

Department	INFORMATION TECHNOLOGY (IT)
Manual	PAIA MANUAL
Number	CIO-IT-MAN-0003
Revision	1.0

APPROVAL & DISTRIBUTION

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REVISIONS

Rev.	Date approved	Nature of Revision	Prepared
1.0	See title page	First issue	MD Ledwaba

- Records shall be kept by the relevant Department for at least 1 year after the retention period has lapsed. Electronic files are kept permanently.
- Manuals are reviewed every 3 years and when significant changes occur (i.e. process or policy changes).

The REVIEW TEAM contributed to this document and therefore has been seen and agreed by:

Role	Surname & Initials	Designation
Reviewer	Mthembu B	Acting Information Security Officer (ISO)
Reviewer	Mthiyane S	Chief Information Officer (NTP)
Reviewer	Rakhalaru T	Information Officer: Pelchem
Reviewer	Mackay M	Quality Management
Accepted	EXCO	See Committee structure

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1 PURPOSE AND SCOPE

This PAIA Manual is useful for the public to:

- 1.1 Check the nature of the records which may already be available at NECSA, without the need for submitting a formal PAIA request;
- 1.2 Have an understanding of how to make a request for access to a record of NECSA;
- 1.3 Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 1.4 Know all the remedies available from NECSA regarding request for access to the records, before approaching the Regulator or the Courts;
- 1.5 The description of the services available to members of the public from NECSA, and how to gain access to those services;
- 1.6 A description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 1.7 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;
- 1.8 Know if NECSA 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
- 1.9 Know whether NECSA has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
- 1.10 This Manual is applicable to all employees of the Nescsa Group of companies.


2 REFERENCES, ABBREVIATIONS AND DEFINITIONS

- | | | |
|-----|-------|---|
| [1] | PAIA | Promotion of Access to Information Act No. 2 of 2000 as Amended |
| [2] | PFMA | Public Finance Management Act No.1 of 1999 as Amended |
| [3] | POPIA | Protection of Personal Information Act No.4 of 2013 |

ABBREVIATION / ACRONYM	DEFINITION
CEO	Chief Executive Officer
DIO	Deputy Information Officer
Information	Meaningful data
IO	Information Officer
Manual	Specification for the management system of an organisation
Minister	Minister of Justice and Correctional Services
Regulator	Information Regulator

3 ROLES AND RESPONSIBILITIES

- a. INFORMATION OFFICERS and DEPUTY INFORMATION OFFICERS shall be responsible for compliance with the conditions of the lawful processing of personal information and other provisions of POPIA;
- b. TOP MANAGEMENT shall establish the manual to ensure alignment with corporate policies and processes.
- c. MANAGERS and TEAM LEADERS shall implement and maintain the manual, identify gaps and take appropriate action to ensure compliance.
- d. EMPLOYEES shall adhere to the requirements as set out in this document.

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4 PAIA MANUAL

The PAIA MANUAL is specifically for:

The South African Nuclear Energy Corporation SOC Ltd

Registration Number: 2000/003735/06

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)

4.1 ESTABLISHMENT OF NECSA

4.1.1 Mandate

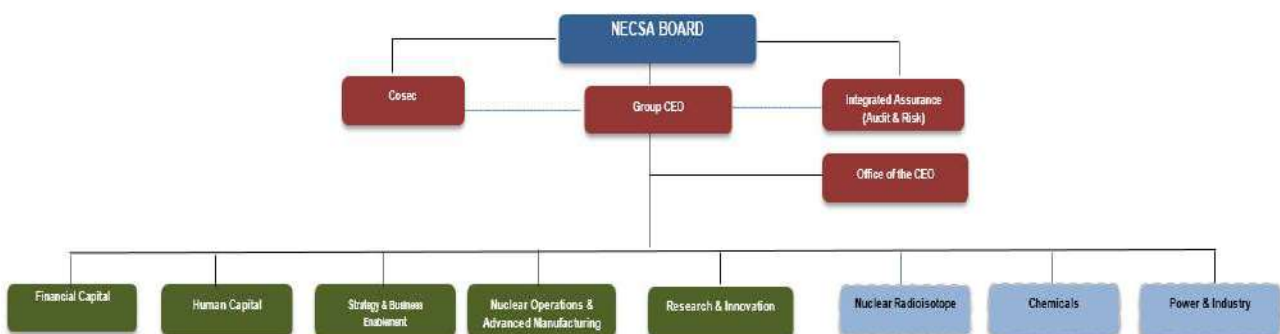
The South African Nuclear Energy Corporation is listed as a major Public Entity in PFMA Schedule 2. The company's legislative mandate is in terms of Section 13 of the Nuclear Energy Act, No. 46 of 1999.

