

# **PAIA MANUAL FOR THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION ("SALGA")**

**(a Public Body)**

**THIS MANUAL WAS PREPARED IN ACCORDANCE WITH  
SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION  
ACT, 2000 AND TO ADDRESS REQUIREMENTS OF THE  
PROTECTION OF PERSONAL INFORMATION ACT, 2013**

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## 1 INTRODUCTION

- 1.1 This Manual has been prepared in accordance with section 14 of the Promotion of Access to Information Act No.2 of 2000, as amended.
- 1.2 The aim of the Manual is to assist potential Requesters in requesting access to information ((documents, records and/or Personal Information) from SALGA as contemplated under PAIA.
- 1.3 The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with PAIA.
- 1.4 A Requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.
- 1.5 The definitions provided in this Manual are solely for the purpose of this Manual and are not to be taken as applicable to PAIA.

## 2 DEFINITIONS

The following words or expressions will bear the following meanings in this Manual:

- 2.1 "**Data Subject**" means the natural or juristic person to whom Personal Information relates;
- 2.2 "**Employee**" means any person who works for, or provides services to, or on behalf of SALGA, and receives or is entitled to receive remuneration;
- 2.3 "**Information Officer**" means the head of the body or any of the designated information officers described in this Manual;
- 2.4 "**Manual**" means this manual, together with all annexures thereto as amended and made available at the offices of SALGA from time to time;
- 2.5 "**PAIA**" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;
- 2.6 "**Personal Information**" has the meaning ascribed thereto under POPIA;
- 2.7 "**POPIA**" means the Protection of Personal Information Act No. 4 of 2013, together with any regulations published thereunder;
- 2.8 "**Processing**" shall bear the meaning ascribed thereto in POPIA;
- 2.9 "**Requester**" means any person or entity (including any Data Subject) requesting access

to a record that is under the control of SALGA;

- 2.10 "SAHRC" means the South African Human Rights Commission;
- 2.11 "SALGA" means the South African Local Government Association; and
- 2.12 "Third Party" means any person other than the Requester concerned and SALGA.

### 3 **SCOPE OF THE MANUAL**

This Manual has been prepared in respect of, and applies to, the South African Local Governance Association.

### 4 **DESCRIPTION OF SALGA'S FUNCTIONS AND STRUCTURE (SECTION 14(1)(a)(i))**

#### 4.1 **The mandate of the South African Local Association (SALGA)**

4.1.1 South African Local Government Association is an autonomous association of all 257 South African local governments, comprising of a national association, with one national office and nine provincial offices. Membership of the association is voluntary. SALGA accounts to its members in terms of the SALGA Constitution (as amended in 2016) and its Governance Framework regulating its structures and mandating processes. The organisation has a National Executive Committee comprised of elected councillors (primarily mayors and office bearers in municipalities) that is responsible for the affairs of the organisation between National Conferences and Members' Assemblies, which are the highest and second highest decision-making bodies of the association, respectively. Its administration is headed by a Chief Executive Officer.

4.1.2 SALGA is listed as a Schedule 3A public entity and is therefore accountable for its revenue and expenditure in terms of the Public Finance Management Act of 1999. It is called to account to Parliament annually on its performance and expenditure as a consequence of its listing in terms of this Act.

4.1.3 The functions and objectives of SALGA

4.1.3.1 Within the framework of its mandate, SALGA's impact is felt in four broad focus areas:

- Strategically building the profile and image of local government domestically and internationally.
- Supporting municipalities with policy analysis, research and monitoring, and knowledge sharing.

- Stakeholder engagement, lobbying and advocacy, and effective employer representation for members.
- Strengthening its own corporate governance structures and programmes as a foundation for all other activities.

