

**LENOMEDIA**

**INFORMATION MANUAL**

**Published in terms of Section 51  
of the Promotion of Access To Information Act, 2 of 2000**

## Manual

This Manual is published on Lenomedia's website - [www.lenomedia.co.za](http://www.lenomedia.co.za) or can be accessed by requesting a copy by e-mail from the Lenomedia's Information. This manual has been made available to the Human Rights Commission.

## PARTICULARS IN TERMS OF SECTION 51

The Promotion of Access to Information Act was passed to give effect to the constitutional right of access to information that is held by a private or public body and that is required for the exercise or protection of any rights.

Lenomedia (sole proprietor) is a private body as defined in the Act. Lenomedia is bound by this Act and shall process any request made in terms thereof.

### Right of access to Information

The Promotion of Access to Information Act was passed in order to give effect to the constitutional right of access to information held by a public or private body for the exercise or protection of any right.

A requester must be given access to any record of Lenomedia if all the following requirements are met:

- The record is required for the exercise or protection of any right
- The requester meets the procedural requirements of the Act relating to a request for access to a record
- The request falls outside any of the grounds of refusal contemplated in the Act.

### The Head of Lenomedia in terms of the Act is:

H.L. Oosthuizen

Office: 011 083 7214

Mobile: 0845560372

Email: [info@lenomedia.co.za](mailto:info@lenomedia.co.za)

Fax: 086 576 8785

**Street & postal address:** Inanda 4, Strydom str, Baillie Park, Potchefstroom, 2531

**Skype:** lenopolar

**Website:** [www.lenomedia.co.za](http://www.lenomedia.co.za)

### Records held by Lenomedia

- Communication records
- Account information
- Quotes & invoices
- Final design files (source & export)
- FTP access details to clients who host with Lenomedia
- Referral agreements
- Insurance claims records
- Contractor agreements
- Theme licenses
- Banking details and statements

## Prescribed fees

The Act provides for two types of fees, namely:

- A request fee, which will be a standard fee; and
- An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

The requester, other than a personal requester, must pay the prescribed R50.00 (fifty rand) request fee, before submitting the request and provide a deposit slip as proof of payment which must accompany the Request Form.

**Bank: First National Bank**

**Account holder:** LenoMEDIA

**Account type:** Business Cheque acc

**Account number:** 6229 259 1297

**Branch code:** 220 525 / Mooirivier

**Referece:** PaiaRequest

## Request procedure

The following procedure is applicable to requests for access to information in terms of the Promotion of Access to Information Act:

- Assess the request form to ensure completeness;
- Confirm payment of the request fee;
- Process the request;
- Notify a third party where applicable;
- Decide whether to grant or deny the request;
- Let the requester know of the decision;
- Notify the requester about the payable access fee if the request is granted; and
- Repay the R50 request fee to the requester if the request is refused.

The information officer must process a request within 30 days of receipt thereof. Information officer shall inform the requester by email of any extension of the period to deal with a request.

To request information, submit [this form](#) and email or fax it to the information officer. In the Request Form, you need to provide sufficient information to enable us to adequately identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number of the requester.

## Description of the right

Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be —necessary for the exercise or protection of the right so stated.

It is important to note that Lenomedia's Information Officer may refuse you access to the records requested if the right is not clearly defined or where the right you claim to seek to exercise or protect does not qualify as a right as contemplated in the Act.

## **Representatives**

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of Lenomedia's Information Officer.

## **Lenomedia clients**

All Lenomedia clients are allowed access to their own information without having to use the request for access to information procedure as set out in the Promotion of Access to Information Act, including, but not limited to:

- Communication records
- Account information
- Quotes & invoices
- Final design files (source & export)
- FTP access details

All Lenomedia clients should contact the information officer to request access to their own information. (Please note that there may be administration costs associated with the retrieval of certain types of information.)

## **Information officer**

H.L. Oosthuizen

Office: 011 083 7214

Mobile: 0845560372

Email: [info@lenomedia.co.za](mailto:info@lenomedia.co.za)

Fax: 086 576 8785

## **Contact**

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