



RecruitMyMom.co.za  
Skilled Time-Wise Staffing Solutions



RecruitAGraduate.co.za  
Inspire The Future

**RecruitMyMom (Pty) Ltd**  
**Company Registration Number: 2012/088360/07**  
**T/A RecruitMyMom (“RMM”)**  
**Manual**  
**in terms of**  
**Section 51 of the Promotion of Access to Information Act, 2/2000**  
**(“PAIA” or “the Act”)**



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## 1. Introduction

RecruitMyMom (Pty) Ltd trading as RecruitMyMom works in the recruitment/employment sector. We are registered under the Labour Relations Act 66 of 1995, and are subject to the rules and regulations of the South African Department of Labour.

RecruitMyMom specialises in matching skilled people seeking meaningful work with flexibility, both permanent and contract jobs. Forward thinking companies trust us to find high-calibre skills that deliver results - no matter where they work.

## 2. Company Contact Details

### CEO & Founder:

Phillipa Geard

### Our Information Officer is:

Phillipa Geard, +27-21-201 1190

### Our Deputy Information Officers are:

Ms H du Plessis, +27-21-201 1190

Ms E Benkenstein, +27-21-201 1190

Ms B Trenti, +27-21-201 1190

**Physical Address:** Dummer Street, Parel Vallei, Somerset West, 7130

**Postal Address:** Dummer Street, Parel Vallei, Somerset West, 7130

**Contact Number:** +27-21-201 1190

**Email Address:** [info@recruitmymom.co.za](mailto:info@recruitmymom.co.za)

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

## 3. The Act and Section 10 Guide

3.1 The Act grants a requester access to records of a private body, 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 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

### The contact details of the Commission are:

**Postal Address:** Private Bag 2700, Houghton, 2041

**Telephone Number:** +27-11-877 3600



**Fax Number:** +27-11-403 0625

**Website:** www.sahrc.org.za

#### **4. Applicable Legislation**

RecruitMyMom is primarily regulated by the Labour Relations Act 66 of 1995

As a business there is a host of business legislation and related regulations to which we comply:

- Basic Conditions of Employment Act 75 of 1997
- Broad-based Black Economic Empowerment Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978
- Electronic Communications Act 36 of 2005
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- Occupational Health and Safety Act of 85 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991, etc.

#### **5. Records Held**

**Information freely available on the RecruitMyMom website:**

- What Makes Us Unique
- Our Values
- What We Offer To Employers
- What We Offer To Job Seekers
- Client Registration Form
- Candidate Registration Form
- Job Intake Form
- List Of Employees That Trust Us
- Fees



- Testimonials
- Awards
- Blog Posts
- FAQs
- Current Jobs Available
- Terms & Conditions
- Privacy Policy
- Cookie Policy
- Additional Services
- Contact Information

**Records held by RecruitMyMom that can be requested in terms of PAIA:**

We hold records in the categories listed below. **The fact that we list a record type here does not necessarily mean that we will disclose such records, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.**

- **Internal records relating to our business**, which includes our business's founding and other documents, minutes and policies; financial records; operational records, policies and procedures; contracts; licences, trademarks and other intellectual property; production, marketing records; other internal policies and procedures; internal correspondence; statutory records; insurance policies and records; etc.
- **Personnel records**, which includes records of temporary/fixed term/part-time/permanent employees, service providers and contractors. Records include personal files, records third parties have provided to us about their/our staff; employment contracts, conditions of employment; workplace policies; disciplinary records; termination records; minutes of staff meetings; performance management records and systems and all employment-related correspondence.
- **Client/candidate records**, which includes client/candidate lists; agreements; consents; needs assessments; financial and accounts information; research information; evaluation records and similar information.
- **Supplier and service provider records**, which includes supplier



registrations; contracts; confidentiality agreements and non-disclosure agreements, communications; logs; delivery records; commissioned work; and similar information, some of which might be provided to us by such suppliers and providers under service- and other contacts.