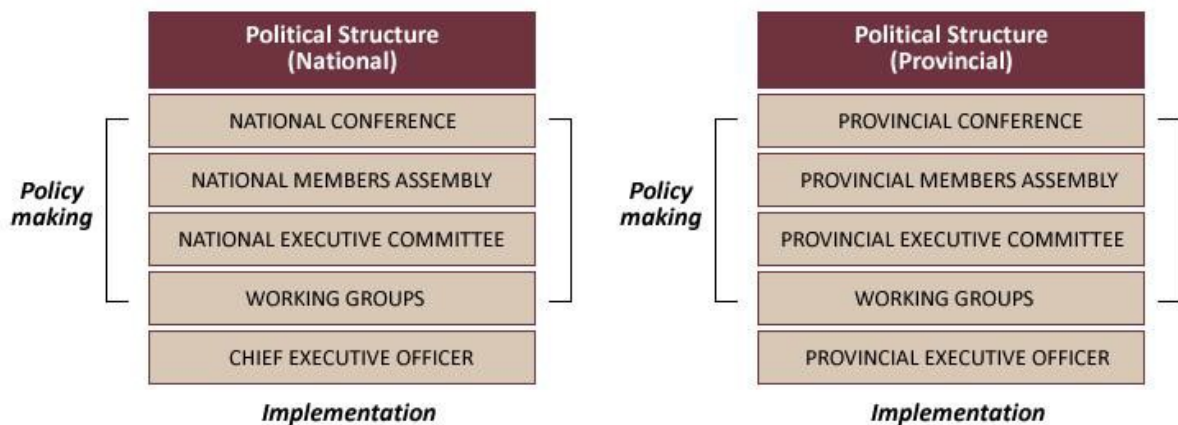
4.1.4 Furthermore, SALGA supports sustainable development and economic growth in the context of South Africa’s national priorities and global challenges. SALGA’s mission acknowledges that global challenges have become its challenges, that relationships with its partners, clients and stakeholders are integral to its success and that licensing intellectual property and establishing ventures are the key areas of future growth.

4.1.5 In terms of the Spatial Data Infrastructure Act, 54 of 2003, SALGA, as a data custodian of data relating to the content, quality, condition and other characteristics of information about spatial objects or features and their attributes (hereinafter referred to as “metadata”), ensures that metadata is available to users by making its metadata available to the Department of CoGTA for inclusion in the electronic metadata catalogue.

**4.2 The structure of SALGA**

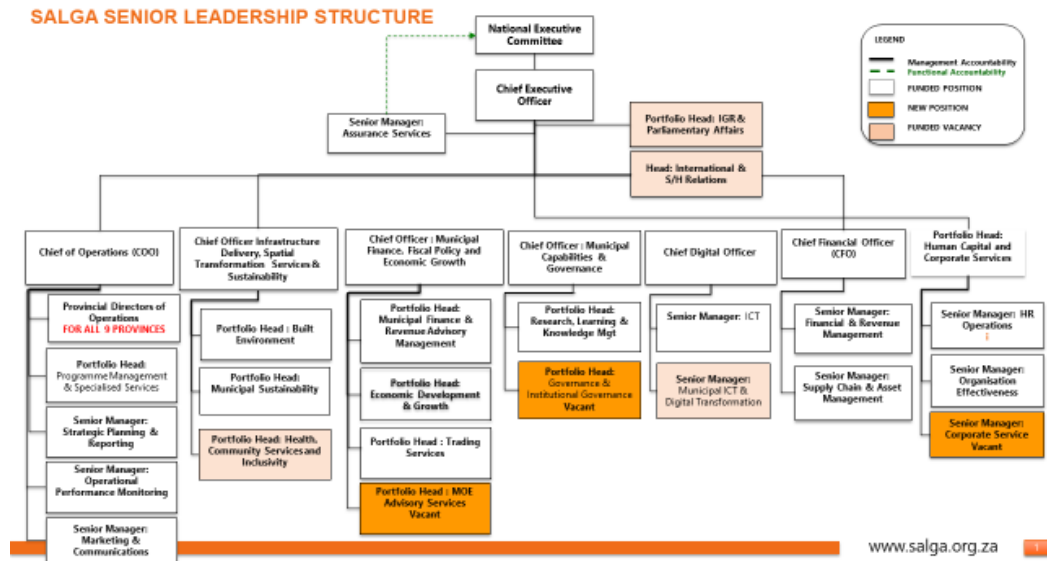
4.2.1 A schematic diagram of the structure of SALGA

Political Structure



4.2.2 Administrative Structure

In order to fulfil its mandate, SALGA has 17 business units (inclusive of SALGA’s provisional offices) at National level within which it operates from as depicted below



