



WOLWEKRAAL CONSERVATION AND RESEARCH ORGANISATION

PAIA MANUAL

NPO Registration Number 121-079 (15.05.2013)

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

**DATE OF COMPILATION: 01.08.23
DATE OF REVISION:**

TABLE OF CONTENTS

1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|---|
| 1.1 | “Chair” | Chairperson |
| 1.2 | “IO“ | Information Officer; |
| 1.3 | “Minister” | Minister of Justice and Correctional Services; |
| 1.4 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.5 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.6 | “Regulator” | Information Regulator; and |
| 1.7 | “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 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.

KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE WOLWEKRAAL CONSERVATION AND RESEARCH ORGANISATION

1. CONTACT PARTICULARS

Chairperson	M Searle	Information officer	SJ Dean
Physical address	20 Meiring Street, Prince Albert 6930	Physical address	8 Nuwestraat Prince Albert 6930
Telephone number	0824972290	Telephone number	0827700206
Email address	Malcs07@icloud.com	Email address	WklConsResOrg@gmail.com
Website	Http://www.wcro.co.za		
Head Office address	8 Nuwestraat, Prince Albert 6930		

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

- 3.1. 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.
- 3.2. The Guide is available in each of the official languages and in braille.
- 3.3. The aforesaid Guide contains the description of-
 - 3.3.1. the objects of PAIA and POPIA;
 - 3.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 3.3.2.1. the Information Officer of every public body, and
 - 3.3.3. the manner and form of a request for-
 - 3.3.3.1. access to a record of a public body contemplated in section 11¹; and
 - 3.3.3.2. access to a record of a private body contemplated in section 50²;
 - 3.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 3.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 3.3.6. 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-
 - 3.3.6.1. an internal appeal;
 - 3.3.6.2. a complaint to the Regulator; and

¹ 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.

² 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.

- 3.3.6.3. 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;
- 3.3.7. the provisions of sections 14³ and 51⁴ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 3.3.8. the provisions of sections 15⁵ and 52⁶ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 3.3.9. the notices issued in terms of sections 22⁷ and 54⁸ regarding fees to be paid in relation to requests for access; and
- 3.3.10. the regulations made in terms of section 92⁹.
- 3.4. 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.
- 3.5. The Guide can also be obtained-
- 3.5.1. upon request to the Information Officer;
- 3.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
- 4.6 A copy of the Guide is also available in the following two official languages – English and Afrikaans, for public inspection during normal office hours-

³ 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.

⁴ 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.

⁵ 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

⁶ 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

⁷ 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.

⁸ 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.

⁹ 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. CATEGORIES OF RECORDS OF THE WOLWEKRAAL CONSERVATION AND RESEARCH ORGANISATION WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
Members of Exco	List of names with photographs	yes	yes
Ordinary members	List of names	no	Yes
Constitution	Purpose and operational guide to WCRO	yes	yes
Plan	Management plan	no	Yes
Scientific	Species checklists	yes	Yes
Financial	Bank statements	no	Yes
Deed endorsement	Government Gazette	yes	yes

5. DESCRIPTION OF THE RECORDS OF THE WOLWEKRAAL CONSERVATION AND RESEARCH ORGANISATION WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
NPO registration certificate	Non-profit Organisations Act 71 of 1997
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Minutes of meetings	Nonprofit Organisations Act, 1997(Act No,71 of 1997)
Invoices	Section18A(2)(a) of the Income Tax Act:
Deeds for Farm 211/2	Deeds for farm 211/2 Wolwekraal Nature Reserve endorsed by CapeNature under stewardship agreement
Financial statements	Section18A(2)(a) of the Income Tax Act:
Declaration of Wolwekraal Nature Reserve as a Protected Area	Section 23(1) of the National Environmental Management Act: Protected areas Act 57 of 2003
Annual reports to DSD	Nonprofit Organisations Act, 1997(Act No,71 of

	1997)
Constitution	Nonprofit Organisations Act, 1997(Act No,71 of 1997)

6. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE WOLWEKRAAL CONSERVATION AND RESEARCH ORGANISATION

Subjects on which the body holds records	Categories of records
Human Resources	<ul style="list-style-type: none"> - names and email addresses of members - names and email addresses of interns
Strategic Documents, Plans, Proposals	<ul style="list-style-type: none"> - Constitution - Annual Reports, - Operations reports - Management plans - Research proposals - Minutes of Exco meetings and AGMs
Funding	<ul style="list-style-type: none"> - Funding proposals - Interim and final reports to funders

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

Membership records are kept so that we can notify members of meetings

Intern applications are filed when interns apply to be based a Wolwekraal Nature Reserve

Intern contact details are kept so that interns can be contacted in connection with possible employment opportunities.

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

8.3 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
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

8.4 Planned transborder flows of personal information

No transborder flow of information is planned.

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

Password protected records

Up to date anti-virus protection

Regular updating of access passwords

ESET software to prevent access to my computer by viruses and phishing

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on <http://www.wcro.co.za>;

9.1.2 head office of the Wolwekraal Conservation and Research Organisation for public inspection during normal business hours;

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

9.1.4 to the Information Regulator upon request.

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

10. UPDATING OF THE MANUAL

The Chief Information Officer will on a regular basis update this manual.

Issued by

SUZANNE JANE MILTON DEAN – CHIEF INFORMATION OFFICER