



DR. MICHAEL ABRAMSON

Mediclinic Cape Town
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PROMOTION OF ACCESS TO INFORMATION ACT SECTION 51 MANUAL OF DR MICHAEL ABRAMSON.

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/or held by a private person or entity where such information is required to protect rights.

OVERVIEW

Dr Michael Abramson is an Orthopaedic Practice specialised in the field of Foot and Ankle Surgery HPCSA MP 0735027. The Practice works in the health sector and are healthcare professionals registered under the Health Professions Act of 1974 and are subject to the rules and regulations of the Health Professions Council of South Africa.

This manual serves to inform members of the public of the categories of information held by the Practice, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

AVAILABILITY OF THIS MANUAL

A copy of this manual is available

- At the reception desk of the Practice, at our office / offices at Cape Town Mediclinic 21 Hof Street, Gardens, Cape Town, during business hours 08:00 - 16:30 Monday – Thursday and 08:00 – 13:00 Friday. The practice is closed over weekends and public holidays.
- On request from our Information Officer, details below.
- On our website: www.drmichaelabramson.co.za
- To any person upon request and upon payment of a reasonable amount: and
- To the Information Regulator upon request.

OUR INFORMATION OFFICER

Our Information Officer is: Dr Michael Abramson.

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HOW TO REQUEST ACCESS TO RECORDS HELD BY THE PRACTICE

Requests for access to records held by Dr Michael Abramson Inc. must be made on the request form that is attached to this Manual: attached as Annexure A, ("Request Form").

When a record is requested, the following will apply:

- Fees may be payable as prescribed by law.

• The Request Form must be completed by the individual making the request for access to data (the Requester). On the Request Form all details must be completed, including, details of the record or records requested, the details of the Requestor, which form of access is required, the right the Requester wants to protect by requesting the information and WHY access to the information is required.

• The Requestor must provide a postal address or email address in the Republic of South Africa.

• The Requestor must identify the right they are seeking to exercise in their request.

• If a request is being made on behalf of another party details of the other person as the one who has authorised the request must be provided. In order to verify this, the Practice may require further proof such as an identify document or may call the person whose information it is to verify that they have given permission for the other person to access the information on their behalf.

• The Requester must state in which format (inspection of copy, paper copy, electronic copy, transcript, etc) they want to access the information.

• If the record is part of another record, the requester will only be able to access the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.

All requests will be evaluated against the provisions of the Act. The Information Officer may refuse access on grounds stipulated in the Act. One can, for example, not access another person's confidential information, or trade- or commercial secrets of a business. An answer on a request for information must be provided within 30 days of the request, and if not granted and the Requester is not satisfied, they can approach the courts within 30 days.

HOW THE PROMOTION OF ACCESS TO INFORMATION ACT WORKS

Section 50 of the Act provides that a Requester may be provided 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, to access to a record of a private body for the exercise or protection of any rights, other than its rights, it must be acting in the public interest.

Requests under the Act must be made in terms of the procedures prescribed by the Act, at the rates provided.

For further information on the Act and how it works, a Guide initially developed by the Human Rights Commission and to be updated from time to time by the Information Regulator will be published by the Information Regulator.

VOLUNTARY DISCLOSURE

The following information is made known automatically and persons do not have to fill out a form to request such information:

- The Terms and Conditions of the Practice;
- The Billing Policies of the Practice, and the
- Price list and rates on which billing is based

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION



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Information is available in terms of the following legislation, subject to conditions set by such laws. 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, this list should be read as not being a final and complete list.

Business legislation (including all regulations issued in terms of such legislation):

The 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 63 of 2001; Compensation for Occupational Injuries and Disease Act 130 of 1993; Occupational Health and Safety Act of 85 of 1993; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003; National Credit Act 34 of 2005; Long-term Insurance Act 52 of 1998; Protection of Personal Information Act 4 of 2013; etc.

(The below listed legislation is of extreme relevance in the health sector and Requesters should familiarise themselves with it.

The National Health Act 61 of 2003; Medical Schemes Act 121 of 1998; Medicines and Related Substances Act 101 of 1965; Children's Act 38 of 2005; Mental Healthcare Act 17 of 2002; Choice on Termination of Pregnancy Act 92 of 1996; Sterilisation Act 44 of 1998; Health Professions Act 56 of 1974; etc.

