



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

TABLE OF CONTENTS

LIST OF ACRONYMS AND ABBREVIATIONS	3
PURPOSE OF PAIA MANUAL	4
KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF EL SHADDAI CHRISTIAN SCHOOL	5
GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE	6
DESCRIPTION OF THE RECORDS OF EL SHADDAI CHRISTIAN SCHOOLWHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION	9
DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF	10
PROCESSING OF PERSONAL INFORMATION	11
ANNEXURE 1	15
ANNEXURE 2	19

1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 1.1 | “CSB” | Chairman of the School Board |
| 1.2 | “HO” | Head of School |
| 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 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.7 | “Regulator” | Information Regulator; and |
| 1.8 | “Republic” | Republic of South Africa |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know 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;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body 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
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF EL SHADDAI CHRISTIAN SCHOOL

3.1. Information Officer

Name: Mrs M Vorster
Tel: 021 975 1980
Email: Email address vorsterm@escs.org.za

3.3 Access to information general contacts

Email: vorsterm@escs.org.za or popi@escs.org.za

3.4 School Address

Postal Address: PO BOX 1980, Durbanville, 7551
Physical Address: 6 Langeberg Road, Durbanville, Cape Town, 7550
Telephone: 021 975 1980
Email: info@escs.org.za or popi@escs.org.za
Website: www.escs.org.za

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

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, 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.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-
 - 4.3.1. the objects of PAIA and POPIA;
 - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
 - 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

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.*

- 4.3.6. 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-
- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. 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 private body;
- 4.3.7. 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;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.

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.”

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

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

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1 Afrikaans & English

5. CATEGORIES OF RECORDS OF EL SHADDAI CHRISTIAN SCHOOL WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

All information on the El Shaddai Christian School Website

6. DESCRIPTION OF THE RECORDS OF EL SHADDAI CHRISTIAN SCHOOL WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Records are kept in accordance with such legislation as is applicable to El Shaddai Christian School, which includes but is not limited to, the following legislation:

Applicable Legislation
El Shaddai Christian School Constitution
Promotion of Access to Information Act 2 of 2000
Basic Conditions of Employment Act No. 75 of 1997
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
Constitution of South Africa, 1996
Electronic Communications and Transactions Act No. 25 of 2002
Employment Equity Act No. 55 of 1998
Labour Relations Act No. 66 of 1995
Consumer Protection act 65 of 2008
Occupational Health and Safety Act No. 85 of 1993
Protection of Personal Information Act No. 4 of 2013
Skills Development Levies Act No.9 of 1999
Unemployment Insurance Contributions Act No. 4 of 2002
National Credit Act, No.34 of 2005
The Nonprofit Organisations Act 71 of 1997

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY EL SHADDAI CHRISTIAN SCHOOL

Subjects on which the body holds records	Categories of records
Parents & Guardians	Personal Information, Special personal information, Admissions documents, School financial statements, Documents for credit checks
School students	Personal Information, Special personal information, Admissions documents, Progress reports, Other educational reports, study permits
School employees	Personal information, employment contract, Financial information to process salaries,
Contract employment	Personal information, Special personal information, Employment contract, Financial information to process payment
School Board Members	Personal information
Service Providers	Contact Details

ANNEXURE 1 REQUEST FOR ACCESS TO A RECORD IN RELATION TO PAIA

8. PROCESSING OF PERSONAL INFORMATION

EL SHADDAI CHRISTIAN SCHOOL uses the Personal Information under its care in the following ways:

- Processing of applications of school children by parents/ guardians
- Record of Parent / guardian details of enrolled school children
- Record of parent / guardian financial account with school
- Record of enrolled child details
- Record of enrolled child educational details/ history
- Submission of learner statistics to the Department of Education and Associations
- Submission of learners' details where relevant to educational organisations for olympiads, standardized tests and/or other educational competitions.
- Processing of applications for employment at the school
- Record of staff details
- Staff administration
- Complying with legal and regulatory requirements

