

**THE SOUTH AFRICAN PROFESSIONAL RUGBY
PLAYERS TRUST**

AND

THE SOUTH AFRICAN SEVENS RUGBY TEAM TRUST

AND

MYPLAYERS RUGBY PROPRIETARY LIMITED

AND

MYPLAYERS BENEVOLENT FUND NPC

AND

**MYPLAYERS FINANCIAL SERVICES PROPRIETARY
LIMITED**

**MANUAL IN TERMS OF THE PROMOTION OF ACCESS
TO INFORMATION ACT 2/2000 (PAIA) ("THE ACT") AND
PROTECTION OF PERSONAL INFORMATION ACT 4 OF
2013 (POPIA)**

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1. INTRODUCTION

This information manual (“the Manual”) is published in terms of Section 14 of the Promotion of Access to Information 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 or Private Body and to information held by another person that is required for the exercise and/or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

The Protection of Personal Information Act further requires that private entities disclose their purpose for processing information and the categories of data subjects and recipients to whom personal information may be supplied.

This manual has been prepared in respect of the following entities:-

- (i) The South African Professional Rugby Players Trust (IT 2666/2009);
- (ii) The South African Sevens Rugby Team Trust (IT 3493/2009);
- (iii) MyPlayers Rugby Proprietary Limited (Registration Number 2009/000763/07);
- (iv) MyPlayers Financial Services Proprietary Limited (Registration Number 2014/207432/07), and
- (v) MyPlayers Benevolent Fund NPC (Registration Number 2011/011042/28)
(hereinafter collectively referred to as “the Entities”).



The purpose of this manual is to set out the procedures to be followed and criteria that have to be met for anyone (the “requester”) to request access to records in the possession or under the control of the Entities.

2. INFORMATION OFFICERS AND CONTACT DETAILS

2.1 In terms of the Act, the Chief Executive Officer of a public body is automatically designated as Chief Information Officer. The Chief Executive’s details are as follows:

Company	MyPlayers Rugby Proprietary Limited
Chief Executive	Mr Eugene Henning
Postal Address	P.O Box 44380, Claremont, 7735
Street Address	163 Uys Krige Drive, Platteklouf
Telephone number	(021) 887 5786
Electronic mail address	eugeneh@my-players.com

2.2 Requesters are required to address all requests to the relevant Information Officer, at the contact details listed below.

Requests may be directed to:

Company	MyPlayers Rugby Proprietary Limited
Information Officer	Mr Eugene Henning
Deputy Information Officer	Mrs Réghana Harneker
Postal Address	P.O Box 44380, Claremont, 7735
Street Address	163 Uys Krige Drive, Platteklouf
Telephone number	(021) 887 5786
Electronic mail address	eugeneh@my-players.com
	reghana@my-players.com

3. THE ACT

3.1 The Act grants a requester access to records of the Entities, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 7.

4. THE INFORMATION REGULATOR

Complaints and general enquiries regarding this manual can be directed to:

The Information Regulator

JD House, 27 Stiemans Street

Braamfontein

Johannesburg, 2001

Email: inforeq@justice.gov.za

Complaints email: complaints.IR@justice.gov.za

5. RECORDS

A. AUTOMATICALLY AVAILABLE FOR FREE

No notice has been published in terms of section 52 of the Act. However, the following records are available at the registered office of the Entities.

No.	Description
1	Documentation and information relating to the Entities which is held by the Registrar of Companies
2	News and other Marketing Information
3	Information is also available on the MyPlayers' website: www.myplayers.co.za

Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE

No.	Description
1	All documents relating to the incorporation of the Entities
2	Laws, regulations and by laws that govern the functioning and conduct of the Entities
3	Details of the auditors
4	Rules of benefit, and medical schemes and funds

Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

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6. OTHER APPLICABLE LEGISLATION

Records are kept in accordance with such other legislation as applicable to the Entities, which includes, but is not limited to:

Pension Fund Act 24 of 1956

Companies Act 71 of 2008

Income Tax Act 58 of 1962

Unemployment Insurance Act 63 of 2001

Value-Added Tax Act 89 of 1991

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Occupational Health and Safety Act 85 of 1993

