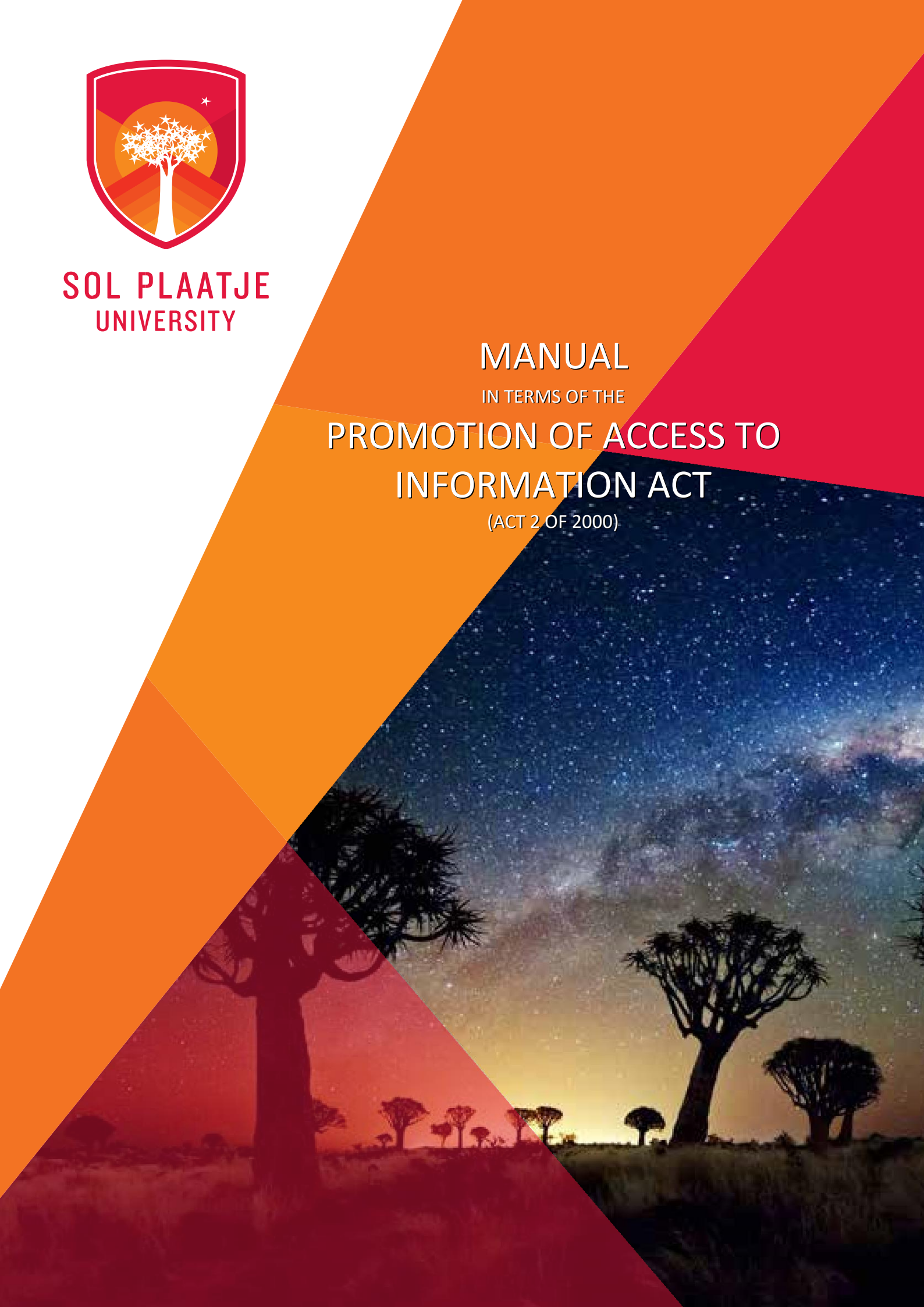




**SOL PLAATJE
UNIVERSITY**

MANUAL
IN TERMS OF THE
**PROMOTION OF ACCESS TO
INFORMATION ACT**
(ACT 2 OF 2000)



