

KEVIN CLYDE PHILLIPS OPTOMETRIST INC. OPTOMETRIST: 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 **KEVIN CLYDE PHILLIPS**. 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: KEVIN CLYDE PHILLIPS OPTOMETRIST Inc.
Registration Number: 2000/031705/21
Practice Numbers: 7035845 & 7035659
Registered Address: BGR DE JAGER BOSHOFF ACCOUNTANTS PO BOX 107, MALMESBURY 73000
Postal Address: 21 de Bron Centre, Voortrekker Rd, MALMESSBURY 7300
Telephone Number: 022 4821900 & 021 5524571
Fax Number: 022 4822759 & 021 5524571
Practice Owner/Head: KEVIN CLYDE PHILLIPS
Practice Manager: LOUISE PHILLIPS, ND OPT.DISP.

3. Designated Information Officer

Name: **KEVIN CLYDE PHILLIPS**, alternatively **LOUISE PHILLIPS**

Contact details: 021 5524571; e-mail: reception@specworths.co.za / ontvangs@specworths.co.za / kcphil@iafrica.com

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;
- Regulations made in terms of the Act.

Enquiries regarding the Guide can be addressed to the he SAHRC, the contact details, as follows:

South African Human Rights Commission, PAIA 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 the Act

Categories of information:

Particulars of every private body as are practicable;

- The manner and form of a request for access to information held by a body: **by electronic mail to kcphil@iafrica.com**
- Assistance available from both the information officers and the Human Rights Commission in terms of this Act:
Company information (Including Registration), VAT Registration, contact details, Banking details
- All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application will/can be referred to the relevant source
- Schedules of fees to be paid in relation to requests for access to information which may change from time to time.

The following categories of records are automatically available for inspection (on request):

5.1 information on practice modality

We practise in an incorporated practice and hold documentation and records required by the Companies Act of 1973, including, but not restricted to the Memorandum of Incorporation (MOI), minute books, resolutions, forms and registers of directors and shareholders, etc. These documents are held by our accounting officers, currently Messrs BGR de Jager Boshoff, PO Box 107, Malmesbury 7300

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 are available at our practices for inspection (on request); Proof of payment of annual and registration fees are available on request.

The following categories of records are not freely available, without having to request access in terms of the Act:

(Request forms for these categories of information are available from our information officer, whose contact details appear in section A of this manual). All requests are to be in writing.

5.3 Financial information

Register of Fixed Assets; Annual Financial Statements including: Annual accounts; Directors' Reports; Auditor's report; Books of Account; supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account including journals and ledgers; Bank statements; orders, Invoices, statements, receipts, vouchers and bills of exchange; current Claims to medical schemes; Copies of all Income Tax Returns and other tax returns and documents relating to Income Tax and VAT are available on request through our abovementioned accounting firm.

5.4 Patient records

Records are held on all current 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 protected from unauthorised third party access and belong to the practice. Information in the records can be made available where appropriate and for which a fee might from time to time be payable.

5.5 Employment records

Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Attendance

register; Salary and wages register; Disciplinary proceedings, Arbitration awards and CCMA cases; (After date of employment ceases); Expense accounts (including account(s); IRP5's and Tax information pertaining to the employment of employees; employment contracts; Performance management records; Conditions of Employment and Policies (including but not limited to leave policies, Motor vehicle Scheme, telephone policy, etc.); Locum agreements and locum records where applicable are all available on request via the abovementioned accounting officers or from the practice communications officer or both, whichever may apply from time to time.

5.6 Occupational health and safety

Evacuation plan; Information related to Health and Safety and position of Fire Extinguishers are available from the information officer at the practice(s).

5.7 Agreements and contracts

Managed care agreements; agreements with utility company(-ies)/close corporation(s), software house / data warehouse /IT agreements; agreements concerning provision of services or materials; agreements with contractors and suppliers; sale agreements; purchase or lease agreements, sale of practice agreement and documentation relating to goodwill are stored in safe keeping by the abovementioned accounting officers or in safe keeping off-site by the Director.

5.8 Legal

Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or Investigation; Settlement agreements are available from our appropriate legal or accounting officers.

5.9 Insurance

Insurance policies; Professional Indemnity; Claim records; Details of insurance coverage(s), limits and insurers are available From the Director or information officer

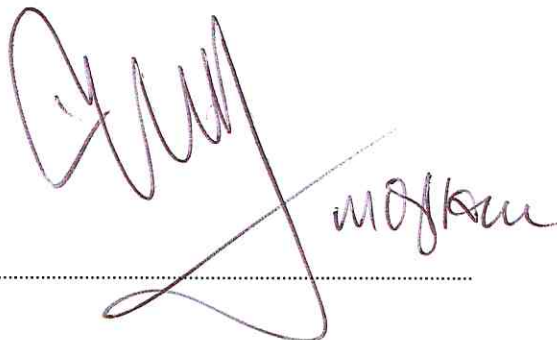
5.10 Information available in terms of other legislation

The 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, Medicines and Related Substances Control Act Of 1965, Unemployment Insurance Act No. 63 of 2001.

6. Procedure for requesting access to the above 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.



A handwritten signature in dark ink, appearing to read 'Kevin Phillips', is written over a horizontal dotted line. The signature is stylized and cursive.

SIGNED:.....

NAME

DESIGNATION

DATE

KEVIN CLYDE PHILLIPS

DIRECTOR

31 OCTOBER, 2015