

**MANUAL PREPARED IN TERMS OF
SECTION 51 OF
THE PROMOTION OF ACCESS
TO INFORMATION ACT, NO 2 OF 2000 (“the Act”)**

of

UNISTEL MEDICAL LABORATORIES (PROPRIETARY) LIMITED

REGISTRATION NO: 1998/021075/07

1. INFORMATION MANUAL

This manual has been compiled in accordance with the requirements of section 51 of the Promotion of Access to Information Act. A copy of this manual is available on our website – www.medismedical.com or can be viewed by appointment at our registered head office. A copy of this manual is available upon request made to the Chief Information Officer and payment of an administrative fee of R250-00.

2. COMPANY INFORMATION

Company Name	:	Unistel Medical Laboratories (Pty) Limited
Main Business	:	Unistel Medical Laboratories (Pty) Limited is a private company whose principal business is the provision of genetic, analytical and diagnostic testing services in relation to humans and animals.
Registration Number	:	1998/021075/07
Registered Address	:	De Tijger Office Park Block 1, Hannes Louw Drive, Parow North, Cape Town.
Postal Address	:	Suite 13, Private Bag X22, Tyger Valley, 7536
Telephone number	:	021 0075616

Chief Executive Officer : Leonora Theart

Chief Information Officer: Leonora Theart

Deputy Information Officer: Theresa De Gouveia

Email address of Chief

Information Officer : ltheart@unistelmedical.co.za

Email address of Deputy

Information Officer : tdel@unistelmedical.co.za

Website : www.unistelmedical.co.za

3. SECTION 10: GUIDE ON HOW TO USE THE ACT

In terms of section 10 of the Act, a guide on how to use the Act is available from the South African Human Rights Commission or the Information Regulator once established.

Enquiries can be directed to:

The South African Human Rights Commission: PAIA Unit

Private Bag 2700

Houghton 2041

Tel: +27-11-484-8300

Fax: +27-11-484-0582

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

Email: PAIA@sahrc.org.za

4. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT HAVING TO REQUEST ACCESS

No records are freely available without a request for access as

contemplated in terms of Section 53(2) of the Act.

5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records being held in accordance with the following legislation are available (note: this list is not exhaustive):

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 25 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Short-Term Insurance Act, 53 of 1998
- Skills Development Act 97 of 1998
- Unemployment Insurance Act 30 of 1966
- Value-Added Tax Act 89 of 1991
- Protection of Personal Information Act 4 of 2013
- National Health Act 61 of 2003 and regulations thereto

6. MANNER OF ACCESS AND REQUEST

Requesters are to complete the prescribed form as contained in Regulation 10 to the Act and send it to the Chief Information Officer listed above. Payment of the prescribed fee in the amount of R250.00 is required before the request is processed where applicable. Upon granting the request, an access fee as prescribed must be paid.

The requester will, subject to the provisions of the Act, be notified within 30 days of receipt of the request whether the request is

granted. Refusal of the request may be made upon grounds stipulated in the Act.

It is important to detail in a request for information the relevant section of the Act relied on and the capacity in which the requester is applying for such information and in respect of which person. Requests may be refused upon grounds as stipulated in other relevant legislation.

A requester may lodge a complaint with the Information Regulator (once established) against the payment of the prescribed fee, the form of access granted as well as the refusal of the request within 30 days after such notice is given.

7. SUBJECTS AND CATEGORIES OF RECORDS HELD

Financial records

Statutory company information

Personnel information

Records relating to fixed and movable property

Legal proceedings

Commercial contracts

Insurance contracts

Claims documentation

Audited/Un-audited financial statements

Company web page

Personal information

Special Personal Information

8. AVAILABILITY OF MANUAL

This manual is available from the South African Human Rights Commission or the Information Regulator. The manual is also available for inspection at the address stipulated in paragraph 1 above free of charge. Copies of the manual may be obtained from the Chief Information officer subject to payment of the prescribed fee.

9. PROTECTION OF PERSONAL INFORMATION ACT 2013

9.1 The main purpose of processing personal information by the Company is for the purpose of processing test requests on behalf of its customers and patients to provide them with genetic, diagnostic and analytical testing services.

9.2 Data subjects are patients, employees, contractors, distributors, customers and service providers. The Company holds personal information and special personal information on these data subjects.

9.3 The Company's Internet security measures include but are not limited to:

9.3.1 using a system of firewalls to protect computers against direct attacks;

9.3.2 all internet traffic is scanned for malware, viruses, unproductive, offensive and dangerous material;

9.3.3 all email is scanned and protected using various filters to exclude spam;

9.3.4 our internet security measures and policies complies with generally accepted global IT and information security guidelines;

9.3.5 information on servers is backed up at a secondary secure location.