



SASA
SOUTH AFRICAN SOCIETY OF ANAESTHESIOLOGISTS

SASA

PAIA Manual

2022

Version 3/2022/01

PROMOTION OF ACCESS TO INFORMATION ACT
SECTION 51 MANUAL
THE SOUTH AFRICAN SOCIETY OF ANAESTHESIOLOGISTS

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.

1. OVERVIEW

SASA is a voluntary, membership-based association, not for gain, that is dedicated to the furtherance of the discipline of Anaesthesia at both academic and clinical level. SASA’s mission is leading the science and practice of safe anaesthesia at the highest standard and ensuring the sustainability of anaesthesiology services.

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 an access application being made in terms of the Act.

2. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available –

- On request from our Information Officer, details below.
- On our website: www.sasaweb.com
- From the South African Human Rights Commission (“SAHRC”) at the addresses and/or telephone numbers as published by the Commission

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

3. OUR INFORMATION OFFICER

Our Information Officer is:

Lezelle Britz

General Manager

Tel nr: 083-457-5499

E-mail: gm@sasaweb.com

HOW TO REQUEST ACCESS TO RECORDS HELD BY SASA

Requests for access to records held by SASA must be made on the request forms that are available from our website or office, or from the SAHRC website (www.sahrc.org.za).

When a record is requested, the following will apply:

- Fees may be payable. These fees are prescribed by law and can change from time to time. The fee list is attached to this document.
- The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website (www.sahrc.org.za) or on the website of the Department of Justice (www.justice.gov.za) under “PAIA” and “forms”.
- 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 accessing the part(s) that pertain(s) 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.

4. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

More information on how the Act works and all other information can be obtained from the SAHRC at:

Private Bag X2700
Houghton
2041
Tel: 011 877 3600

Braampark Forum 3^{SEP}
33 Hoofd Street^{SEP}
Braamfontein

There are also provincial SAHRC offices in all nine provinces.

5. VOLUNTARY DISCLOSURE

The following information is made known automatically on the open platform section of the SASA website (www.sasaweb.com):

- SASA Practice Guidelines.
 - SASA Position Statements.
 - Southern African Journal of Anaesthesiology and Analgesia articles.
 - SASA Constitution and Bylaws.
 - SASA Membership benefits, application processes and fees.
 - SASA Event details; and
 - Details relevant to the profession of anaesthesia and of value to the general public.
- and persons do not have to request such information.

6. 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; National Credit Act 34 of 2005; etc.

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

The National Health Act 61 of 2003; and Medical Schemes Act 121 of 1998; etc.

7. Records held by SASA

We hold records in the following categories. 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 minutes and policies; annual and other reports; financial records; operational records, policies, and procedures; contracts; licences, any intellectual property; marketing records; other internal policies and procedures; internal correspondence; statutory records; etc.

Personnel records, which may include records relating to temporary employees, fixed term employees, part-time employees, permanent employees, contractors, directors, executive directors, non-executive 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; performance management records and systems and all employment-related records and correspondence.

Membership records, which includes application records; academic records; agreements; records of awards and scholarships; profiling; records of financial contributions to SASA; records of any peer review or regulatory engagement and records of communications.

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 submissions to government, statutory and other bodies, manuals, logs, electronic and cached information, health professionals' council / statutory body records, 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.

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 that affect the business, professional and healthcare environment.