**5 CONTACT DETAILS (SECTION 14(1)(a)(ii))**

<b>Postal Address:</b>	P O Box 2094, Pretoria, 0001
<b>Street Address:</b>	Menlyn Corporate Park, Block B, 175 Corobay Avenue Cnr Garsfontein and Corobay Waterkloof Glen, Ext 11 0001
<b>Telephone:</b>	(012) 369 8000
<b>Fax Number:</b>	(012) 369 8001
<b>Information Officer:</b>	Mr Xolile George Chief Executive Officer Email: xgeorge@salga.org.za
<b>Deputy Officer 1:</b>	Kutlwano Chaba Email: kchaba@salga.org.za

<b>Deputy Officer 2:</b>	Thembeke Mthethwa Email: tmthethwa@salga.org.za
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## 6 REMEDIES AVAILABLE (SECTION 14(1)(a)(iii))

- 6.1 SALGA does not have an internal appeal procedure in place to facilitate appeals against decisions of the Information Officer or Deputy Information Officer.
- 6.2 An aggrieved party may by way of application apply to Court for appropriate relief. On hearing such application the Court may grant any order that is just and equitable including:
- 6.2.1 Confirming, amending or setting aside the decision that is the subject of the application;
- 6.2.2 Requiring the Information Officer to take some action or to refrain from taking such action as the Court considers necessary within the period mentioned in the order;
- 6.2.3 Granting an interdict, interim or specific relief, a declaratory order or compensation; or costs.

## 7 OTHER INFORMATION HELD BY SALGA AS MAY BE PRESCRIBED (SECTION 14(1)(a)(iv))

- 7.1 None.

## 8 GUIDE ON HOW TO USE THE ACT TO ACCESS INFORMATION (SECTION 14(1)(b)(i))

- 8.1 A guide on how to use PAIA has been compiled by the SAHRC in terms of section 10 of PAIA and is available on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)). Any queries should be directed to:

**The Information Regulator of South Africa**

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017

E-mail: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za) / [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

Website: <https://www.justice.gov.za/infoereg/index.html>

Tel: 012 406 4818

Fax: 086 500 3351

## 9 INFORMATION HELD BY SALGA IN TERMS OF PAIA (SECTION 14(1)(b)(ii))

- 9.1 This section of the Manual sets out the categories and descriptions of records held by SALGA. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under PAIA. In particular, certain grounds

of refusal as set out in PAIA may be applicable to a request for such records.

9.1.1 **Operational Information and Agreements** relating to the following categories: -

- Documents relating to the policy, objectives and governance of SALGA.
- Directives, resolutions and instructions of the NEC of SALGA.
- Joint Venture Agreements with subsidiaries and/or agreements with any person, government or administration.
- Rental agreements, title deeds, mortgage bonds and notarial bonds relating to movable and immovable property.
- Memorandums of Understanding.

9.1.2 **Finances and Accounting records** relating to the following categories: -

- Bank account records.
- Books of Account and financial statements.
- Auditor's annual report.
- Audited financial statements.
- Annual report, including balance sheet and statement of income and expenditure certified by the Auditor-General.
- Annual budget and Annual Performance Plan as provided for in the SALGA Constitution.
- VAT, SITE and PAYE records.

9.1.3 **Human Resources records** relating to the following categories:-

- Policies and procedures.
- Personnel files.
- Contracts, conditions of service and other agreements.
- Pension fund records of the pension fund established under the Associated Institutions Pension Fund Act, 1963.
- Medical Scheme Records.



9.1.4 **Intellectual property information** relating to the following categories: -

- Rights in discoveries and inventions and improvements in respect of processes, apparatus and machines made by employees of the SALGA in the course of their employment as employees of the SALGA.
- Rights in a discovery, invention or improvement made by the SALGA in the course of an investigation for or on behalf of another person, government or administration.
- Patents and patent applications.
- Licence Agreements.

10 **REQUEST PROCEDURES (SECTION 14(1)(b)(ii))**

10.1 Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of PAIA.

10.2 A Requester must use the prescribed form to make a request for access to a record. This must be made to the Information Officer of SALGA at his/her address or fax number or electronic mail address. The prescribed form is attached hereto as Annexure 1.