- **Technical records**, which includes manuals, logs, electronic and cached information, product registrations, statutory body records, approvals, conditions and requirements, trade association information and similar product information.
- **Third party information**, which may be in our possession, but which would be subject to the conditions set in relation to such possession and use or purpose limitations.
- **Environment and market information**, which include information bought, publicly available information and commissioned information which pertains to the specific sector and market of our business and factors that affect the business and professional environment.

#### **Purpose of the processing of the records referred to:**

- **In relation to the business/internal records:** For good corporate governance and to comply with business and tax legislation.
- **In relation to Employees:** for retention of employment records as legislated and execution of employer/employee agreements and labour legislation.
- **In relation to Clients/Candidates:** for retention of records as required by law and to provide recruitment services, for the collection of fees for the services so provided. Where we participate in other databases, the specific consents signed by candidates to have their information disclosed are obtained.
- **In relation to Suppliers and Service Providers:** for record retention as legislated and for the execution of the supplier- and service level agreements.

#### **Information Security Measures:**

Electronic records are kept in The Cloud and accessed via computers which are password protected, with software regularly updated to protect against hacking, unauthorised access, tampering and the likes, and staff are trained



to avoid practices that could place records at risk and on good practices that would keep electronic information reasonably secure.

As legislation changes from time to time, and new laws may stipulate new matters and extend the scope of access by persons specified in such entities, the information listed should be read as not being final and complete.

## 6. Information Request Procedure

To facilitate the processing of a request for access to information held by RecruitMyMom, kindly:

- 6.1 Submit the request in writing, using the Information Access Request Form in Annexure A
- 6.2 Address your request to the Head of the Company (CEO).
- 6.3 Provide sufficient details to enable the COMPANY 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)
    - (i) The postal address or fax number of the requester in the Republic;
    - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
  - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

Upon receipt of the completed Information Access Request Form and proof of payment of the prescribed fees, RecruitMyMom will consider the request and provide a response within 21 working days. Should the request be denied, reasons will be provided and the requester will have the right to challenge the decision of RecruitMyMom through the appropriate Magistrates Court.

## 7. Prescribed Fees

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

- 7.1 A requestor is required to pay the prescribed fees (R50,00) before a request will be processed. It is important to note that people who are requesting access to their personal information are exempt from paying a fee. Furthermore, people who earn less than R14 712,00 per annum (if single) and R27 192,00 per annum (if married or have a life partner), are also exempt from paying the request fees.
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;



7.4 Records may be withheld until the fees have been paid.

7.5 The latest fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za) and attached hereto as Annexure B. The breakdown of current fees for requests are as follows:

➤ Copy per A4 page	R1,10
➤ Printing per A4 page	R0,75
➤ Copy on a CD	R70,00
➤ Transcription of visual images per A4 page	R40,00
➤ Copy of a visual image	R60,00
➤ Transcription of an audio recording per A4 page	R20,00
➤ Copy of an audio recording	R30,00
➤ Search and preparation of the record for disclosure (or part thereof, excluding the first hour, reasonably required for the search and preparation)	R30,00/hour
➤ Actual postage fee	

This manual is signed by the INFORMATION OFFICER, **PHILLIPA GEARD** and the DEPUTY INFORMATION OFFICER, **HESTER DU PLESSIS**

On this 17th day of June 2021.

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INFORMATION OFFICER

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DEPUTY INFORMATION OFFICER

### **Annexure A**

### **Information Access Request Form**





## FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000)

[Regulation 10]

### A. Particulars of private body

The Head:

### B. Particulars of person requesting access to the record

- |     |   |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below.                |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached.                |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

### C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

Identity number:

### 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:
- 2 Reference number, if available:
- 3 Any further particulars of record:



**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:

**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 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request 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 for the record, if any, will be determined partly by the form in which access is requested.	

