

PAIA MANUAL

Dr CL Steyn Inc.

Prepared in terms of Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 (PAIA)

Including provisions relating to the Protection of Personal Information Act, No. 4 of 2013 (POPIA)

Specialist Orthopaedic Surgical Practice

CIPC Registration Number: 2014/1414662/21

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1. Introduction and Purpose

Dr CL Steyn Inc. is a private specialist orthopaedic surgical practice. This PAIA Manual describes records held by the practice and explains access procedures and POPIA compliance measures.

2. Details of Private Body

Dr CL Steyn Inc.

Registration Number: 2014/1414662/21

G6 Medical Chambers
N1 City Netcare Hospital
Louwtjie Rothman Street
Goodwood
7460

Tel: 021-5951198

Email: dr@drclsteyn.com

Website: shoulderdoc.co.za

3. Information Officer Details

Information Officer:

Dr Christiaan Lourens Steyn

HPCSA Registration Number: MP0483923

Contact details as above.

No Deputy Information Officer appointed.

4. Records Held

Records include patient clinical files, consultation notes, imaging and pathology correspondence, operative records, hospital correspondence, billing records, medical aid correspondence, employee records, supplier information and statutory business records.

5. POPIA Processing of Personal Information

The practice processes personal information and special personal information relating to health for patient care, healthcare administration, billing, communication, regulatory compliance and employment administration.

6. Third Party Operators

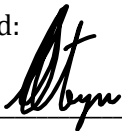
Dr CL Steyn Inc. uses Vericclaim software for billing and patient record management. Vericclaim stores information on its cloud platform and maintains its own data protection and backup systems.

7. Access Request Procedure

Requests for access to records must be submitted using Annexure A: Form 2 – Request for Access to Record (Regulation 7). The outcome of requests and applicable fees are communicated using Annexure B: Form 3 – Outcome of Request and Fees Payable (Regulation 8).

8. Signature

Signed:



Dr Christiaan Lourens Steyn
Information Officer
Dr CL Steyn Inc.

Date: 17/7/2026

Annexure A

FORM 2 - REQUEST FOR ACCESS TO RECORD [Regulation 7]
(Official Information Regulator form to be attached here.)

Annexure B

FORM 3 - OUTCOME OF REQUEST AND FEES PAYABLE [Regulation 8]
(Official Information Regulator form to be attached here.)