



centralmedia

CENTRAL MEDIA GROUP PROPRIETARY LIMITED

INFORMATION MANUAL

Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000

1. PREFACE

Central Media Group (“CMG”) is committed to the observance of and compliance with the directives of the Promotion of Access to Information Act 2 Of 2000 (“PAIA”) which gives effect to the right to access to information provided in section 32(1) Constitution. It echoes the key principles of good governance, transparency and accountability. In the pursuit of its objectives, CMG encourages the sharing of information with requesters and members of the public as optimally as is possible. This information manual is drafted to give effect to this right and ensure accordance with Section 51 of the PAIA Act.

This Manual contains the processes and procedures required to be followed by a Requester or Data Subject to request access to information held by CMG and it further advances how CMG will assist in these access requests. This Manual also contains the forms that need to be completed and the fees levied to process an access to information request. PAIA does not function independently and should be read with the relevant provisions of the Protection of Personal Information Act, 4 of 2013 (POPIA) which commenced on 1 July 2020 and has empowered the Information Regulator to oversee Information Officers appointed in terms of PAIA. CMG is committed to upholding the Personal Information protection mechanisms contained in POPIA and balancing that protection with the lawful disclosures mandated by PAIA.

2. INTRODUCTION

CMG is a company with subsidiaries that currently operate in four (4) business segments:

- Broadcasting: OFM is a commercial radio station broadcasting to the Free State, Northern Cape, North West and Southern Gauteng;
- New media: Digital Platforms is an internet and digital business whose services include website design & development, social media marketing, search engine optimization, website hosting, blog design, E-commerce development, online advertising and mobile application development; and
- Publishing: Mahareng Publishing is a publisher of magazines, newspapers, books and custom products.

CMG’s vision is to be South Africa’s leading media and entertainment solution. This is the group’s motivation for doing business. All the activities in the group are based on the following values:

- Integrity

- Innovation
- Making a positive contribution
- Diversity
- Excellence

3. CONTACT DETAILS OF INFORMATION OFFICER

Designation	Contact Information
<p>Information Officer: Central Media Group Proprietary Limited</p> <p>Chief Executive Officer: Neoclis Demetrios Efstathiou</p>	<p>Email: nick@centralmediagroup.co.za</p> <p>Postal Address: Central Media Park, 7 Christo Groenewald Avenue, Wild Olive Estate, Bloemfontein</p>

4. GUIDE ON USING THE ACT

Section 10 of PAIA mandates the SAHRC to compile a guide advising Requesters on how to use the Act for the purpose of exercising any right contained in the Act. The SAHRC has successfully published the guide in each of South Africa's eleven (11) official languages. These guides can be accessed on the SAHRC website. Further information on the PAIA guide can be accessed from:

The PAIA Unit at the South African Human Rights Commission

Private Bag X2700 Houghton 2014

Telephone: +27 (0)11 877 3600

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

5. APPLICABLE LEGISLATION

CMG keeps records in accordance with the following legislation, amongst others:

- Independent Communications Authority of South Africa Act 13 of 2000;
- Electronic Communications Act 36 of, 2005;
- 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;
- Consumer Protection Act 68 of 2008;
- Employment Equity Act 55 of 1998;
- Skills Development Levies Act 97 of 1998;
- Occupational Health and Safety Act 85 of 1993;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993; and
- Unemployment Insurance Act 30 of 1966.

6. SCHEDULE OF RECORDS

CMG is in possession of records falling under various categories, in accordance with the following categories:

Corporate Governance

- Documents of incorporation;
- Memorandum of Incorporation of a Private Company;
- Minutes of Board of Directors meetings;
- Records relating to the appointment of directors / auditor / secretary / public officer and other officers; and
- Share Register and other statutory registers.

Finance

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Electronic banking records;
- Asset Register;
- Rental Agreements;
- Invoices;
 - Insurance Records
- PAYE Records; and
- Documents issued to employees for income tax purposes and payments made to SARS on behalf of employees.

Compliance

- VAT, Skills Development Levies, UIF, Workmen's Compensation;

Intellectual Property

- Copyright, licenses and licensing agreements.

Human Resources

- Employment contracts;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Disciplinary records;
 - Salary records;
- SETA records;
- Disciplinary code;
- Leave records; and
- Training records.

