Since 1967
WECK & DANNER
Optometrists

Promotion of Access to Information Act Manual

Last Updated: 2026

1. Introduction

The Promotion of Access to Information Act, No. 2 of 2000 (PAIA) gives effect to the constitutional right of access to information held by public and private bodies. Weck & Danner Optometrists acknowledges the importance of transparency and accountability and is committed to fulfilling its obligations under PAIA.

2. Contact Details of Information Officer

Organization Name: Weck & Danner Optometrists

Physical Address: 7 Bree St, Vredenburg, 7380, South Africa

Telephone: +27227131431

Email: weck.danner.office@gmail.com

3. Guide to Using this Manual

This manual provides comprehensive information about the types of records held by Weck & Danner Optometrists and the procedures for accessing them. It outlines the request process, associated fees, and the rights and obligations of both the organization and information requesters under PAIA.

5. Records Available in Terms of Other Legislation

Companies Act Records

Company incorporation documents, shareholder info, director appointments, financial statements, and annual returns.

Income Tax Act Records

Tax obligations, financial statements, payroll records, correspondence with tax authorities.

Labour Relations Records

Employment contracts, remuneration, leave, disciplinary proceedings, health and safety compliance.

Consumer Protection Records

Consumer transactions, warranties, refunds, and complaint records.

Healthcare Regulations

Professional registration certificates, patient care protocols, medical equipment, and regulatory compliance.

Financial Sector Records

Audit reports and compliance documents required by financial regulatory bodies.

6. Categories of Records Held

Financial Records

Invoices, receipts, bank statements, budget reports, financial statements, audit documentation.

Personnel Records

Employment contracts, performance evaluations, training records, leave requests, disciplinary records.

Operational Policies

Organizational policies, procedures, and guidelines covering HR, finance, operations, and patient care.

Legal Agreements

Client contracts, supplier agreements, partnership agreements, leases, professional indemnity documents.

Patient Records

Medical records, treatment histories, appointment schedules, patient communication records.

Regulatory Compliance

Professional registration documents, health and safety protocols, incident reports, regulatory correspondence.

Intellectual Property

Trademarks, copyrights, proprietary procedures.

Marketing Materials

Campaign records, promotional materials, website content, customer feedback.

7. Request Process

All requests for access to information must be submitted in writing to the Information Officer at the contact details above. Requests must specify the information sought and the preferred format for access. Processing fees may apply as prescribed by PAIA regulations.

Weck & Danner Optometrists - PAIA Manual

Compiled in accordance with the Promotion of Access to Information Act, No. 2 of 2000

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