10.3 **Disclosure of records**

10.3.1 A Requester must be given access to a record of a public body if the Requester complies with the following –

10.3.1.1 The Requester complies with all the procedural requirements in PAIA relating to the request for access to that record; and

10.3.1.2 Access to that record is not refused on any ground of refusal provided for in PAIA.

10.4 **Nature of the request**

10.4.1 The Requester must indicate whether the request is to obtain a copy of the record or whether inspection of the record at the offices of the public body is requested. Alternatively, if the record is not a document, it can be viewed in the requested form – s 29(2).

10.4.2 Access should be provided in the particular form and manner requested unless such manner would interfere unreasonably with the running of the public body concerned or damages the record, or infringes a copyright owned by the state. If for practical reasons access cannot be given in the required form, but in an alternative manner, the fee must

be calculated in accordance with the manner of disclosure first requested by the Requester – s 29(3) and (4).

- 10.4.3 If, in addition to a written reply to the request for the record, the Requester requires to be advised of the decision in any other manner, e.g. by telephone, this must be indicated – s 18(2)(e).
- 10.4.4 If a Requester requests the information on behalf of somebody else, the capacity in which the request is made must be indicated – s 18(2) (f).
- 10.4.5 If the Requester is unable to read or write, or has a disability, the request may be made orally. In such event, the Information Officer must complete the form on behalf of the Requester and provide the Requester with a copy – s 18(3).

#### 10.5 **Fees payable (Section 22)**

- 10.5.1 There are types of fees required to be paid in terms of PAIA, being the request fee and the access fee. Attached hereto as Annexure 2 is a schedule setting out the fees payable.
- 10.5.2 The Information Officer must notify the Requester (other than a personal requester) by notice, requiring the Requester to pay the prescribed fee (if any) before further processing the request.
- 10.6 The Information Officer must as soon as reasonably possible, but in any event within 30 (thirty) days after the request is received, decide in accordance with PAIA whether to grant the request and notify the requested of the decision in the manner requested by the Requester.

#### 11 **VOLUNTARY DISCLOSURES (SECTION 14(1)(b)(iii))**

All information available on the website [www.salga.org.za](http://www.salga.org.za) is voluntarily disclosed including the current Annual Report (annual financial statements, Report by the Auditor-General, Report on Corporate Governance and Executive Report).

#### 12 **SERVICES AVAILABLE (section 14(1)(b)(iv))**

- 12.1 SALGA is governed by its constitution as adopted in May 2000. The objectives and principles are in the context of the Constitution of the Republic, Act 108 of 1996, and the White Paper on Local Government and within the parameters of the Organised Local Government Act 52 of 1997.
- 12.2 SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development

& all socio-economic opportunities that the government has geared itself to provide for its people.

12.3 SALGA has set out its role to represent, promote and protect the interests of local governments and to raise the profile of local government, amongst other objectives.

12.4 Summary of services provided by SALGA:



**13 ARRANGEMENT ALLOWING FOR SALGA MEMBER INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER (Section 14(1)(b)(v))**

13.1 The National Executive Committee (NEC) exercises authority of SALGA in between the National Conferences and National Members Assemblies. The NEC consists of the president, three deputy presidents and 6 additional members elected separately by National Conference and provincial chairpersons who are ex-officio members of the NEC.

13.2 The NEC meets quarterly, ad hoc and/or when the need arises allowing SALGA to engage with member municipalities in provinces. The NEC develops and reviews the organisations strategic priorities and activities also adopting SALGA’s administrative policies.

13.3 SALGA is governed by primary legislation, which legislation, depending on the nature and complexity thereof, may be preceded by a discussion paper setting out a proposed approach and calling for member comment through various structures. This step may be followed or replaced by the release of draft legislation for member comment.

## **14 ACCESS TO PERSONAL INFORMATION**

- 14.1 POPIA provides that a Data Subject may, upon proof of identity, request the responsible party to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 14.2 POPIA also provides that where the Data Subject is required to pay a fee for services provided to him/her, the Responsible Party must provide the Data Subject with a written estimate of the payable amount before providing the service and may require that the Requestor pay a deposit for all or part of the fee.
- 14.3 Grounds for refusal of the data subject's request are set out in PAIA.
- 14.4 POPIA provides that a Data Subject may object, at any time, to the processing of Personal Information by SALGA, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The Data Subject must complete the prescribed form attached hereto as Annexure 3 and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.
- 14.5 A Data Subject may also request SALGA to correct or delete Personal Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of Personal Information about the Data Subject that SALGA is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 14.6 A Data Subject that 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 Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Annexure 4.

