



SIYABONGA – HUIS VAN DANKSEGGING

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PAIA MANUAL

**Published in terms of Section 14 (Public Bodies) of the
Promotion of Access to Information Act 2 of 2000 (PAIA)**

As amended by the
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|---|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO“ | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.6 | “PFMA” | Public Finance Management Act No.1 of 1999 as Amended; |
| 1.7 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.8 | “Regulator” | Information Regulator. |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 3.1 check the nature of the records which may already be available at Siyabonga - Huis van Danksegging (Siyabonga), without the need for submitting a formal PAIA request;
- 3.2 have an understanding of how to make a request for access to a record of the Siyabonga;
- 3.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 3.4 know all the remedies available from the Siyabonga regarding request for access to the records, before approaching the Regulator or the Courts;

- 3.5 the description of the services available to members of the public from the Siyabonga, and how to gain access to those services;
- 3.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.7 if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.8 know if the Siyabonga has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.9 know whether the Siyabonga has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. ESTABLISHMENT OF THE SIYABONGA – HUIS VAN DANKSEGGING

Siyabonga – Huis van Danksegging is regulated by the following laws:

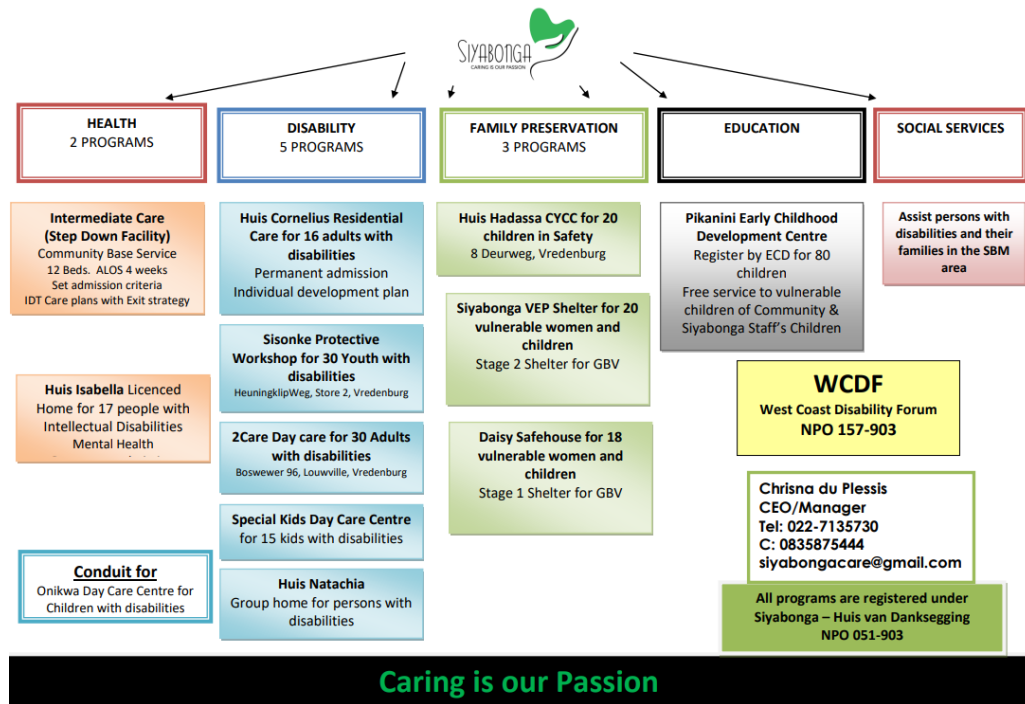
- Non-Profit Organisation Act 71 of 1997
- Mental Health Care Act [No. 17 of 2002]
- Children’s Act [No. 38 of 2005]
- Batho Pele Principles
- Domestic Violence Act No. 116 of 1998
- Older Person’s Act (13) 2006

3.1. Objectives/Mandate

Siyabonga believes in job creation and provides an income to 160 families per month. Current objectives in the organization are to improve the monitor and evaluation plan, reach strategic goals, and to strengthen relationship with funders and network partners.

Promoting and enhancing quality of life in underdeveloped communities and implementing programs which include Health, Disability, Families & Children, Education & Training.