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

Prevention of Organized Crime Act 121 of 1998

Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002

Long Term Insurance Act 52 of 1998

Financial Services Board Act 97 of 1990

Consumer Protection Act 68 of 2008



7. ENTITIES RECORDS CLASSIFICATION KEY

Access	Classification
May be Disclosed	Public Access Document
May not be Disclosed	Request after commencement of criminal or civil proceedings [s7]
May be Disclosed	Subject to copyright
Limited Disclosure	Personal Information that belongs to the requester of that information [s61]
May not be Disclosed	Unreasonable disclosure of personal information of Natural person [s63(1)]
May not be Disclosed	Likely to harm the commercial or financial interests of third party [s64(a)(b)]
May not be Disclosed	Likely to harm the Entities or third party in contract or other negotiations [s64(c)]
May not be Disclosed	Would breach a duty of confidence owed to a third party in terms of an Agreement [s65]
May not be Disclosed	Likely to compromise the safety of individuals or protection of property [s66]
May not be Disclosed	Legally privileged document [s67]
May not be Refused	Environmental testing / investigation which reveals public safety / environmental risks [s64(2); s68(2)]
May not be Disclosed	Commercial information of Private Body [s68]
May not be Disclosed	Likely to prejudice research and development information of the Entities or a third party [s69]
May not be Refused	Disclosure in public interest [s70]

8. FORM OF REQUEST

To facilitate the processing of your request, kindly complete the form marked Annexure A and address your request to the Information Officer.

Provide sufficient details to enable the Entities to identify:

- (a) the record(s) requested;
- (b) the requester (and if an agent is lodging the request, proof of capacity);
- (c) the form of access required;
- (d) the postal address or fax number of the requester in the Republic;
- (e) if the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
- (f) the right which reliance is placed.

9. PROCESSING OF PERSONAL INFORMATION

9.1 Purpose of Processing

The Company uses the Personal Information under its care in the following ways:

- Rendering of services provided to members
- Staff administration
- Keeping of accounts and records
- Complying with tax laws

9.2 Categories of Data Subjects and their Personal Information

The Company may possess records relating to suppliers, contractors, service providers, employees and members:

Type	Personal Information processed
Suppliers, service providers, advisors	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information
Employees, Directors, members	Gender, Pregnancy; Marital Status; Race, Age, Language, Education information; Financial Information; Employment History; ID number; income tax number, Physical and Postal address; Contact details; Criminal behaviour; well-being;

9.3 Categories of Recipients for Processing the Personal Information

9.3.1 The Company may supply the Personal Information to service providers who render the following services:

- Capturing and organising of data;
- Storing of data;
- Sending of emails and other correspondence to members;
- Conducting due diligence checks and
- Administration of the financial and insurance services.

9.4 Actual or Planned Trans border Flows of Personal Information

The Company may transfer data trans-border in order to store data with third party cloud storage providers and to render services to members based outside the Republic of South Africa.

9.5 General Description of Information Security Measures

The Company employs reasonable technical measures to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Outsourced Service Providers who process Personal Information on behalf of the Company are contracted to implement security controls.

10. REMEDIES AVAILABLE IF REQUEST FOR INFORMATION IS REFUSED

10.1 Internal remedies:

The Company does not have an internal appeal procedure. As such, the decision made by the Information Officer pertaining to a request is final and requestors will have to exercise such external remedies at their disposal if a request is refused and the requestor is not satisfied with the response provided by the Information Officer.

10.2 External remedies:

A requestor that is dissatisfied with the Information Officers refusal to disclose information may within 30 days of notification of the decision, apply to a court for relief.



11. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 11.1 A requestor is required to pay the prescribed fee of R50.00 (fifty Rand) before a request will be processed.
- 11.2 If the preparation of the record requested requires more than the prescribed 6 (six) hours, a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 11.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 11.4 Records may be withheld until the fees have been paid.
- 11.5 The Fee Structure is available on the websites of the Department of Justice and Constitutional Development, at www.doj.gov.za.

Signed at Bellville on 28 May 2021


Signature

Name and surname: Eugene Henning
Designation: CEO

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at this day..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE