

Umculo Festival
NON - PROFIT COMPANY
CIPRO NO: 2011/008902/08

PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL

Introduction

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 that is required for the exercise and / or protection of any right. The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

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Umculo NPC

OVERVIEW

Inspired by Venezuela's *El Sistema*, *Umculo | Cape Festival* was founded in 2010 in order to offer musical development opportunities through international partnerships to South Africa's existing music education structures, with a focus on the voice and music theatre. Through choral singing, young South Africans learn social responsibility and teamwork. Through music theatre, young people can experience creative expression and awareness. By bringing together the infrastructure and skills of the European opera world with the potential, spirit and talent of young South Africans, *Umculo* aims to make a meaningful contribution to promote and develop the South African opera and its education structures.

Umculo NPC supports the constitutional right of access to information and we are committed to provide you access to our records in accordance with the provisions of the Act, the confidentiality we owe third parties and the principles of South African law.

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AVAILABILITY OF THIS MANUAL

A copy of this Manual can be acquired by sending a request for a copy to our Director Shirley Apthorp via e-mail. The Manual may also be obtained the South African Human Rights Commission ("SAHRC") at the addresses set out below or from the Government Printers. This Manual will be updated from time to time, as and when required.

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Version: 01.12.2015

Initial: 

HOW TO REQUEST ACCESS TO RECORDS HELD BY Umculo NPC

Requests for access to records held by Umculo NPC must be made on the request forms that are available from our website and office, from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations"). A request fee may be payable.

Annexure D can be accessed on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za, under "regulations").

You can submit a request without paying the request fee but please note that payment of the prescribed fees must be made before the request will be processed. Requests for access to records must be made to our Director Shirley Apthorp at the address, fax number or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable us to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Director of Umculo NPC

The standard form **Annexure_C_Form_C_Request_Form** that must be used for the making of requests can be accessed on the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za , under "regulations").

Not using this form could cause your request to be refused (if you do not provide sufficient information or otherwise) or delayed. Kindly note that all requests to Umculo NPC will be evaluated and considered in accordance with the Act.

Publication of this manual and describing the categories and subject matter of information held by Umculo NPC does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

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CONTACT DETAILS

Umculo Festival N.P.C
42 Jordaan Street
8001 Cape Town

Please direct any queries to:

Shirley Apthorp
info@capefestival.com
p: +49 30 396 3837
m: +49 160 150 3878

HOW TO ACCESS THE GUIDE AS DESCRIBED IN SECTION 10 OF THE ACT

The Guide described in Section 10 of the Act is available from the South African Human Rights Commission from 20 June 2012

Please direct any 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: www.sahrc.org.za
E - mail: paia@sahrc.org.za

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VOLUNTARY DISCLOSURE

Umculo Festival N.P.C has not published a notice in terms of Section 52(2) of the Act. However, it should be noted that the information relating to Umculo Festival NPC and its services is freely available on the website of Umculo Festival NPC www.umculo.org and other information relating to Umculo Festival NPC is also made available on such website from time to time.

Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

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RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available where applicable in terms of the following legislation to the persons or entities specified in such legislation:

- 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 30 of 1966
- Compensation of Occupational Injuries and Diseases Act 130 of 1993
- Occupational Health & Safety Act 85 of 1993
- Electronic Communications and Transactions Act 25 of 2002.
- Telecommunications Act 103 of 1996

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General Records

Umculo Festival NPC maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

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Internal records

The following are records pertaining to the own affairs of Umculo Festival NPC and those of its divisions, subsidiary and associated companies:

- Memorandum and Articles of Association
- Financial records
- Operational records
- Licenses
- Intellectual property
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures;
- Records held by officials of Umculo Festival NPC

Date of signature: 02.12.2015

signature: 

Shirley Apthorp, Director