## **15 PURPOSE OF THE PROCESSING (SECTION 14(1)(c)(i))**

- 15.1 In terms of POPIA, data must be processed for a specified purpose.
- 15.2 SALGA will Process Personal Information only in ways that are for, or compatible with, the purposes for which the data was collected or that are subsequently authorised by the relevant Data Subject.
- 15.3 SALGA will retain Personal Information only for as long as is necessary to accomplish SALGA's legitimate business purposes or for as long as may be permitted or required by applicable law.

- 15.4 SALGA uses the Personal Information it collects for following non-exhaustive purposes, as more fully set out in the SALGA Privacy Policy located at <http://www.salga.org.za/PAIA%20Manual/Privacy%20Policy%20-%20Final%20-%202022%20June%202021.pdf>
- 15.4.1 For the purpose of onboarding its members and service providers;
- 15.4.2 For purposes of implementing contractual agreements;
- 15.4.3 For the execution of payment processing functions;
- 15.4.4 For employment-related purposes such as recruiting staff, administering payroll, background checks, etc.
- 15.4.5 For internal audit purposes (i.e., ensuring that the appropriate internal controls are in place in order to mitigate the relevant risks, as well as to carry out any investigations where this is required);
- 15.4.6 For complying with tax laws;
- 15.4.7 For external audit purposes. For this purposes, SALGA engages external service providers and, in so doing, shares Personal Information of the Data Subjects with Third Parties;
- 15.4.8 For keeping accounts of records;
- 15.4.9 For such other purposes to which the Data Subject may consent from time to time; and
- 15.4.10 For such other purposes as authorised in terms of applicable law.
- 15.5 SALGA will not use the Personal Information which it collects for any purposes other than those purposes specified herein.

## **16 CATEGORIES OF DATA SUBJECTS AND OF THE PERSONAL INFORMATION RELATING THERETO (SECTION 14(1)(c)(ii))**

- 16.1 SALGA collects Personal Information directly from the Data Subject and/or from Employees, members, Third Parties, service providers, and where SALGA obtains Personal Information from Third Parties, SALGA will ensure that it obtains the consent of the Data Subject to do so or will only Process the Personal Information without the Data Subject's consent where SALGA is permitted to do so in terms of the applicable laws. This list of categories is non-exhaustive.

16.2 Examples of Third Parties from whom Personal Information is collected includes any third party who SALGA conducts its business with; regulatory bodies; verification agencies; other companies providing services to SALGA and where SALGA makes use of publicly available sources of information.

16.3 The Personal Information relating thereto is as follows:

<b>Data Subject</b>	<b>Information to be processed</b>
Members – Juristic Persons / Entities	Names of contact persons, name of legal entity, Physical and Postal address and contact details, Registration Number, founding documents, tax related information, authorised signatories
Employees	Gender, marital status, ethnicity, age, language, education information, financial information, employment history, ID number, physical and postal address, contact details, criminal behaviour
Service Providers	Names of contact persons; name of legal entity, physical and postal address and contact details, registration number, founding documents, tax related information, authorised signatories, beneficiaries, ultimate beneficial owners
Other Third Parties	Names of contact persons; name of legal entity, physical and postal address and contact details, registration number, founding documents, tax related information, authorised signatories, beneficiaries, ultimate beneficial owners

## 17 RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED (SECTION 14(1)(c)(iii))

17.1 Depending on the nature of the data, SALGA may supply information or records to the following categories of recipients:

17.1.1 Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;

17.1.2 Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules (i.e.

