private Bag x1 Century City 7446	Private Bag x1 Century City 7446
Physical Address	Block D, The Forum Northbank Lane Century City Cape Town 7441	Block D, The Forum Northbank Lane Century City Cape Town 7441	Block D, The Forum Northbank Lane Century City Cape Town 7441
Telephone	(021) 528 5300	(021) 528 5300	(021) 528 5300
Telefax	086 677 0336	086 677 0336	086 677 0336
Email	popi@denis.co.za	popi@denis.co.za	popi@denis.co.za

4. The Section 10 Guide on how to use PAIA

- 4.1 The South African Human Rights Commission ("**SAHRC**") has published a guide as prescribed by Section 10 of PAIA. This guide will be available from the SAHRC until 30 June 2021, in each official language, at the offices of the SAHRC and on its website, listed below. Please direct any queries regarding this guide to:

South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Private Bag X2700, Houghton, 2041

Telephone Number: (011) 877 3600

Telefax Number: (011) 403 0684

Website: www.sahrc.org.za

email: info.sahrc.org.za

- 4.2 From 1 July 2021 onwards, the above guide, as updated by the Information Regulator, will be available at the offices of the Information Regulator and on its website as prescribed by Section 10 of PAIA and in accordance with the Protection of Personal Information Act, 2013 ("**POPIA**"). From 1 July 2021, please direct any queries regarding this guide to:

Information Regulator:

The Research and Documentation Department

33 Hoofd Street, Forum III, 3rd Floor Braampark

P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone Number: 010 023 5200

Telefax Number: *[insert]*

Website: www.justice.gov.za/inforeg/

email (complaints): complaints.IR@justice.gov.za

email (general enquiries): infoereg@justice.gov.za

5. **Records that are available by DENIS in terms of other legislation**

A requester may request information which is available in terms of the following legislation, provided that the requester complies with the requirements set out in such legislation, this manual and PAIA:

- 5.1 Basic Conditions of Employment Act, 1997;
- 5.2 Broad-Based Black Economic Empowerment Act, 2003;
- 5.3 Companies Act, 2008;
- 5.4 Compensation for Occupational Injuries and Diseases Act, 1993;
- 5.5 Employment Equity Act, 1998;
- 5.6 Income Tax Act, 1962;
- 5.7 Labour Relations Act, 1995;
- 5.8 Occupational Health and Safety Act, 1993;
- 5.9 Promotion of Access to Information Act, 2000;
- 5.10 Protection of Personal Information Act, 2013;
- 5.11 Skills Development Levies Act, 1999;
- 5.12 Unemployment Insurance Act, 2001;
- 5.13 Value Added Tax Act, 1991; and
- 5.14 Medical Scheme Act, 1998
- 5.15 Short Term Insurance Act, 1998
- 5.16 Long Term Insurance Act, 1998

6. **Subjects and categories of information held by DENIS**

The subjects and categories of records held by DENIS are as follows:

Subject	Category
Company records	<p>Constitutional documents (including incorporation documents, the memorandum of incorporation and the shareholders agreement)</p> <p>Share registers, share certificates, registers and details concerning shareholder meetings and resolutions</p> <p>Details concerning the identity of directors, directors' meetings, director resolutions</p> <p>Statutory registers and minute books</p>
Financial records	<p>Budget reports</p> <p>Bank records</p> <p>Financial statements</p> <p>Management accounts</p> <p>Audit reports</p> <p>Insurance records</p> <p>Tax records</p>
Strategic and operational information	<p>Business plan</p> <p>Budget reports</p> <p>Minutes of management meetings</p> <p>Minutes of board meetings</p> <p>Annual reports</p>
Assets	<p>Asset register</p> <p>Share certificates</p>

	<p>Trade marks schedule</p> <p>Debtors information</p> <p>Bank account reconciliation</p>
Liabilities	<p>Loan agreements</p> <p>General ledger</p>
Information technology	<p>Asset register</p> <p>Repair and maintenance records</p> <p>Software programmes</p> <p>Software licences</p> <p>IT policies and procedures</p> <p>Software records</p>
Compliance	<p>B-BBEE compliance records</p> <p>Proof of Accreditation with industry bodies</p> <p>General policies and procedures</p>
Human resources	<p>Staff records</p> <p>Contracts of employment</p> <p>Statutory records</p> <p>Training and skills development records</p> <p>Employment equity records</p> <p>Leave records</p> <p>Beneficiary records</p> <p>HR policies and procedures</p>

	<p>Disciplinary procedures</p> <p>Training manuals</p> <p>Salary information</p> <p>Pension fund information</p> <p>Medical aid information</p>
Contractual relationships	<p>Leases</p> <p>Contracts with clients Contracts with contracted vendors for outsourced services</p>

7. Description of personal information processing in terms of POPIA

DENIS processes personal information as follows:

Subject	Category
Purpose of the processing	<p>To comply with statutory obligations</p> <p>Customer relations purposes</p> <p>Security, administrative and legal purposes</p> <p>To fulfil contractual obligations that we have with clients or third parties</p>
Data subject categories and their personal information	<p>Employees: record of employee life cycle</p> <p>General public: general enquiries and viewing the company website</p> <p>Industry bodies: membership records</p> <p>Media: records of media interactions</p>