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

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

**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 of .....20

SIGNATURE OF REQUESTER / PERSON ON  
WHOSE BEHALF REQUEST IS MADE

**Annexure B:**



## Fees In Respect Of Records Requested From Private Bodies

### SOUTH AFRICAN HUMAN RIGHTS COMMISSION

**Physical Address**  
33 Hoofd Street  
Braampark Forum 3  
Braamfontein  
2198

**Postal Address**  
Private Bag X 2700  
Houghton  
2041

Tel: (011) 877 3600

Fax: 011 403 0625



### NOTICE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION 2 OF 2000 RE: FEES ASSOCIATED WITH PAIA REQUESTS ARE DETERMINED BY THE REGULATIONS ONLY AND NOT THROUGH OTHER APPLICABLE LAWS OR POLICIES

This Notice serves to state that the South African Human Rights Commission (the Commission) hereby confirms that the costs associated with all requests made under the Promotion of Access to Information Act 2 of 2000 (PAIA) are determined by the Regulations relating to PAIA only, and not by any other laws or regulations. Therefore, any demands made by a public or private body for the payment of additional fees with respect to PAIA requests are invalid.

The Commission is an independent public body currently mandated under PAIA to monitor the implementation of the Act. In accordance with its responsibilities to ensure compliance with PAIA, the Commission issues this notice to bring clarity to all interested parties that it is *only* the Minister of Justice and Constitutional Development who has the power to make decisions regarding fees associated with PAIA requests. The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors.

#### 1. The Promotion of Access to Information Act

PAIA gives effect to the constitutional right to access of information, as provided for under section 32 of the Constitution. Although responding to requests and reproducing records in an accurate and orderly manner takes time and resources, section 9 of the Act specifically calls for the establishment of mandatory mechanisms and procedures to ensure that access to records of both public and private bodies is "as swiftly, *inexpensively* and effortlessly as reasonably possible." [emphasis added].

Furthermore, section 92 of the Act grants the Minister of Justice and Constitutional Development the power to make regulations pertaining to fees associated with requests made to both public and private bodies.

#### 2. Regulations to PAIA

In February 2002, the Minister of Justice and Constitutional Development published a schedule of fees for PAIA requests in the Gazette, which provided for the following:

##### Fees for Requesting Records

Requesters are required to pay a fee for requesting access to records from both public and private bodies. The fee for requesting records from a public body is R35, while the fee for requesting records from a private body is R50. It is important to note that people who are requesting access to their personal information are exempt from paying a fee. Furthermore, people who earn less than R14,712 per annum (if single) and R27,192 per annum (if married or have a life partner), are also exempt from paying the request fees.

##### Fees for Accessing Records

Requesters are also required to pay fees for accessing the records of public and private bodies, which include fees associated with the search for, preparation of, and reproduction of documents. The breakdown of fees for requests to both public and private bodies are as follows:

##### **Public Bodies:**

- Copy per A4 page – 60 cents
- Printing per A4 page – 40 cents
- Copy on a CD – R40
- Transcription of visual images per A4 page – R22
- Copy of a visual image – R60
- Transcription of an audio recording per A4 page – R12
- Copy of an audio recording – R17
- Search and preparation of the record for disclosure – R15 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

##### **Private Bodies:**

- Copy per A4 page – R1.10
- Printing per A4 page – 75 cents
- Copy on a CD – R70
- Transcription of visual images per A4 page – R40
- Copy of a visual image – R60
- Transcription of an audio recording per A4 page – R20
- Copy of an audio recording – R30
- Search and preparation of the record for disclosure – R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

#### 3. Registered VAT Vendors

The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

Sincerely,

Advocate L M Mushwana  
Chair of the South African Human Rights Commission

Transforming society. Securing rights. Restoring dignity.

Chairperson: ML Mushwana; Deputy Chairperson: P Govender, Commissioners: L Mokate, B Malatji, J Love, D Titus  
Chief Executive Officer: K Ahmed