INDEX

1. Introduction
2. Structure and functions
3. Contact Details
4. Availability of Manual
5. Process of requesting access to records held by Sol Plaatje University
6. HRC guide to request for access to Records in terms of the PAIA Act
7. Voluntary Disclosure
8. Records available in terms of other legislation
9. Records held by Sol Plaatje University
10. Prescribed Fees
11. Decision on request and notice thereof
12. Extension of period to deal with request
13. Deemed refusal of request
14. Remedies available
15. Participation in Policy or Decision Making of Sol Plaatje University
16. Protection of Personal Information

Annexure A - REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

Annexure B - NOTICE OF INTERNAL APPEAL

Annexure C - REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

1. INTRODUCTION

- 1.1 This manual is published in terms of Sections 14 and 51 of the Promotion of Access to Information Act, 2 of 2000 (hereinafter referred to as 'the PAIA Act') in order to give effect to the provisions of Section 32 of the Constitution by providing requesters of access to records, with an appropriate process to be followed.
- 1.2 Sol Plaatje University ('SPU') may in one instance be considered a public body and in another instance be considered a private body, depending on whether the requested record relates to the exercise of a power, performance or function by SPU as a public body or as a private body.
- 1.3 It is the duty of the requester to ensure proper classification of a request to access of records as being directed to SPU as a public body or as a private body. If the requester requires assistance in the proper classification, it may request same from the Information Officer or Deputy Information Officer.
- 1.4 This manual serves to inform members of the public of the categories of information held by SPU, and which may, subject to the grounds of refusal listed in the PAIA Act, be disclosed after evaluation of an application for access being made in terms of the PAIA Act.
- 1.5 This manual is available in English only, and can be accessed on the website of SPU (<http://www.spu.ac.za>).
- 1.6 For the purposes of this manual, the terms 'Information Officer' and 'Deputy Information Officer' refers to the statutory information officers of a public body as referred to in Section 18 of the PAIA Act and the head of a private body referred to in Section 53 of the PAIA Act.

2. STRUCTURE AND FUNCTIONS

SPU is a juristic person with separate legal personality in terms of the Higher Education Act, 101 of 1997, with its primary functions being the provision of teaching and learning, as well as research. A summary of the various qualifications and other services offered by SPU is available on the website mentioned in 1.3 above.

3. CONTACT DETAILS

- 3.1 The details of SPU is as follows

Name of Institution	Sol Plaatje University
---------------------	------------------------

Physical address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0120
Fax	none
Email	vc@spu.ac.za
Head of Public Body	Vice-Chancellor and Principal: Professor Andrew Crouch
	Telephone: (053) 491 0120
	Email: andrew.crouch@spu.ac.za

3.2 The Vice-Chancellor and Principal of SPU is the statutory Information Officer of SPU. His contact details are listed below:

Name	Professor Andrew Crouch
Physical address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0120
Email	vc@spu.ac.za

3.2 The Deputy Information Officers of SPU are as follows:

Name	Prof Mary-Jean Baxen (Deputy Vice-Chancellor: Academic)
Physical address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0360
Email	maryjean.baxen@spu.ac.za

Name	Ms Analene Marais (Chief Financial Officer)
Physical address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0386
Email	annalene.marais@spu.ac.za

Name	Mr David Kanguwe (Chief Operating Officer)
Physical address	Luka Jantjie House, Chapel Street, Kimberley, 8301
Postal address	Private Bag X5008, Kimberley, 8300
Telephone number	(053) 491 0117
Email	david.kanguwe@spu.ac.za

4. *AVAILABILITY OF MANUAL*

A copy of this Manual is available -

- on request from the Registrar's Office, Luka Jantjie House, Chapel Street, Kimberley, South Africa.
- on our website: www.spu.ac.za
- from the South African Human Rights Commission ("SAHRC").

This Manual will be updated from time to time, as and when required.