17.1.3 the Competition Commission in terms of the Competition Act No. 89 of 1998);

17.1.4 South African Revenue Services, or another similar authority;

17.1.5 Anyone making a successful application for access in terms of PAIA;

17.1.6 Subject to the provisions of POPIA and the National Credit Act No. 34 of 2005, SALGA may share information about a client's creditworthiness with any credit bureau or credit

providers industry association or other association for an industry in which SALGA operates; and

17.1.7 Any person who conducts business with SALGA, in the ordinary course of business.

17.2 SALGA will comply with POPIA before transferring Personal Information to a Third-Party who is not a contractor of SALGA. Before transferring Personal Information to a Third-Party contractor, such as an authorised service provider, SALGA will obtain assurances from the Third-Party that it will Process Personal Information in a manner consistent with POPIA. Where SALGA learns that a Third-Party contractor is using or disclosing Personal Information in a manner contrary to POPIA, SALGA will take reasonable steps to prevent such use or disclosure.

## 18 **PLANNED TRANSBORDER FLOWS (SECTION 14(1)(c)(iv))**

In carrying out any cross-border transfers, SALGA shall adhere to the provisions of POPIA.

## 19 **INFORMATION SECURITY MEASURES (SECTION 14(1)(c)(v))**

19.1 The security and confidentiality of Personal Information is important to SALGA. SALGA has implemented reasonable technical, administrative, and physical security measures to protect Personal Information from unauthorised access or disclosure and improper use.

19.2 SALGA is committed to ensuring that its security measures which protect Data Subject's Personal Information are continuously reviewed and updated where necessary.

19.3 In Processing any Personal Information, SALGA shall comply with the following minimum technical and organisational security requirements –

19.3.1 Physical Access – Access to Personal Information is restricted in SALGA's offices and only to those Employees who need the Personal Information to perform a specific job / task.

19.3.2 Unique User Identification – Employees each have a unique user ID assigned to them, subject to strict confidentiality undertakings in terms of SALGA's password and confidentiality policy.

19.3.3 [Passwords – SALGA shall ensure that there are passwords required for any access to Personal Information in line with its password policy.

19.3.4 Physical access and privileges – SALGA ensures that access to Personal Information is limited to Employees on a "need to know" basis, and SALGA's Employees are required to strictly utilise their unique user ID and applicable passwords to access same.

- 19.3.5 Back-ups – SALGA ensures that all Personal Information is backed-up regularly, based on operational or legal requirements, and that back up testing is conducted regularly in order to ensure that Personal Information can be recovered in the event that such Personal Information is lost, damaged or destroyed.
- 19.3.6 Malware protection – SALGA ensures that its environment has comprehensive malware protection software employed, which software is specifically designed to protect SALGA from the most recent malware infections.
- 19.3.7 Vulnerability scanning – SALGA frequently conducts vulnerability scanning in order to assess whether Personal Information is adequately protected from external threats.

## **20 UPDATING OF THIS MANUAL (SECTION 14(2))**

This Manual will be updated whenever amendments to the current information need to be reflected and/or annually.

## **21 AVAILABILITY OF THE MANUAL (SECTION 14(3))**

- 21.1 This Manual is available on SALGA's website, at the head office of SALGA for public inspection during normal business hours, to any person upon request and upon the payment of a reasonable amount and to the Information Regulator upon request.
- 21.2 Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

## **22 REQUEST TO THE MINISTER FOR COMPILATION OF ONE MANUAL(SECTION 14(4)(A))**

This Manual is compiled solely on behalf of SALGA and no requests for combined manuals with other constitutional or public bodies have been submitted to the Minister.

## **23 EXEMPTION FROM THE MINISTER FROM ANY PROVISION OF SECTION 14 OF THE ACT (SECTION 14(5))**

SALGA is not exempt from any provision of this section.

## **24 PRESCRIBED FORMS AND FEE STRUCTURE**

- 24.1 The forms and fee structure prescribed under PAIA and the forms prescribed under POPIA are available in the annexures to this manual.





**ANNEXURE 1**

**FORM A**

**REQUEST FOR ACCESS TO RECORD OF SALGA**

**(Section 18(1) of the Promotion of Access to Information PAIA, 2000 (PAIA**

**No. 2 of 2000))**

**[Regulation 6]**

**A. Particulars of public body**

\_\_\_\_\_

**The Information Officer/Deputy Information Officer:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Particulars of the person requesting access to the record**

- |  |
|--|
| <p><i>(a) The particulars of the person who requests access to the record must be given below.</i></p> <p><i>(b) Furnish an address and/or fax number in the Republic to which the information is to be sent, or must be given.</i></p> <p><i>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

**Full names and surname:** \_\_\_\_\_

**Identity number:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fax number:** \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