Business Operations

- Procurement;
 - Property records
- Product information;
- Marketing information;
- Customer records;
 - Third Party Agreements
- Management records;
- Data basis;
- Correspondence;
- Policies and procedures; and
- Legal proceedings.

Information Technology

- Procurement, maintenance and data communication arrangements.

7. ACCESS REQUEST PROCEDURE

To request a record held by CMG the Form C (Annexure A) should be completed and delivered to CMG's information officer by hand or email together with a copy of the access requestor's identity document. The form must:

- Provide information to enable the Information Officer to identify the requester and records requested;
- Provide an explanation why the requested record is required for the exercise or protection of that right;
- If the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the Information Officer; and
- If it is reasonably suspected that the requestor has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such a requestor.

CMG has implemented the following process through which a Requestor may make an Access Request for a record held by CMG.

- **Step 1: Application-** to request a record held by CMG the Form C (Annexure A) should be completed and delivered to CMG's information officer by hand or email. The Fee is payable in cash when a access request form is delivered in hand or is subject to a bank deposit with proof of payment in any other instance. The Access Request Fee may be deposited into the following bank account:

Bank: Absa

Account Number: 40 6198 4099

Branch Code: 632005

Name of Account: Central Media Group t/a OFM

Reference: PAIA - Surname & Initial (Example: PAIA – Doe, J)

- **Step 2: Validation of Request-** any access requests are to be forwarded to CMG's Information Officer who will make the decision on whether to accept or reject the Access Request. Should an access request be rejected, the Information Officer will inform the Requestor of the rejection. Where an Access Request is granted, Information Officer will inform the Requestor of the outcome of the Access Request.

- **Step 3: Processing of Records**-where the access request is accepted, CMG will commence compiling the necessary records, a process which will take no longer than thirty (30) days.
- **Step 4: Granting of Access to Records**- records are provided in electronic format. Where a Record does not exist in electronic format, the requestor is liable to pay an Access Fee to enable the scanning or transcribing of the Record into electronic format. The requester may elect to inspect a physical Record that is not in electronic format at CMG's premises. These inspections are subject to prior arrangement with CMG.

8. FEES

The PAIA Act provides for Fees which are calculated according to a schedule of the Regulations. Fees are leveraged against Requestors making an Access Requests other than an Access Request for Personal Information. The Fee leveraged for an Access Request is R50.00 excluding Value Added Tax.

Where a physical document is requested, fees are calculated, in addition to the R50.00 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 R0,75
- For a copy of a compact disc R70,00
- For a transcript of visual images of an A4 size page or part thereof R40,00
- For a copy of visual images R60,00
- For a transcript of an audio record, for an A4-size page or part thereof R20,00
- For a copy of an audio record R30, 00

9. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

Chapter 4 of the Act cites that the main grounds for refusal of access requests are as follows:

- Mandatory protection of the privacy of individuals who is a natural person if its disclosure would involve the unreasonable disclosure of personal information;
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;

- Mandatory protection of records which could be regarded as privileged in legal proceedings;
- CMG's commercial information which may include trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause harm to CMG's financial or commercial interests; and
- Mandatory protection CMG's research information.

10. INTERNAL APPEAL PROCEDURE

CMG does not have an Internal Appeal Procedure for requests. The decision made by the Information Officer will be final; information requestors may apply for a court order if their request is rejected.

11. AVAILABILITY OF THE INFORMATION MANUAL

A copy of this manual is available on request from CMG's Information Officer cited in paragraph 3 above. It is also available on CMG's website at www.centralmediagroup.co.za and/or from the South African Human Rights Commission on www.sahrc.org.za

ANNEXURE A

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

A. PARTICULARS OF PRIVATE BODY

The Information Officer:

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

(a) The particulars of the person who requests access to the record must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(c) 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:

C. 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: _____

Listen to the soundtrack (audio cassette) transcription of soundtrack* (written or printed document)

4. If record is held on computer or in an electronic or machine – readable form-

Printed copy of record*	Printed copy of derived from the record*	copy in computer readable form* (stiffy or compact disc)
	YES	NO

* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

A postal fee is payable.

Note that if the record is not available in the language you prefer, access may be granted in

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record? _____

G. PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

1. Indicate which right is to be exercised or protected: _____

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

H. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

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 REQUESTOR/
PERSON ON WHOSE BEHALF REQUEST IS MADE