5. *PROCESS OF REQUESTING ACCESS TO RECORDS HELD BY SOL PLAATJE UNIVERSITY*

5.1 Requests for access to records held by SPU must be addressed to the Information Officer by completing Request Form A (in the event of a public body) and Request form C (in the event of a private body), which can be found:

- attached hereto as Annexure A and Annexure C;
- available on the website of SPU (www.spu.ac.za);
- available from the Registrar's Office, Luka Jantjie House, Chapel Street, Kimberley, 8300.
- available to be downloaded from the SAHRC website (www.sahrc.org.za).

5.2 When a record is requested, the following will apply:

- Request Form A / Form C must be completed.
- On the Request Form, all details must be completed, including the right that the requester wishes to protect by requesting the information.
- If the Requester is acting on behalf of someone else (e.g. an attorney acting on behalf of a client), the signature of the other person (i.e. the client) must appear on the form and SPU will have the right to verify that the person on whose behalf the request is being made did indeed authorise such request.
- The Requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) he/she wishes to access the information.
- If the record is part of another record, the Requester will only be granted access to that part of the record that pertains to the information s/he wants or is entitled to, and not the rest of the record.
- Fees may be payable. These fees are prescribed by law, and can change from time to time. The list of fees is detailed in Paragraph 10 below.

5.3 All requests will be evaluated against the provisions of the PAIA Act. The Act allows the Information Officer to refuse access on grounds stipulated in the PAIA Act.

5.4 SPU is obliged under the PAIA Act to respond to a request for access to information held by it within 30 days of receipt of the request.

6. *HRC GUIDE TO REQUEST FOR ACCESS TO RECORDS IN TERMS OF THE ACT*

The SAHRC has published a guide containing information that may reasonably be required by any person who wishes to exercise any right under the PAIA Act. This guide is available on the SAHRC website or at the following address:

Physical Address:

Braampark Forum 3,

33 Hoofd Street,

Braamfontein

JOHANNESBURG

Tel 011 877 3750

Fax 011 403 0668

E- mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

There are also provincial SAHRC offices in all nine provinces.

7. *VOLUNTARY DISCLOSURE*

The following information is available to the public and does not require an application for access under the PAIA Act:

- Any information contained in any publicly accessible websites operated by SPU;
- Any information published by SPU in any books, magazines, brochures or other material form that has been made available to the public by SPU;

The information referred to above may include, without limitation, the following:

- the mission and objectives of SPU and all its various arms;
- the statutes, rules, regulations and policies of SPU;
- the organogram/structure of SPU;
- programs and courses offered by SPU;
- admission requirements, application forms, fees, and any other information necessary to facilitate public engagement with SPU in the promotion of its objectives;
- some research and academic initiatives that SPU is involved in;

The following personal information is available without recourse to the PAIA Act only if requested by the person that the information pertains to directly (i.e., the Requester is requesting access to his/her own personal information):

- academic records;
- records of merit awards or mentions.

8. *RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION*

The University holds records in terms of a range of legislation, including but not limited to the following:

- Companies Act 71 of 2008;
- Income Tax Act 58 of 1962;
- Value Added Tax Act 89 of 1991;
- Labour Relations Act 66 of 1995;
- Basic Conditions of Employment Act 75 of 1997;
- Employment Equity Act 55 of 1998;
- Skills Development Levies Act 9 of 1999;
- Unemployment Insurance Act 63 of 2001;
- Electronic Communications and Transactions Act 25 of 2002;
- Broad-based Black Economic Empowerment Act 53 of 2003;
- Medical Schemes Act 121 of 1998;
- Protection of Personal Information Act 4 of 2013.

