

THE SAHRC PROMOTION OF ACCESS TO INFORMATION MANUAL FOR:

Coluscene CC t/a Amplitude Dynamics

REGISTRATION: 2003/076281/23

DATE COMPILED: 23 JUNE 2025.

AMPLITUDE
DYNAMICS

(THIS MANUAL IS COMPILED IN ACCORDANCE WITH SECTION 51 AS A PRIVATE BODY.)



o **Definition of a Private Body:**

A natural person who carries or has carried on any trade, business or profession, but only in such capacity;

A partnership, which carries or has carried on any trade, business or profession;

Any former or existing juristic person but excludes a public body.

Per definition Coluscene CC t/a Amplitude Dynamics function and operate as a private concern.

o **Purpose of the PAIA Manual**

This PAIA Manual is useful for the public to:

- o check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- o have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- o know the description of the records of the body which are available in accordance with any other legislation;
- o access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- o know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- o know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- o know the description of the categories of data subjects and of the information or categories of information relating thereto;
- o know the recipients or categories of recipients to whom the personal information may be supplied;
- o know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- o know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

o **Detail of the Body:**

.1. **Name:**

Coluscene CC t/a Amplitude Dynamics

.2. **Address:**

Physical address:



53 Dekriet Street, Rietvlei
Ridge Country Estate, Pretoria
0181

■ E-mail:

admin@amplitudedynamics.co.za

■ Website:

www.amplitudedynamics.co.za

Telephone: 074 912 0775

.3. Nature of the business of the Body:

The business operates as Coluscene CC t/a Amplitude Dynamics providing the following services to its clients,

- Coluscene CC t/a Amplitude Dynamics are an independent specialist retail chain that is rapidly redefining both the pool retail industry.
- Coluscene CC t/a Amplitude Dynamics employs 2 people on a permanent basis and have agreements with a number of ad hoc service providers (Contractors) on a contractual basis.

o Section 10 Guide on how to use the Act:

The Guide will be available from Coluscene CC t/a Amplitude Dynamics at the above addresses.

o Access to the Manual

This manual can be accessed electronically by means of the electronic mail system as per the above e-mail address or by means of hard copy from the physical address supplied above.

o Access to Records:



.1. The Chief Executive Officers:

The Responsible Parties of Coluscene CC t/a Amplitude Dynamics are

Directors Details: Carmen Watt

Residential address: 53 Dekriet Street, Rietvlei Ridge

Country Estate, Pretoria 0181.

.2. Nature of records available:

The following records are kept and are available on application:

Coluscene CC t/a Amplitude Dynamics **Records:**

Administration & Human Resources:

- Organisation Registration
- Coluscene CC t/a Amplitude Dynamics employment and relationship contracts with staff and 'contractors'
- HR policy
- Disciplinary code and procedure
- Remuneration records
- Records of Statutory payments Finances:
- Financial statements
- Financial projections
- Assets inventory **Operations.**

Services provided for Clients:

- Service agreements with Client
- Contracts for employees drafted for Clients
- Relationship policies and agreements between Clients and personnel representative groups



- Records of disciplinary processes
- Correspondence pertaining to the above
- Advertisements for positions for Clients
- Applications for advertised positions

Administration pertaining to the Services:

- Agreements with service providers
- Training manuals and curriculum
- Draft agreements and contracts

.3. Records available in terms of other Legislation:

The Labour Relations Act 66 of 1995 amended 2002:

- Disciplinary Codes and Grievance Procedures
- Records of Agreements and Negotiations
- Records of Disciplinary processes and procedures
- Records of Disciplinary Outcomes and Sanctions

The Basic Conditions of Employment Act 75 of 1997 amended 2002:

- Employment agreements and contracts
- Conditions of employment
- Wage Determinations

The Employment Equity Act 55 of 1998

- Advertisements for positions ○
- Job specifications & descriptions
- Selection data

Protection of Personal Information Act 4 Of 2013

- POPIA Handbook and Policy
documentation
- Agreements with Client/Customers

- Agreements of compliance by personnel and contractors ○ Certificate of Registration with the Department of Justice of the Information Officer for Coluscene CC t/a Amplitude Dynamics
 - Training and maintenance manuals and schedules.
- .4. Nature of records made available in terms of Section 52 (1)(a) Not Applicable
- .5. Records made available in terms of Section 52 (2)(a) and (b) None
- Guide on how to use PAIA and how to obtain Access to the guide
- The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemn
 - The aforesaid Guide contains the description of- the objects of PAIA and POPIA; the postal and street address, phone and fax number and, if available, electronic mail address of- the Information Officer of every public body, and every Deputy Information Officer of every public and private body
 - designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²; the manner and form of a request for access to a record of a public body contemplated in section 113; and access to a record of a private body contemplated in section 504; the assistance available from the Information officer of a public body in terms of PAIA and POPIA; the assistance available from the Regulator in terms of PAIA and POPIA; all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging an internal appeal; a complaint to the Regulator; and an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body; the provisions of sections 145 and 516 requiring a public body and private body, respectively, to compile a manual, and how to obtain
 - access to a manual; the provisions of sections 157 and 528 providing for the voluntary disclosure of categories of records by a public body and private body, respectively; the notices issued in terms of sections 22 and 549 regarding fees to

be paid in relation to requests for access; and the regulations made in terms of section 9210

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

a) that record is required for the exercise or protection of any rights;

b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and

c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above

⁷ Section 15(1) of PAIA - The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA - The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 92(1) of PAIA provides that -"The Minister may, by notice in the Gazette, make regulations regarding-

a) any matter which is required or permitted by this Act to be prescribed;

b) any matter relating to the fees contemplated in sections 22 and 54;

c) any notice required by this Act;

d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and

e) any administrative or procedural matter necessary to give effect to the provisions of this Act."

Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-upon request to the Information Officer; or from the website of the Regulator (<https://info regulator.org.za/>)