

Notice in respect of partial access – Section 28

Ref. No. :

Letterhead of Institution

Enquiries :

NOTICE OF PARTIAL ACCESS TO RECORD(S) IN TERMS OF SECTION 28 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT 2 OF 2000)

I refer to your request for access to particular records of this institution of _____.

You are hereby informed that **access to part of the requested information** has been granted, but that access to the **remaining part has been refused**.

The **form** in which access will be given is the following:

*As requested by yourself, the record will be made available in the form you have chosen.

*You requested access in a specific form. However, the access cannot be given in that form because it is only available in _____ (form).

*The record is not available in the **language** requested and will therefore be given in _____.

Access fee

In terms of section 25(2)(a) of the above-mentioned Act, you have to pay an access fee of R_____. This is for the cost of making a copy of the record or a transcription of the content and/or postal fee and/or time reasonably required to search or make arrangements for the record. Access will only be given after payment of the access fee.

The above-mentioned access fee has been calculated in accordance with prescribed tariffs and is set out in the attached invoice.

Refusal of access for the remaining part of the record(s) is in terms of the following sections of the above-mentioned Act:

Right to appeal

In terms of section 25(2)(c) and section 25(3)(c) of the above-mentioned Act, you may lodge an internal appeal against the payment of the **access fee**, the **form of access granted** or the **part of access refused**. Should you wish to appeal, you should direct your internal appeal in terms of the provisions of section 74 of the above-mentioned Act, to the Relevant Authority (Head: Education, Western Cape Education Department).

In terms of the provisions of section 75 of the above-mentioned Act, the internal appeal must be delivered or sent on the attached prescribed internal appeal form (FORM C) to the information officer of this institution within 60 days:

Address: Delivered personally to : _____
Posted to : _____
Fax number : _____
E-mail address : _____

The prescribed appeal fee of R50 must accompany your appeal in respect of the refused access. In terms of section 75(3)(b), the decision on the internal appeal may be deferred until the appeal fee has been paid.

If you are dissatisfied after exhausting the internal appeal procedures, you may, by way of an application, apply to a court for appropriate legal aid within 30 days.

DEPUTY INFORMATION OFFICER
DATE:

*Delete if not applicable.