9. *RECORDS HELD BY SOL PLAATJE UNIVERSITY*

9.1 Below is a list of the categories of records held by SPU:

Administrative and operational	Agendas and minutes of meetings Contracts with 3 rd parties Governance structures Correspondence Policies, rules and regulations Property deeds Statutory and other licences
Student records	Academic records

	<p>Contact information</p> <p>Disciplinary information</p> <p>Scholarship and bursary records</p> <p>Society and club information</p>
Academic and research activities	<p>Strategy statements</p> <p>Curricular, research, course and programme accreditations</p> <p>Committee applications and decisions</p> <p>Teaching materials</p> <p>Research data</p>
Human Resources	<p>Staff policies</p> <p>Employment contracts</p> <p>Employee contact details</p> <p>Service history</p> <p>Disciplinary and performance information</p> <p>Salary grades</p> <p>Job descriptions</p>
Intellectual Property	<p>Registered IP</p> <p>Commercialisation</p> <p>Publications</p>
Finances	<p>Full and complete financial and tax records</p> <p>Assets inventory</p> <p>Student funding</p> <p>Research funding</p> <p>Information relating to funders, donors and collaborators</p>
Technical records	<p>ICT Infrastructure</p> <p>Physical Infrastructure</p> <p>Construction blueprints</p>
Public Affairs	<p>Public product information</p> <p>Public corporate records</p> <p>Media releases</p>
Library Materials	<p>Books, articles, magazines and other printed academic matter</p> <p>Academic and audiovisual media</p> <p>Electronic academic databases and other electronic academic resources</p>

	Loans records
--	---------------

9.2 Please take note that:

9.2.1 this list is not, nor does it purport to be, a complete list.

9.2.2 the fact that a record type is listed in paragraph 9 above does not necessarily mean that the records therein will be disclosed. All access is subject to the evaluation processes which will be exercised in accordance with the requirements of the PAIA Act.

9.2.3 the categories of data subjects and information, as well as the category of recipients that the information may be supplied to, for purposes of the Protection of Personal Information Act (2013) also apply to the list in 9.1 above.

10 PRESCRIBED FEES

10.1 Payment of fees are regulated by the provisions contained in Section 22 of the PAIA Act.

10.2 A Requester is required to pay the prescribed request fee of R35 as a public body before a request will be processed.

10.3 If the request is granted, a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. If the preparation of the record requested requires more than the prescribed hours (being 6 (six) hours), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).

10.4 Records may be withheld until the fees have been paid in full.

10.5 The bank account details for all payments provided for in this paragraph 10 is indicated below:

Account name: Sol Plaatje University
 Account type: Cheque account
 Account nr: 62432518978
 Bank: First National Bank
 Branch code: 230102
 Reference: PAIA fee + **'details of Requester'**

10.6 The following fees are payable:

TYPE OF FEE	PUBLIC BODY FEE
Request fee	R35
Postage	Actual postage cost
Photocopy of an A4-size page or part thereof	R0.60 per page

Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form <i>(information automatically available/ information available on request)</i>	R0.40 per page
Copy on a compact disc (CD)	R40.00 per CD
Transcription of visual images, for an A4-size page or part thereof	R22.00 per page
Copy of visual images	R60.00 per image
Transcription of an audio record, for an A4-size page or part thereof	R12.00 per page
Copy of an audio recording	R17.00
Fee should preparation of records take more than 6 (six) hours	R15.00 per hour

11 DECISION ON REQUEST AND NOTICE THEREOF

11.2 All requests will be evaluated against the provisions of the PAIA Act together with the provision of any other relevant legislation, which without limitation include the Protection of Personal Information Act (2013).

11.3 The PAIA Act allows the Information Officer to refuse access on grounds stipulated in the Act or in terms of the Protection of Personal Information Act (2013). Some of the grounds may include, but is not limited to:

11.3.1 That SPU may be obliged to protect the confidential information of a third party;

11.3.2 That SPU may be obliged to protect the commercial information of a third party;

11.3.3 That it is necessary to protect the safety of individuals or property;

11.3.4 Professional privilege;

11.3.5 That granting access to specific information may result in the unreasonable disclosure of personal information of a third party;

11.3.6 That the record contains privileged information which is the subject of legal proceedings.

11.4 The Information Officer will, as soon as is reasonably possible, but in any event within 30 days, after the request for access to records is received, decide whether to grant the request and will notify the requester of the decision.

