



**MSA DEVCO (PTY) LTD T/A McDONALD'S SOUTH AFRICA**

**ACCESS TO INFORMATION MANUAL (PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000 ("PAIA")**

**1. PURPOSE OF THE MANUAL IN TERMS OF PAIA**

This manual has been compiled in accordance with the requirements of PAIA to assist people wishing to access information in terms of PAIA.

This manual contains the information specified in section 51(1) of PAIA, which is applicable to our company, and includes:

- the company contact details;
- a description of the guide referred to in section 10 of the PAIA;
- a description of the records of the company which are available in terms of any legislation other than the PAIA;
- a description of the subjects on which the company holds records and the categories of records held on each subject; and
- other information as prescribed by regulation.

The manual will be updated on a regular basis in accordance with the requirements of section 51(2) of the PAIA.

**2. BACKGROUND OF MSA DEVCO (PTY) LTD T/A McDONALD'S SOUTH AFRICA**

MSA Devco (Pty) Ltd t/a McDonald's South Africa is a quick service restaurant company.

**3. ORGANISATION DETAILS**

Full company name:

**MSA DEVCO (PTY) LTD T/A McDONALD'S SOUTH AFRICA**

Physical address:

**85 GRAYSTON DRIVE, SANDOWN, SANDTON, 2196, GAUTENG, SOUTH AFRICA**

Postal address:

**PO BOX 1522 GALLO MANOR, 2052, GAUTENG, SOUTH AFRICA**

Website address:

**WWW.MCDONALDS.CO.ZA**

Full name of person to be contacted for PAIA request (Information Officer):

**JO-ANN DE WET**

Contact telephone number for PAIA request:

**011 236 2443**

Contact email address for PAIA request:

**JO-ANN.DEWET@ZA.MCD.COM**

#### **4. SECTION 10 GUIDE ON HOW TO USE PAIA**

The South African Human Rights Commission has, in terms of section 10 of the Act, published a Guide to assist persons wishing to exercise any rights in terms of PAIA.

The Guide may be obtained from the SAHRC. Any person wishing to obtain the Guide may either access it through the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za) or should contact:

PAIA Unit

Research and Documentation Department

South African Human Rights Commission

Postal address: Private Bag X2700, Houghton, 2041

Telephone: (011) 877 3600

Fax: (011) 403 0625

Email: paia@sahrc.org.za

## 5. INFORMATION AVAILABLE

Certain information is available without needing to be requested in terms of PAIA. This information is available on our website.

Certain records are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation may in certain instances only be accessed by the persons specified in the relevant legislation.

Our company has information pertaining to the subjects below which must be formally requested in terms of PAIA. (Including any subject or category in the list should not be taken as an indication that such information will be made available under PAIA and certain grounds of refusal as set out in PAIA may be applicable.)

<b>Categories of Records</b>	<b>Description of Records Held</b>
<u>Finance and Administration</u>	<ul style="list-style-type: none"> <li>• Minutes of the meetings of our Board (non-confidential parts)</li> <li>• Minutes of the meetings of committees/subcommittees</li> <li>• Accounting records, books and documents</li> <li>• Interim and annual financial records</li> <li>• Details of auditors</li> <li>• External auditor reports</li> <li>• Service level agreements</li> </ul>
<u>Management</u>	<ul style="list-style-type: none"> <li>• Minutes of management meetings</li> <li>• Internal correspondence</li> </ul>
<u>Human Resources</u>	<ul style="list-style-type: none"> <li>• Organisational structure</li> <li>• List of employees</li> <li>• Statistics regarding employees</li> <li>• Employment contracts</li> <li>• Conditions of employment</li> <li>• Information relating to prospective employees</li> </ul>

- Personnel records including personal details, disciplinary records, performance and internal evaluation records
- Employee tax information
- Records of Unemployment Insurance Fund contributions
- Records regarding group life assurance and disability income protection
- Provident fund records
- Payroll records
- Health and safety records
- Workplace skills plans
- Codes of conduct
- Disciplinary code and procedure
- Grievance procedure
- Appeal procedure
- Remuneration policy
- Internal policies and procedures regarding dismissals, performance appraisal, recruitment, selection, advertising of positions, appointments, retirement, promotions, leave, extended sick leave, study leave, salaries, overtime, bonuses, medical aid, health and safety, loans, working parents, use of company resources including telephones, motor vehicles and computers, sexual harassment.
- Training schedules and material
- Correspondence relating to personnel

#### Supply

#### Chain/Purchasing

- Purchasing policy
- Supplier lists and details of suppliers
- Agreements with suppliers

#### Information Technology

- Computer software
- Support and maintenance agreements
- Records regarding computer systems and programmes

Property

- Asset registers
- Lease agreements in respect of immovable property
- Records regarding insurance in respect of movable property
- Records regarding insurance in respect of immovable property

Intellectual Property

- Registered trademarks
- Patents

Insurance

- Records regarding Insurance in respect of movable property

**6. REQUESTING PROCEDURE**

A request for access to our records in terms of PAIA must be made on the form contained in the PAIA Regulations. A copy of the form is attached to this manual. The request must be made to the Information Officer at the addresses set out above.

A person requesting access to our records must provide sufficient detail on the prescribed form to allow us to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to us. The requester is also required to indicate the form of access to the relevant records that is required, and to provide contact details.

A requester is required to identify the right that he/she/it is seeking to exercise by accessing records held by our company and to explain why the particular record requested is required for the exercise or protection of that right.

We may (and must in certain instances) refuse access to records on any of the grounds set out in Chapter 4 of Part 2 of the Act.

If all reasonable steps have been taken to find a record that a requester has requested, and there are reasonable grounds for believing that the record is in our possession but

cannot be found, or does not exist, then the Information Officer will, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to that record.

We are required to inform a requester in writing of our decision in relation to a request.

## **7. FEES PAYABLE**

A request fee of R50.00 is payable by a requester, other than a requester who is seeking access to a record containing personal information about him, her or itself. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on our behalf may notify the requester to pay the request fee before processing the request any further. A requester may make an application to Court against the payment of the request fee.

A requester whose request for access to a record held by us is granted, is also required to pay an access fee for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. We are entitled to withhold a record until the required access fees have been paid.