8.1 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
Parents & Guardians	Name, ID number, Guardianship status, Address (Physical & Postal), Telephone numbers (Work, home & cellphone), Profession, Religion, Health (Covid-19 purposes only), Proof of residence, Record of Fee payment, Record of Finances (for select bursary / debt collection cases only)
School students	Date of Birth, ID number, Gender, Physical address, Telephone number (home & cellphone), email, religion, Health, Vaccinations and/or exemption of immunization, birth certificate, record of school progress & attendance and repeats, educational reports, study permits
School employees	Name, ID number, Gender, Physical & Postal address, Contact number (home & cellphone) Email, Marital status, Children's names; Spouse's information, CV, References, Qualifications, Police clearance, SACE certificate, Sex offenders register clearance, Bank details, Tax number,
Contract employment	Name, ID number, Gender, Physical & postal address, Marital status, Children's names, Religion, Health, CV, References, Qualifications, Police clearance, SACE certificate, Sex offenders register clearance, Bank details, Tax number
School Board Members	Name, ID number, Gender, Physical & postal address, Marital status, Children's names, Religion
Service Providers	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; and where applicable tax related information; authorised signatories

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
	<p>EL SHADDAI CHRISTIAN SCHOOL may supply the Personal Information to any party to whom the School may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers who render the following services:</p> <ul style="list-style-type: none"> - Capturing, organising and storing data. - Sending of emails and other correspondence to stakeholders. - Conducting due diligence checks. - Administration of the Medical Aid and Pension Schemes. - Administration of Workman compensation - 3rd Party Services - Coaches & student teachers
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Identity number and names, Credit and payment history, for credit information	Credit Bureaus
Name & Surname, ID number & Date of Birth, Address (Physical & Postal), Contact numbers, email address, Tile, Gender, Nationality, Marital status, Disability Status, Citizenship, Qualifications, Personal categories, Year of service, Nature of appointment, ZDuration of Appointment, Remuneration status	Western Cape Education Department (CEMIS)
Examination purposes as explained with admissions as well as results released to USAF. Name & Surname, ID & Date of Birth	Cambridge International Examinations

8.3 Planned transborder flows of personal information

- Personal Information may be shared across South African borders to Cambridge Assessment International for the purposes of examination as explained to stakeholders with admissions.
- Upon request school records might also be shared for immigrants, relocations etc
- Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. The School will endeavour to ensure that all service providers holding Personal Information relating to the school will make all reasonable efforts to secure said data and Personal Information.

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

EL SHADDAI CHRISTIAN SCHOOL will endeavour to employ up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include, but are not limited to:

Digital Information

- Firewalls
- Virus protection software and update protocols
- Secure facilities for paper documents.
- Access control and passwords
- Secure setup of hardware and software making up the IT infrastructure;
- Outsourced Service Providers who process Personal Information on behalf of **EL SHADDAI CHRISTIAN SCHOOL** are contracted to implement security controls.

Paper Documentation

- Secure filing cabinets
- Controls for accessing Personal Information

9. AVAILABILITY OF THE MANUAL

10.

10.1 A copy of the Manual is available-

10.1.1 on www.escs.org.za if any;

10.1.2 the Reception of El Shaddai Christian School for public inspection during normal business hours;

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

10.1.4 to the Information Regulator upon request.

10.2 A fee for a copy of the Manual, as contemplated in **Annexure 2** of the Regulations, shall be payable per each A4-size photocopy made.

11. UPDATING OF THE MANUAL

The Informations Officer of El Shaddai Christian School will on a regular basis update this manual.

Issued by

Maryann Vorster
Head of High School Culture & Information Officer

REQUEST FOR ACCESS TO RECORD IN RELATION TO PAIA

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made <i>(when made on behalf of another person)</i>				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile :	
	Cellular :			
Full names of person on whose behalf request is made <i>(if</i>				

<i>applicable):</i>	
Identity Number	
Postal Address	

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	

Reference number, if available	
--------------------------------	--

Any further particulars of record	

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <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>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

*If the provided space is inadequate, please continue on a separate page and attach it to this Form.
The requester must sign all the additional pages.*

Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEEES

- a) A request fee must be paid before the request will be considered.
- b) You will be notified of the amount of the access fee to be paid.
- 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 for exemption

Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

---- FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

ANNEXURE 2

APPLICABLE FEES IN RESPECT OF PRIVATE BODIES IN RELATION TO PAIA

FEES IN RESPECT OF PRIVATE BODIES

Fees in Respect of Private Bodies

	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on:	
	(i) Flash drive (to be provided by requestor)	R40.00
	(ii) Compact disc	
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145.00
	To not exceed a total cost of	R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.™.