RECORDS HELD BY DR. MICHAEL ABRAMSON INC. AND RELATED CATEGORIES OF DATA SUBJECTS.

The Practice holds records in the categories listed below. The fact that the Practice lists a record type here does not necessarily mean that the Practice 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 the Practice, which include financial records; operational records, policies and procedures; contracts; licences, other internal policies and procedures; internal correspondence; statutory records; insurance policies and records; etc.

Personnel records, which include records of temporary/fixed term/part-time/permanent employees, locums, associates, contractors, partners, directors (executive and non-executive). Records include personal files, records third parties have provided to the Practice 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/patient records, which include client/patient lists; health records; medical reports; funding records; agreements; consents; needs assessments; financial and accounts information; research information; evaluation records; profiling; and similar information. It must be noted that, in the health sector, personal and patient information are protected by legislation and ethical rules, and disclosure can only take place, if at all, within those frameworks.

Supplier and service provider records, which include 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 include manuals, logs, electronic and cached information, product registrations, product dossiers, health professional council / 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 the Practice and factors that affect the business, professional and healthcare environment.

CATEGORIES OF RECIPIENTS OF PERSONAL INFORMATION

The Practice may, as authorised by the National Health Act, share relevant personal and health information with the hospitals the Practice works in, with other service providers who are involved in your care and where such sharing is in your best interest and to medical schemes, where applicable. The Practice also have to, by law, report adverse events of products (medicines / devices) to the SA Health Products Regulatory Authority and the company whose products it is.

PLANNED TRANS-BORDER FLOW OF PERSONAL INFORMATION

The Practice does not have any planned trans-border flow of personal information.

PURPOSE OF THE PROCESSING OF THE RECORDS REFERRED TO

The purpose of processing the information contained in the records listed above, is:

- 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 patients: for retention of records as required by law and to provide healthcare services, to access health products (prescriptions and products orders) and for the collection of fees for the services so provided. Where the Practice participates in Registries or other databases, the specific consents signed by patients to have their information included, will disclose the purpose of such databases.
- In relation to Suppliers and Service Providers: for record retention as legislated and for the execution of the supplier- and service level agreements.

THE SUITABILITY OF THE INFORMATION SECURITY MEASURES

The Practice stores information electronically and physically as follows:

- Physical records are kept in locked cabinets at the Practice which is locked when not in use, and at the end of each day and only two people have access



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to the keys to the filing and other storage cabinet, as well as the office(s) of Dr Michael Abramson Inc. and the Practice. There is an alarm.

- Copies of records are kept electronically in which are securely encrypted.
- Electronic records are kept on the Practice 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.
- Records are archived every week and such archiving facility is secure in that it used encrypted software.

PRESCRIBED FEES

The following applies the request other than personal requests:

Item	Description	Fee
1	Request fee, payable by every requester	R140.00
2	Photocopy or printed black & white copy for every A4 page or part thereof	R2.00 per page
3	Printed copy of an A4-size page	R2.00 per page
4	Copy in a computer-readable form on a flash drive (provided by the requester)	R40.00
	Copy in a computer-readable form on a compact disc (CD) provided by the requester	R40.00
	Copy in a computer-readable form on a compact disc (CD) supplied by us	R60.00
5	Transcription of visual images (per A4-size page or part thereof)	Outsourced. Fee based on service provider quotation.
6	Copy of visual images	Outsourced. Fee based on service provider quotation.
7	Transcription of an audio record (per A4-size page)	R24.00
8	Copy of an audio record on a flash drive (provided by the requester)	R40.00
	Copy of an audio record on a compact disc (CD) provided by the requester	R40.00
	Copy of an audio record on a compact disc (CD) supplied by us	R60.00
9	Search and preparation fee for each hour or part thereof (excluding the first hour) reasonably required to search for, and prepare the record	

Item Description

Fee

for disclosure The search and preparation fee cannot exceed

10. Deposit: if the search exceeds 6 hours. One-third of the amount per request. It is calculated in terms of items 2 to 8 above.

11. Postage, email or any other electronic transfer Actual expense, if any.

This manual is signed by Dr Michael Abramson

(27/07/2026)

Signature:

Dr Michael Abramson
Information Officer and Practice owner