All employees and management strive to support the vision of Siyabonga by living out our values.



4. STRUCTURE OF THE SIYABONGA - HUIS VAN DANKSEGGING AND FUNCTIONS

4.1. Structure

The board consists of the following office bearers:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- 2 additional members
- Programme Director (ex-officio member of the Board)

4.2. Functions

The main objective of Siyabonga – Huis van Danksegging is:

- To support community development in the area of Saldanha Bay municipal area.
- To include awareness and prevention programmes in all projects according to calendar health days.
- To focus on art and craft as community development cross cutting through all the programs of Siyabonga.

- In terms of all decision making for future building and structural development at Siyabonga, the board will interact with the Siyabonga Charity Trust for approval.
- To encourage partnerships and networking with other role players and stakeholders in the community.
- To ensure stability and sustainability of all programs by ongoing marketing and fundraising event.
- To develop policies and standard operational procedures to reach goals and quality service delivery.

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE SIYABONGA - HUIS VAN DANKSEGGING

5.1. Chief Information Officer

Name: Chrisna du Plessis
Tel: (022) 713 5730 / 083 587 5444
Email: siyabongacare@gmail.com

5.2. Deputy Information Officer - *No Deputy Information Officer identified.*

5.3 Access to information general contacts

Email: siyabongacare@gmail.com

5.4 Records that may be requested

The records to be requested by a requester means any recorded information generated by SIYABONGA in the execution of its mandate, regardless of its form or medium, which is in the possession or under the control of SIYABONGA whether it was created by SIYABONGA or not.

All requests will be evaluated to determine whether the requested records contain Personal Information in terms of POPIA, which can potentially impact whether the request will be granted or not.

5.5 National / Head Office

Postal Address: P.O. Box 143, Vredenburg, 7380
Physical Address: Kleinplasia, Vredenburg, 7380
Telephone: (022) 713 5730
Email: siyabongacare@gmail.com

Website: <https://www.siyabongacarevillage.co.za/>

6. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE SIYABONGA - HUIS VAN DANKSEGGIN

- a) internal appeal - Form B (attached) to be completed and delivered or sent to the Information Officer. The appeal will be considered, and the third party will be informed of the outcome of the appeal within 30 days.
- b) process for complaining to the Information Regulator or any regulatory body - Complaint Form 5 [Regulation 10] to be complete online at <https://www.justice.gov.za/inforeg/> The process and required supporting documentation are provided on this site.
- c) approaching the Court with jurisdiction for appropriate relief. - A requester, personal requester or third party may, within 30 days, by way of an application, apply to a court for appropriate relief.

7. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

7.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

7.2. The Guide is available in each of the official languages.

7.3. The aforesaid Guide contains the description of-

7.3.1. the objects of PAIA and POPIA;

7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

7.3.2.1. the Information Officer of every public body, and

- 7.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 7.3.3. the manner and form of a request for-
 - 7.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 7.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 7.3.6.1. an internal appeal;
 - 7.3.6.2. a complaint to the Regulator; and
 - 7.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

appeal or a decision by the Regulator or a decision of the head of a public body;

7.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

7.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

7.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and

7.3.10. the regulations made in terms of section 92¹¹.

7.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

7.4.1. upon request to the Information Officer;

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

7.4.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

8. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE SIYABONGA – HUIS VAN DANKSEGGING

Subjects on which the body holds records	Categories of records held on each subject
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures; - Advertised posts; - Employees records; - Learning and development e.g.: skills development and training plans - Employment equity plan and statistics
Programme recipients - Disability programs - Education - Family preservation - Health programs	<ul style="list-style-type: none"> - Disability records - Family preservation recipients / shelters - Medical records
Partners / Funders / Donors	- Transaction information

9. CATEGORIES OF RECORDS OF THE SIYABONGA – HUIS VAN DANKSEGGING WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category	Document Type	Available on Website	Available upon request
Tender document	<ul style="list-style-type: none"> - Advertised tender - Name of successful bidder 	X	
Strategic Documents (Plans and Report)	<ul style="list-style-type: none"> - Organisational profile (Overview, Objectives, Functions, Architecture) 	X	

Category	Document Type	Available on Website	Available upon request
	<ul style="list-style-type: none"> - Annual Reports; - Strategic Plan; - Annual Performance Plan; - Strategic and Performance Plans; 		

10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE SIYABONGA – HUIS VAN DANKSEGGING AND HOW TO GAIN ACCESS TO THOSE SERVICES

10.1 Powers, duties and function

Access to Siyabonga – Huis van Danksegging is solely on a referral basis.