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 the record or relevant part of the record:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of the record:

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**E. Fees**

- (a) A request for access to a record other than a 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 access fee payable for the 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 the exemption of the payment of any fee, please state the reason for exemption.**

**Reason for the exemption from payment of fees:**

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**F. Form of access to record**

***If you are prevented by 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.***

<b>Disability:</b>	<b>Form in which record is required:</b>

***Mark the appropriate box with an X.***

**NOTES:**

- (a) Compliance with your request for access in the specified form may depend 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 the access to the record, if any, will be determined partly by the form in which access is requested.***

**1. If the record is in written or printed form:**

	copy of record*		inspection of record
--	-----------------	--	----------------------

**2. If the record consists of visual images-**

**(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):**

	view the images		copy of the images*		transcription of the images*
--	-----------------	--	---------------------	--	------------------------------

**3. If record consists of recorded words or information which can be reproduced in sound:**

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
--	---	--	---

**4. If record is held on computer or in an electronic or machine-readable form:**

	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact 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.	YES	NO
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*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 do you prefer the record?	
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**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 WHOSE BEHALF REQUEST IS MADE

**FOR SALGA USE**

Reference number: \_\_\_\_\_

Request received by \_\_\_\_\_

(state rank, name and surname of information officer/deputy information officer) on  
\_\_\_\_\_ (date) at \_\_\_\_\_ (place).

Request fee (if any): R .....

Deposit fee (if any): R .....

Access fee: R .....

\_\_\_\_\_  
**SIGNATURE OF INFORMATION  
OFFICER/DEPUTY INFORMATION  
OFFICER**

## ANNEXURE 2

### FEES IN RESPECT OF PUBLIC BODIES IN TERMS OF GOVERNMENT NOTICE NO.R.187 IN GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002

Item	Description	Amount (R)
1	The fee for a copy of the manual is for every photocopy of an A4-size page or part thereof.	R0,60
2	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	R0,60
(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
(c)	For a copy in a computer-readable form on –	
	(i) Stiffy disc	R5,00
	(ii) 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
3	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2).	R35,00
4	The access fees payable by a requester referred to in regulation 7(3) are as follows:	R0,60



<b>(1)(a)</b>	<b>For every photocopy of an A4-size page or part thereof</b>	<b>R0,40</b>
<b>(1)(b)</b>	<b>For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form</b>	
<b>(1)(c)</b>	<b>For a copy in a computer-readable form on –</b>  <b>(i) Stiffy disc</b>  <b>(ii) compact disc</b>	<b>R5,00</b>  <b>R40,00</b>
<b>(1)(d)</b>	<b>(i) For a transcription of visual images, for an A4-size page or part thereof</b>  <b>(ii) For a copy of visual images</b>	<b>R22,00</b>  <b>R60,00</b>
<b>(1)(e)</b>	<b>(i) For a transcription of an audio record, for an A4-size page or part thereof</b>  <b>(ii) For a copy of an audio record</b>	<b>R12,00</b>  <b>R17,00</b>
<b>(1)(f)</b>	<b>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.</b>	<b>R15,00</b>
<b>(2) (a), (b)</b>	<b>For purposes of section 22(2) of PAIA, the following applies:</b>  <b>(a) Six hours as the hours to be exceeded before a deposit is payable; and</b>  <b>(b) one third of the access fee is payable as a deposit by the requester.</b>	

<b>3</b>	<b>The actual postage is payable when a copy of a record must be posted to a requester.</b>	
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**ANNEXURE 3**

**FORM 1**

**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**

*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.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code (    )
Contact number(s):	
Fax number / Email address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>

Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	    Code (     )
Contact number(s):	
Fax number/ Email address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>

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

.....  
*Signature of data subject/designated person*

**FORM 2**

**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, 2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL  
INFORMATION, 2018**

*Note:*

1. *Affidavits or other documentary evidence as applicable in support of the request 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:**

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 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 (      )
Contact number(s):	
Fax number/E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code (      )
Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTRUCTED/ DESTROYED</b>

<b>D</b>	<p><b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</b></p> <p><b>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</b></p> <p><i>(Please provide detailed reasons for the request)</i></p>

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

.....  
*Signature of data subject/ designated person*