4.1.2 Objectives

- a. The South African Nuclear Energy Corporation (NECSA) is mandated to undertake and promote research and development (R&D) in the field of nuclear energy and radiation sciences and technology.
- b. The company is also responsible for processing source material, special nuclear material and restricted material and to reprocess and enrich these.
- c. Subject to approval by the Minister of Energy, who is the sole shareholder representing the South African Government, NECSA co-operates with any person or institution in matters falling within its mandated functions.
- d. NECSA is committed to carrying out its mandate in a manner that strictly adheres to all the measures that are put in place to protect the environment and the people of South Africa.


4.2 STRUCTURE OF NECSA AND FUNCTIONS

4.2.1 Structure



4.2.2 Board sub-committees

- a. Audit and Risk Committee
- b. Nuclear Oversight & Regulatory Committee
- c. Human Resources and Ethics Committee
- d. Rationalisation (Structural Optimisation) Committee

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- e. Business Development Committee
- f. Investment & Finance Committee
- g. Technology Committee

4.2.3 Functions

The main functions of the Corporation are:

- a. To undertake and promote research and development in the field of nuclear energy and radiation sciences and technology and subject to the Safeguards Agreement, to make these generally available;
- b. To process source material, special nuclear material and restricted material and to reprocess and enrich source material and nuclear material; and
- c. To co-operate with any person or institution in matters falling within these functions subject to the approval of the Minister.

4.3 CONTACT DETAILS FOR ACCESS TO INFORMATION

Records that may be requested by a requester means any recorded information generated by NECSA in the execution of its mandate, regardless of its form or medium, which is in the possession or under the control of NECSA whether it was created by NECSA 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.

4.3.1 General email contacts:

informationofficer@necsa.co.za or communication@necsa.co.za

4.3.2 Key contacts:

	Designation	Name	Contact details
1	Information Officer	Ms. Daphne Ledwaba	012 305 5730
2	Deputy Information Officer	Mr. Ezekiel Leseyane	012 305 4159
3	Deputy Information Officer	Ms. Qhamkile Boyede	012 305 4428
4	Deputy Information Officer	Ms. Precious Hawadi	012 305 5504
5	Deputy Information Officer	Mr. Ayanda Myoli	012 305 3129

4.3.3 Head office:

Postal Address PO Box 582, Pretoria, 0001

Physical Address Elias Motsoaledi Street Extension (Church Street West)
R104 Pelindaba, Madibeng Municipality
North-West Province, 0240

Telephone 012 305 4911


Email communication@necsa.co.za

Website www.necsa.co.za

4.4 REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY NECSA

4.4.1. Complaints in terms of PAIA or POPIA may be made by completing the forms on the Information Regulator website and submit to NECSA for resolution prior to submitting to the Information Regulator.

4.5 GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

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4.5.1. 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.

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

4.5.3. The aforesaid Guide contains the description of:

- a. the objects of PAIA and POPIA;
- b. the postal and street address, phone and fax number and, if available, electronic mail address of:
 - i) the Information Officer of every public body, and
 - ii) every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- c. the manner and form of a request for:
 - i) access to a record of a public body contemplated in section 113; and
 - ii) access to a record of a private body contemplated in section 504;
- d. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- e. the assistance available from the Regulator in terms of PAIA and POPIA;
- f. 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:
 - i) an internal appeal;
 - ii) a complaint to the Regulator; and
 - iii) an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a public body;
- g. 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;
- h. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

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-*


- *that record is required for the exercise or protection of any rights;*
- *that person complies with 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.*

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*

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- i. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- j. the regulations made in terms of section 92¹¹.