12 EXTENSION OF PERIOD TO DEAL WITH REQUEST

12.1 The Information Officer to whom a request for access has been made or transferred, may extend the period of 30 days once for a further period of not more than 30 days, if-

- 12.1.1 the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of SPU;
 - 12.1.2 the request requires a search for records in, or collection thereof from, an office of SPU not situated in the same town or city as the office of the Information Officer that cannot reasonably be completed within the original period;
 - 12.1.3 consultation among divisions of SPU or with another public body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period;
 - 12.1.4 more than one of the circumstances contemplated in paragraphs 12.1.1 – 12.1.3 exist in respect of the request making compliance with the original period not reasonably possible; or
 - 12.1.5 the requester consents in writing to such extension.
- 12.2 If a period is extended in terms of 12.1 the Information Officer must, as soon as reasonably possible, but in any event within 30 days, after the request is received or transferred, notify the requester of that extension.
- 12.3 The notice in terms of 12.2 must state-
- 12.3.1 the period of the extension;
 - 12.3.2 adequate reasons for the extension, including the provisions of the PAIA Act relied upon; and
 - 12.3.3 that the requester may lodge an internal appeal or an application with a court, as the case may be, against the extension, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

13 DEEMED REFUSAL OF REQUEST

If an information officer fails to give the decision on a request for access to the requester concerned within the period contemplated in this manual, the Information Officer is regarded as having refused the request.

14 REMEDIES AVAILABLE

- 14.1 A requester may lodge an internal appeal (Annexure B attached hereto) against a decision of the Information Officer of SPU as provided for in terms of Section 74 of the PAIA Act .

- 14.2 A requester or third party referred to in Section 74 may only apply to a court for appropriate relief in terms of section 82 after that requester or third party has exhausted the internal appeal procedure against a decision of the Information Officer of SPU provided for in section 74 of the PAIA Act.

15 PARTICIPATION IN POLICY OR DECISION MAKING OF SOL PLAATJE UNIVERSITY

- 15.1 Students, staff and other members of SPU's governance structures may participate in the policy and decision making processes of SPU in accordance with the Provisions of the Higher Education Act 101 of 1997, SPU's statute and other rules, regulations, and guidelines published by SPU from time to time.
- 15.2 Other interested persons are not permitted to participate in policy and decision making processes, but may submit their proposals, comments and criticisms to the Information Officer.

16 PROTECTION OF PERSONAL INFORMATION

- 16.1 Amongst others, SPU processes personal information to:
- 16.1.1 performing administrative and operational functions;
 - 16.1.2 perform duties in terms of its engagements and terms and conditions with students and enrolments;
 - 16.1.3 comply with SPU's regulatory and other obligations;
 - 16.1.4 perform recruitment and employment functions including pension, payroll, medical aid, training, disciplinary action and income tax.
- 16.2 SPU may process personal information and/or special personal information of the following categories of data subjects:
- 16.2.1 Employees
 - 16.2.2 Applicants for recruitment
 - 16.2.3 Students
 - 16.2.4 Applicants for studying at SPU

- 16.2.5 Alumni
 - 16.2.6 Service Providers / Suppliers / Tenderers
 - 16.2.7 Individuals involved in research activities
 - 16.2.8 Public speakers
 - 16.2.9 Members of the Sol Plaatje University Council
 - 16.2.10 Donors
 - 16.2.11 Funders.
- 16.3 Personal Information may only be transferred out of the Republic of South Africa if the third party who is the recipient of the information is subject to a law, binding corporate rules or binding agreement which provides an adequate level of protection that:
- 16.3.1 effectively upholds principles for reasonable processing of the information that are substantially similar to the conditions for the lawful processing of personal information relating to a data subject who is a natural person and, where applicable, a juristic person; and
 - 16.3.2 includes provisions that are substantially similar to the Protection of Personal Information Act ("POPIA") relating to the further transfer of personal information from the recipient to third parties who are in a foreign country;
 - 16.3.3 the data subject consents to the transfer;
 - 16.3.4 the transfer is necessary for the performance of a contract between the data subject and SPU, or for the implementation of pre-contractual measures taken in response to the data subject's request;
 - 16.3.5 the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between SPU and a third party; or
 - 16.3.6 the transfer is for the benefit of the data subject and –
 - 16.3.7 it is not reasonably practicable to obtain the consent of the data subject to that transfer; and
 - 16.3.8 it were reasonably practicable to obtain such consent, the data subject would be likely to give it.
- 16.4 The University shall take all reasonable, appropriate, technical, and organisational measures to protect Personal Information from unauthorised access, processing,

destruction or manipulation. The University will, amongst others, implement the following security measures:

- 16.4.1 The University's Information Officer whose details are set out in this Manual is responsible for the compliance with the conditions of the lawful processing of personal information and other provisions of POPIA.
- 16.4.2 The Information Officer is assisted by the Deputy Information Officer whose details are set out in this Manual.
- 16.4.3 A structured plan and framework has been put in place and training of the responsible managers on this Policy and POPIA has taken place without any undue delay in accordance with POPIA and its Regulation.
- 16.4.4 The University's third party service providers will be required to sign an addendum to the relevant service level agreement guaranteeing their commitment to the protection of personal information.
- 16.4.5 All current suppliers of SPU will where appropriate be required to sign an addendum to their contracts with SPU containing relevant consent clauses for the use and storage of SPU's data subject's information, or any other action so required, in terms of POPIA.
- 16.4.6 All electronic files or data are backed up by SPU department that is responsible for system security which protects third party access and physical threats.
- 16.4.7 The University's Information Officer and the IT department shall identify all reasonably foreseeable internal and external risks to personal information, establishing and maintaining appropriate safeguards against the risks identified, regularly verifying that the safeguards are effectively implemented, and ensuring that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.
- 16.4.8 Applicable data subjects will be informed should their personal information be accessed or acquired by any unauthorised person.

ANNEXURE A



J750

REPUBLIC OF SOUTH AFRICA

FORM A
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))
[Regulation 6]

FOR DEPARTMENTAL 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 (if any): R

Access fee: R

.....
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of public body

The Information Officer/Deputy Information Officer

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

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

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

Postal address:

Telephone number: (.....) Fax 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 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 **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 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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
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 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 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? Postage is payable.	YES	NO
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 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 year
.....

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000) (Regulation 8)

REFERENCE NUMBER:

A. PARTICULARS OF INFORMATION OFFICERS

Information Officer: Prof Andrew Crouch
Telephone No.: 053 491 0120
Fax No.: -
E-mail: andrew.crouch@spu.ac.za
Postal Address: Private Bag X5008, Kimberley, 8300

B. PARTICULARS OF REQUESTER / THIRD PARTY WHO LODGES THE INTERNAL APPEAL

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

Full names and surname:
Identity number:
Postal address:
Postal code:
Fax number:
Telephone number:
Cell number:
E-mail address:
Capacity in which an internal appeal on behalf of another person is lodged:
.....

C. PARTICULARS OF REQUESTER

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

Full names and surname:
Identity number:

D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box:	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. GROUNDS OF APPEAL

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

State the grounds on which the internal appeal is based:

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

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

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

F. NOTICE OF DECISION ON APPEAL

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

State the manner:

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

Particulars of manner:

.....

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

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

.....
SIGNATURE OF APPELLANT

FOR OFFICE USE ONLY

OFFICIAL RECORD OF INTERNAL APPEAL

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

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

..... (date) to the relevant authority.

OUTCOME OF APPEAL:

Decision of Information Officer / Deputy Information Officer confirmed / new decision substituted

New decision:

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

.....
Date

.....
Relevant Authority

Received by the Information Officer / Deputy Information Officer from the relevant

authority on the (date)

ANNEXURE C



J752

REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body

The Head:

.....

.....

.....

.....

.....

.....

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

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

Postal address:

Telephone number: (.....) Fax 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 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 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 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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
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 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 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? Postage is payable.	YES	NO
--	-----	----

G. Particulars of right to be exercised or protected

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. Indicate which right is to be exercised or protected:

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

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

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

H. 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 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..... ofyear

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE



**"EDUCATION IS THE MOST
POWERFUL WEAPON WHICH
YOU CAN USE TO CHANGE
THE WORLD."**

- NELSON MANDELA