Health

- Intermediate Care facility
- Huis Isabella

Disability

- Huis Cornelius
- Special Kids
- 2Care
- Sisonke
- Huis Natachia

Social Work Services

- Case Work (home visits, referral for support services)
- Group Work (therapeutic sessions, information sharing)
- Support Groups
- Community Development (training, awareness and prevention)

Families and Children

- Huis Hadassa

- Siyabonga Shelter

Training and Education

- Pikanini ECD

11. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY SIYABONGA – HUIS VAN DANKSEGGING

Siyabonga – Huis van Danksegging is governed by a Board of Directors who formulate policy and exercise performance of duties.

12. PROCESSING OF PERSONAL INFORMATION

12.1 Purpose of Processing

Personal information is gathered and used in the general course of business. All members of the public who receive support and assistance from our Health, Disability, Social work, families and children, training and education divisions provide their personal information and that of their legal guardians. Personal information is required in order for us to track recipients’ progress, provide the relevant care and support and provide status reports to the relevant government departments.

12.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be Processed
Natural Persons	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration

Categories of Data Subjects	Personal Information that may be Processed
	number; financial, commercial, scientific or technical information and trade secrets
Employees	Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details(contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person
Patients	Names, surname; gender, pregnancy; marital status; race, age, language, educational information (qualifications); financial information; employment history; ID number; criminal behaviour; physical well-being, race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person.
Next of kin / Legal guardians	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence.

12.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients
Identity number and names, for	South African Police Services

Category of personal information	Recipients or Categories of Recipients
criminal checks	
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Identity number and names; mental state, health status, for financing, reporting and statistics	Department of Health

12.4 Planned transborder flows of personal information

Transborder flow of personal information may be required in the event of a recipient being a foreign national and their referring medical team / next of kin / legal guardian residing out of South Africa.

12.5 General Description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- It is a requirement of POPIA to adequately protect the personal information held by the responsible party to avoid unauthorised access and use of your personal information. All personal information processed by SIYABONGA is managed in terms of SIYABONGA Privacy Policy.
- Security controls and processes shall be reviewed regularly to ensure that personal information is secure.
- The following procedures are in place to protect personal information:
 - SIYABONGA Information Officer is responsible for compliance with the conditions of the lawful processing of personal information and other provisions of POPIA;
 - SIYABONGA’s processes shall be updated to ensure that consent is received from data subjects for the collection, processing, distribution and storage of their information as required POPIA;
- Data subjects shall be advised of their rights during the information collection stage;
- Access to information and systems containing personal information shall be limited only to authorised users in line with their roles and responsibilities;
- Requests for access to information and requests for information received from outside SIYABONGA shall be managed in line with this manual;

- When using third parties to process personal information, the said third parties shall be required to sign a service level agreement guaranteeing their commitment to the Protection of Personal Information; and
- Training and awareness on SIYABONGA Privacy Policy and POPIA to ensure compliance.

13 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION [POPIA SECTION 11(3) (A)]

A data subject who wishes to object to the processing of personal information must submit the objection to the responsible party on Form 1.

The responsible party, or a designated person, must render such reasonable assistance as is necessary, free of charge, to enable the data subject to make an objection on Form 1.

14 CORRECTION/DELETION OF PERSONAL INFORMATION [POPIA SECTION 24(1)]

A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the responsible party on Form 2.

The responsible party, or a designated person, must render the necessary assistance to enable a data subject to complete Form 2 free of charge.

15 AVAILABILITY OF THE MANUAL

15.1 This Manual is made available in the following three official languages-

15.1.1 English;

15.1.2

15.1.3

15.2 A copy of this Manual or the updated version thereof, is also available as follows-

15.2.1 on <http://www.siyabongacarevillage.co.za/>, if any, of the public body;

15.2.2 at the head office of the public body for public inspection during normal business hours;

15.2.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

15.2.4 to the Information Regulator upon request.