4.5.4. 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:

- a. upon request to the Information Officer; or
- b. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

4.6 SUBJECTS AND CATEGORIES OF RECORDS HELD


Subjects on which the body holds records	Categories of records held on each subject
Strategic Documents, Plans, Proposals	Accounting Records Annual Reports Strategic Plans Annual Performance Plan Trademarks and Patents Title Deeds
Finance and Accounting	Accounting Records Policies and Procedures Banking Details and Bank Statements Financial Statements Income Tax Loan Records Balance Sheets and Income Statements
Human Resources	HR policies and procedures Advertised posts Employees records Learning and development e.g.: skills development and training plans Employment equity plan and statistics Pension and Provident Fund Scheme details
Operations	Policies and procedures Reports and supporting documentation Environmental, Health and Safety records Risk assessment Supplier onboarding and management records Project management Marketing campaigns
Information Technology	Policies and procedures System documentation and manuals Project, disaster recovery and implementation plans
Research, Collaboration & Training	Research and supporting documentation Reports and supporting documentation

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.”

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Subjects on which the body holds records	Categories of records held on each subject
	Collaboration documentation Training documentation
Licensing & Safety Analysis	Research and supporting documentation Environmental impact assessment Annual reports Portfolio of evidence Budget documentation Land use census documentation

4.7 CATEGORIES OF RECORDS WHICH ARE AVAILABLE

Category	Document Type	Website	Request
Tender document	Advertised tender Name of successful bidder	X	
Legislation, Regulations, Policies, Procedures	PAIA Manual Privacy Notice Retention Policy Security Policy Privacy Policy	X X	X X X
Strategic Documents (Plans and Report)	Organisational profile (Overview, Objectives, Functions, Architecture) Annual Reports Strategic Plan Annual Performance Plan Strategic and Performance Plans	X	

4.8 SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS

4.8.1. Medical surveillance programme: The service is provided to companies e.g. contractors and tenants based on requests for a service.

4.8.2. Emergency Services (Fire, Rescue and Ambulance): The service is provided when a call is received from the affected member of the public requesting assistance or if Madibeng Municipality requests assistance.

4.9 FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

4.8.3. Policy and legislation: When NECSA proposes new policy or legislation it undertakes consultation with all stakeholders through inviting comment on published papers and/or workshops / conferences. The process of participation differs according to the kind of project and is usually made known before the start of the project or thereafter.


4.8.4. Administrative action: In cases where an administrative action materially and adversely affects:

- a. the rights or legitimate expectations of any person; or
- b. the rights of the public. The requirements for procedural fairness as enshrined in the Promotion of the Administrative Justice Act, 2000 (Act No. 3 of 2000) ("PAIA"), will be applicable. (See sections 4 and 5 of the PAIA, in particular).

4.8.5. Conditions of service of NECSA employees: The conditions of service and other matters of mutual interest of public service employees are negotiated at bargaining councils which are established in terms of the Labour Relations Act, 1995 (Act No. 66 of 1995) ("LRA"). Trade unions representing a stipulated number of NECSA employees may become a party to such a bargaining council. The NECSA Coordinating Bargaining Council is the body at which, inter alia, all conditions of service applying to all NECSA employees are uniformly negotiated.

4.10 PROCESSING OF PERSONAL INFORMATION

4.10.1. Purpose of Processing.

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We process personal information for a variety of purposes, including but not limited to the following:


- a. to provide or manage any information, products and/or services requested by data subjects;
- b. to help us identify data subjects when they contact NECSA
- c. to maintain customer records;
- d. for recruitment purposes;
- e. for employment purposes;
- f. for travel purposes;
- g. for general administration, financial and tax purposes;
- h. for legal or contractual purposes;
- i. for health and safety purposes;
- j. to monitor access, secure and manage our premises and facilities;
- k. to transact with our suppliers and business partners;
- l. to conduct research, development and training;
- m. to help us improve the quality of our products and services;
- n. to help us detect and prevent fraud and money laundering;
- o. to help us recover debts;
- p. to carry out analysis and customer profiling; and
- q. to identify other products and services which might be of interest to data subjects and to inform them about our products and services.

4.10.2. 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/Passport 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 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.