	<p>Medical Scheme members: record of managed care managed services for membership life cycle (subject to contract between DENIS and Medical Scheme)</p> <p>Dental Insurance Policy Holders: record of premium collection and claims processing services for policy life cycle (subject to contract between DENIS and Insurer)</p> <p>Service providers: record of service provider life cycle</p>
Recipients of personal information	<p>Employee pension funds</p> <p>Financial institutions</p> <p>Industry bodies</p> <p>Law enforcement</p> <p>Medical aid schemes</p> <p>Operators (service providers)</p> <p>Statutory authorities</p>
Expected transnational transfer of personal information	None
Security measures to protect personal information	<p>Physical security measures</p> <ul style="list-style-type: none"> • Access control measures • Internal security measures <p>Cyber security measures</p> <ul style="list-style-type: none"> • Anti-spam measures • Anti-virus measures • Installing security firewalls

	<ul style="list-style-type: none"> • Password control <p>Training programs on information security</p> <p>Training programs on data protection legislation</p> <p>Information security audits</p> <p>IT-related company policies</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

For more information on how we process personal information, please refer to our privacy policy available at www.denis.co.za.

8. The request procedure

8.1 Prescribed form

8.1.1 A request for information must be made in the prescribed form, a copy of which is attached as Annexe A, must be addressed to the Information Officer and must be submitted with the prescribed fee (see paragraph 8.3).

8.1.2 The prescribed request form is available from the Information Officer and from the South African Human Commission (if the request is before 1 July 2021) or the Information Regulator (if the request is after 1 July 2021), whose contact details are set out in paragraph 4 above.

8.2 Manner of request

8.2.1 The request must be made to the address, facsimile number or email address of DENIS set out in paragraph 3 above.

8.2.2 The requester must provide enough detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form (mode/method) of access is required. The requester should indicate if it requires notice of the decision of the Information Officer in any manner, other than in writing.

8.2.3 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.

8.2.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.3 Fees

8.3.1 A requester who seeks access to a record containing personal information must pay the required request fee.

8.3.2 The Information Office must by notice, require the requester to pay the prescribed fee, if any, before further processing the request.

8.3.3 The requester may lodge an application to the high court relating to the payment of the request fee.

8.3.4 After the Information Officer has decided on the request, the requester must be notified in the required form.

8.3.5 If the request is granted, a further access fee must be paid for the search, reproduction, preparation and for any time, in excess of the prescribed hours, required to search and prepare for the record disclosure.

8.3.6 The prescribed fees are available from the Information Officer and from the South African Human Commission (if the request is before 1 July 2021) or the Information Regulator (if the request is after 1 July 2021), whose contact details are set out in paragraph 3 above.

9. Availability of this manual

This manual is available for inspection at:

9.1 DENIS's website, www.denis.co.za

9.2 DENIS's principal place of business set out in paragraph 3 above, during normal business hours; Monday to Friday 08:00 to 17:00.

9.3 the SAHRC until 1 July 2021 (see contact details in paragraph 4.1 above); and

9.4 the Information Regulator from 1 July 2021 onwards (see contacts details in paragraph 4.2 above).

Request for access to record

1. Particulars of [the company]

Name of [the company]: DENIS
Registration number 1996/000371/07

The Head: Mr David Carolus

Physical Address: Block D, The Forum
Northbank Lane
Century City
Cape Town
7441

Postal Address: Private Bag x1
Century City
7446

Telephone: (021) 528 5300

Telefacsimile: 086 677 0336

E-mail: popi@denis.co.za

2. Particulars of person requesting access to the record

- 2.1 The full particulars of the person who requests access to the record must be given below.
- 2.2 The address and/or fax number in the Republic to which the information is to be sent must be given.
- 2.3 Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity Number: _____

Postal Address: _____

Fax Number: _____ **Telephone Number:** _____

E-mail address: _____

**Capacity in which
request is made
when made on behalf
of another person:** _____

3. **Particulars of person on whose behalf request is made**

This section must be completed **ONLY** if a request for information is made on behalf of another person.

Full names and surname: _____

Identity Number: _____

4. **Particulars of record**

- 4.1 Provide full particulars of the record to which access is requested, including the reference number, if that is known to you, to enable the record to be located.
- 4.2 If the space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

**Description of record
or relevant part of the
record:** _____

**Reference number, if
available:** _____

**Any further particulars of
record:** _____

5. **Fees**

- 5.1 A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- 5.2 You will be notified of the amount required to be paid as the request fee.
- 5.3 The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- 5.4 If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

6. Form of access to record

If you are prevented by an impediment or disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: <hr/> <hr/> <hr/>		Form in which record is required: <hr/> <hr/> <hr/>	
----------------------------------	--	--------------------------------------------------------	--

Mark the appropriate box with an "X":

NOTES:

- 6.1 Compliance with your request in the specified form may depend on the form in which the record is available.
- 6.2 Access in the form requested may be refused in certain circumstances. In such case, you will be informed if access will be granted in another form.
- 6.3 The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:			
	Copy of record*		Inspection of record
2. If the record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
	View the images		Copy of the images*
			Transcription of the images*
3. If the record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack (written or printed document)*

4. If the record is held on computer or in an electronic or machine-readable form:					
	Printed copy of record*		Printed copy of information derived from the record*	Copy in computer readable form* (stiffy or compact disc)	
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?				YES	NO
Postage is payable.					

7. Particulars of the right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

8. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20__.

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE