

three tree hill

history • nature • culture

THIS MANUAL HAS BEEN PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 / 2000.

Section 51(1)(a)

Name of Business

Three Tree Hill CC

Registration Number of Company:

2007/216695/23

Contact Person

Cheryl Blackburn

Physical Address & Postal Address

Rhenosterfontein Farm, Bergville, 3350

Telephone

036 448 1171

Mobile Phone

082 379 1864

Website

<https://www.threetreehill.co.za>

E-mail

frontdesk@threetreehill.co.za

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person or entity, whether such information is required by someone to protect his/her rights.

OVERVIEW

Three Tree Hill is a small luxury guest lodge situated in the foothills of the Drakensberg mountains, accommodating 24 guests, providing meals and guided nature & historical based activities. This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosure after evaluation of an access application being made in terms of the Act.

AVAILABILITY OF THIS MANUAL

A copy of this Manual is available –

At our reception desk at the lodge, Rhenosterfontein Farm, Bergville, 3350

This Manual will be updated from time to time, as and when required.

OUR INFORMATION OFFICER

Our information officer is:

Cheryl Blackburn – email: cheryl@threetreehill.co.za

Designation: Owner

Telephone: +27 849854284

HOW TO REQUEST ACCESS TO RECORDS HELD BY THREE TREE HILL

Requests for access to records held by Three Tree Hill must be made on the request forms that are available from our reception office.

When a record is requested, the following will apply:

- On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.
- If the requester is acting on behalf of someone else, the signature of the other person as the one who is authorised the request to be made.
- The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.
- If the record is part of another record, the requester will only be access the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act. One can, for example, not access another person's confidential information, or trade- or commercial secrets of a business.

An answer on a request for information must be made within 30 days of the request, and if not granted and the requester is not satisfied s/he can approach the courts within 30 days.

HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

The Guide is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal Address:

Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: <http://www.sahrc.org.za>

E-mail: PAIA@sahrc.org.za

VOLUNTARY DISCLOSURE

The following information is made known automatically and persons do not have to request such information.

Fact sheets, list of experiences, cost of accommodation & experiences, booking terms & conditions, brochure, directions are all available on our website and free of charges.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.

Business legislation (including all regulations issued in terms of such legislation):

The 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; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act 63 of 2001; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003; National Credit Act 34 of 2005; Long-term Insurance Act 52 of 1998

RECORDS HELD BY THREE TREE HILL

We hold records in the categories listed below. **The fact that we list a record type here does not necessarily mean that we will disclose such records**, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.

Internal records relating to our business, which includes our business's founding and other documents, minutes and policies; annual and other reports; financial records; operational records, policies and procedures; contracts; licences, trade marks and other intellectual property; production, marketing records; other internal policies and procedures; internal correspondence; statutory records; insurance policies and records; etc.

Personnel records, which includes records relating to temporary employees, fixed term employees, part-time employees, permanent employees, associates, contractors, partners, directors. It includes personal files and similar records, records a third parties have provided to us about their personnel; employment contracts, conditions of employment; workplace policies; disciplinary records; termination records; minutes of staff meetings; performance management records and systems and all employment-related records and correspondence.

Supplier and service provider records, which includes supplier registrations; contracts; confidentiality agreements and non-disclosure agreements, communications; logs; delivery records; commissioned work; and similar information, some of which might be provided to us by such suppliers and providers under service- and other contacts.

Technical records, which includes manuals, logs, electronic and cached information, product registrations, product dossiers, approvals, conditions and requirements, trade association information and similar product information.

Third party information, which may be in our possession but which would be subject to the conditions set in relation to such possession and use or purpose limitations.

Environment and market information, which include information bought, publicly available information and commissioned information which pertains to the specific sector and market of our business and factors affect the business, professional environment.