4.10.3. 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 criminal checks.	South African Police Services
Qualifications, names, contact details, citizen, health data for qualification verifications, recruitment of unemployed youth for training and offer training to private clients and employees.	South African Qualifications Authority, SETA's, National and International Training Institutions.
Identity number and names, contact details for the land use census.	Public Safety Information Forum and Disaster Management.
Credit and payment history, for credit information.	Credit Bureaus
Identity number and names, signature and contact details for research findings, disclosure of	Legal services (Patent Attorneys), IP Review Committee.

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Category of personal information	Recipients or Categories of Recipients
potential intellectual property and to declare who are the inventors of the patent.	
Identity number and names, contact details, next of kin, marital status, gender, salary details for management of employee information.	Auditors, Regulators, Customers.
Names, company names, contact details, tax certificate, vat number, bank details, name of directors, gender, BBBEE certificate for commercial use.	External suppliers, Service Providers, Clients.
Identity number and names, contact details, employee number, banking details, tax numbers, dependents' details, next of kin, disability status, salary grades, race, gender, marital status, BBBEE certificate, CCMA Outcome for management of employee benefits and termination.	Finance, Legal Services, Financial Institutions, Personal Financial Advisors of Employees, Family Members, Department of Labour, Financial Services Groups, Medical Scheme and BBBEE Verification Agency.
Names, position/rank, signature for management of the risk register, to review policies and quality management.	Auditors. All Internal Departments and relevant Stakeholders.
Names, driver's license, contact details to register users to drive company vehicles and to ensure AARTO compliance.	Car rental companies

4.10.4. Planned trans-border flows of personal information: NECSA may from time to time, in the execution of its mandate, need to transfer personal information of data subjects with third parties in other countries. Services SETA shall ensure that it complies with POPIA in the dissemination of such information. Such transfer will only be done if one of the following requirements are met:

- a. the foreign recipients of personal information are subject to a law, binding corporate rule, or a binding agreement which contains provisions substantially similar to POPIA in relation to the processing and transfer of personal information;
- b. the data subject consents to the transfer; or
- c. the transfer is necessary for the performance of a contract between the data subject and the responsible party; or
- d. the transfer is necessary for the performance of a contract concluded in the interest of the data subject between the responsible party and the third party; or
- e. the transfer is for the benefit of the data subject and it is not practical to obtain the consent of the data subject.

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

- a. 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 NECSA is managed in terms of NECSA Privacy Policy.
- b. Security controls and processes shall be reviewed regularly to ensure that personal information is secure.
- c. The following procedures are in place to protect personal information:
 - i) NECSA'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;
 - ii) data subjects shall be advised of their rights during the information collection stage;
 - iii) access to information and systems containing personal information shall be limited only to authorised users in line with their roles and responsibilities;
 - iv) requests for access to information and requests for information received from outside NECSA shall be managed in line with this manual;

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- v) 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
- vi) training and awareness on NECSA Privacy Policy and POPIA to ensure compliance.

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

- 4.11.1. A data subject who wishes to object to the processing of personal information must submit the objection to the responsible party on Form 1.
- 4.11.2. 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.

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

- 4.12.1. 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.
- 4.12.2. The responsible party, or a designated person, must render the necessary assistance to enable a data subject to complete Form 2 free of charge.

4.13 AVAILABILITY OF THE MANUAL

- 4.12.3. This Manual is made available in the following official languages:
 - a. English
 - b. IsiZulu
 - c. Sepedi
- 4.12.4. A copy of this Manual or the updated version thereof, is also available as follows:
 - a. on www.necsa.co.za, if any, of the public body;
 - b. at the head office of the public body for public inspection during normal business hours;
 - c. to any person upon request and upon the payment of a reasonable prescribed fee; and
 - d. to the Information Regulator upon request.
- 4.12.5. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable for each A4-size photocopy made.

4.14 EFFECTIVE DATE, COMMUNICATION AND BREACH

- 4.14.1. The manual shall be implemented and enforceable effective upon approval of this document.
- 4.14.2. Communication and awareness will be done by the relevant function / departments as described in their process documentation or as prescribed by applicable legislation.
- 4.14.3. Any breach of the manual, or non-adherence to this document, may be subjected to the company's disciplinary process.