15.3 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

16 UPDATING OF THE MANUAL

The Siyabonga – Huis van Danksegging will, if necessary, update and publish this Manual annually.

Issued by

Chrisna du Plessis

Chief Executive Officer

PRESCRIBED FEES IN RESPECT OF PUBLIC BODIES**Part ii of Notice 187 in the Government Gazette on the 15 February 2002.**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fee for a copy of the guide as contemplated in regulations 2(3) (b) and 3(4) (c) is R0.60 for every photocopy of an A4-size page or part thereof.
3. The fees for reproduction referred to in regulation 7(1) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R 0.60
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(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R 0.40
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c)	For a copy in a computer-readable form on:	
i)	Stiffy disc	R 5.00
ii)	Compact disc	R40.00

d)	For a transcription of visual images:	
i)	A4-size page or part thereof	R22.00
ii)	A copy of visual images	R60.00

e)	For a transcription of an audio record:	
i)	A4-size page or part thereof	R12.00
(ii)	A copy of an audio record	R17.00

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35.00.

The access fees payable by a requester referred to in regulation 7(3) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R0.60
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(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.40
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(c)	For a copy in a computer-readable form on -	
(i)	compact disc	R40.00

(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R22.00
	(ii) For a copy of visual images	R60.00

(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
	(ii) For a copy of an audio record	R17.00

(f)	To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
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For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.

**PRESCRIBED FORMS FOR ACCESS TO INFORMATION REQUEST FOR
ACCESS TO RECORD OF PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

<p>FOR DEPARTMENTAL USE</p> <p>Reference number:</p> <p>Request received by (state rank, name and surname of information officer/deputy information officer) on (date) at (place).</p> <p>Request fee (if any): R.....</p> <p>Deposit (if any): R.....</p> <p>Access fee: R.....</p> <p>_____</p> <p>SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</p>

A. Particulars of public body

Name of public body	
Designated Information Officer	
Designated Deputy Information Officer	
Email address of Information Officer/ Deputy Information Officer	
Postal address	
Street address	
Telephone number	
Fax number	

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be recorded below.*
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.*
- (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 only if a request for information is made on behalf of another 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 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, therefore.

1. 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:
NOTES:	

- (a) Your indication as to the required form of access depends 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 to the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box with an "X".

1. If the record is in written or printed form -					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images -					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)					
3. If record consists of recorded words or information which can be reproduced in sound-					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form -					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (magnetic or optical disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?				YES	NO
A postal fee is payable.					
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>					
In which language would you prefer the record?					

G. 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 thereof 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 WHO'S BEHALF REQUEST IS MADE"

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/identity number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF THE RESPONSIBLE PARTY
Name(s) and surname/ registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/email address	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at thisday of.....20.....

Signature of data subject/designated person

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT 013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an “x”.

Request for:

<input type="checkbox"/>	Correction or deletion of the personal information about the data subject
<input type="checkbox"/>	Destroying or deletion of a record of personal information about the data subject that is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique identifier/ identity number	
Residential, postal or business address:	
	Code ()
Fax number/ e-mail address:	
B	DETAILS OF THE RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/e-mail address:	

C	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) THAT IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) THAT THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p>

Signed at this day of..... 20.....

Signature of Data subject



REPUBLIC OF SOUTH AFRICA

FORM B - NOTICE OF INTERNAL APPEAL
(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 8]

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of requester/third party who lodges the internal appeal

- | |
|--|
| <p>(a) The particulars of the person who lodge the internal appeal must be given below.
 (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
 (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.</p> |
|--|

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--

Postal address:

Telephone number: (.....) Fax number: (.....)

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:

	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

If the provided space is inadequate, please continue on a separate folio and attach it to this form. You must sign all the additional folios.

State the grounds on which the internal appeal is based:

.....
.....
.....
.....

State any other information that may be relevant in considering the appeal:

.....
.....
.....
.....

.....

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at this day of year.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on (date) by
..... (state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

DATE RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT
AUTHORITY ON (date):