SCHEDULE 1

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Physical Address
33 Hoofd Street
Braampark Forum 3
Braamfontein
2198

Postal Address
Private Bag X 2700
Houghton
2041

Tel: (011) 877 3600

Fax: 011 403 0625



NOTICE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION 2 OF 2000 RE: FEES ASSOCIATED WITH PAIA REQUESTS ARE DETERMINED BY THE REGULATIONS ONLY AND NOT THROUGH OTHER APPLICABLE LAWS OR POLICIES

This Notice serves to state that the South African Human Rights Commission (the Commission) hereby confirms that the costs associated with all requests made under the Promotion of Access to Information Act 2 of 2000 (PAIA) are determined by the Regulations relating to PAIA only, and not by any other laws or regulations. Therefore, any demands made by a public or private body for the payment of additional fees with respect to PAIA requests are invalid.

The Commission is an independent public body currently mandated under PAIA to monitor the implementation of the Act. In accordance with its responsibilities to ensure compliance with PAIA, the Commission issues this notice to bring clarity to all interested parties that it is *only* the Minister of Justice and Constitutional Development who has the power to make decisions regarding fees associated with PAIA requests. The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors.

1. The Promotion of Access to Information Act

PAIA gives effect to the constitutional right to access of information, as provided for under section 32 of the Constitution. Although responding to requests and reproducing records in an accurate and orderly manner takes time and resources, section 9 of the Act specifically calls for the establishment of mandatory mechanisms and procedures to ensure that access to records of both public and private bodies is "as swiftly, *inexpensively* and effortlessly as reasonably possible." [emphasis added]. Furthermore, section 92 of the Act grants the Minister of Justice and Constitutional Development the power to make regulations pertaining to fees associated with requests made to both public and private bodies.

2. Regulations to PAIA

In February 2002, the Minister of Justice and Constitutional Development published a schedule of fees for PAIA requests in the Gazette, which provided for the following:

Fees for Requesting Records

Requesters are required to pay a fee for requesting access to records from both public and private bodies. The fee for requesting records from a public body is R35, while the fee for requesting records from a private body is R50. It is important to note that people who are requesting access to their personal information are exempt from paying a fee. Furthermore, people who earn less than R14,712 per annum (if single) and R27,192 per annum (if married or have a life partner), are also exempt from paying the request fees.

Fees for Accessing Records

Requesters are also required to pay fees for accessing the records of public and private bodies, which include fees associated with the search for, preparation of, and reproduction of documents. The breakdown of fees for requests to both public and private bodies are as follows:

Public Bodies:

- Copy per A4 page – 60 cents
- Printing per A4 page – 40 cents
- Copy on a CD – R40
- Transcription of visual images per A4 page – R22
- Copy of a visual image – R60
- Transcription of an audio recording per A4 page – R12
- Copy of an audio recording – R17
- Search and preparation of the record for disclosure – R15 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

Private Bodies:

- Copy per A4 page -- R1.10
- Printing per A4 page -- 75 cents
- Copy on a CD -- R70
- Transcription of visual images per A4 page – R40
- Copy of a visual image – R60
- Transcription of an audio recording per A4 page – R20
- Copy of an audio recording – R30
- Search and preparation of the record for disclosure – R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

3. Registered VAT Vendors

The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors, as required under section 23 of the Value-Added Tax Act of 1991.

Sincerely,

Advocate L M Mushwana

Chair of the South African Human Rights Commission

Transforming society. Securing rights. Restoring dignity

Chairperson: ML Mushwana; **Deputy Chairperson:** P Govender; **Commissioners:** L Mokate, B Malatji, J Love, D Titus
Chief Executive Officer: K Ahmed

SCHEDULE 2

**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"/>		<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"/>		<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?			
A postal fee is payable.			
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.			
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"

SCHEDULE 3

SCHEDULE 3

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 this day of 20

Signature of data subject/designated person|

SCHEDULE 4

**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 applicable.

Mark the appropriate box with an "x".

Request for:

	Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
	Destroying or deletion of a record of personal information about the data subject which is in the possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number:	
Residential, postal or business address:	
	Code:
Contact Numbers:	
Fax Number / Email address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered Name of Responsible Party:	
Residential, postal or business address:	
	Code:
Contact Numbers:	
Fax Number / Email address:	
C	INFORMATION TO BE CORRECTED / DELETED / DESTRUCTED / DESTROYED

