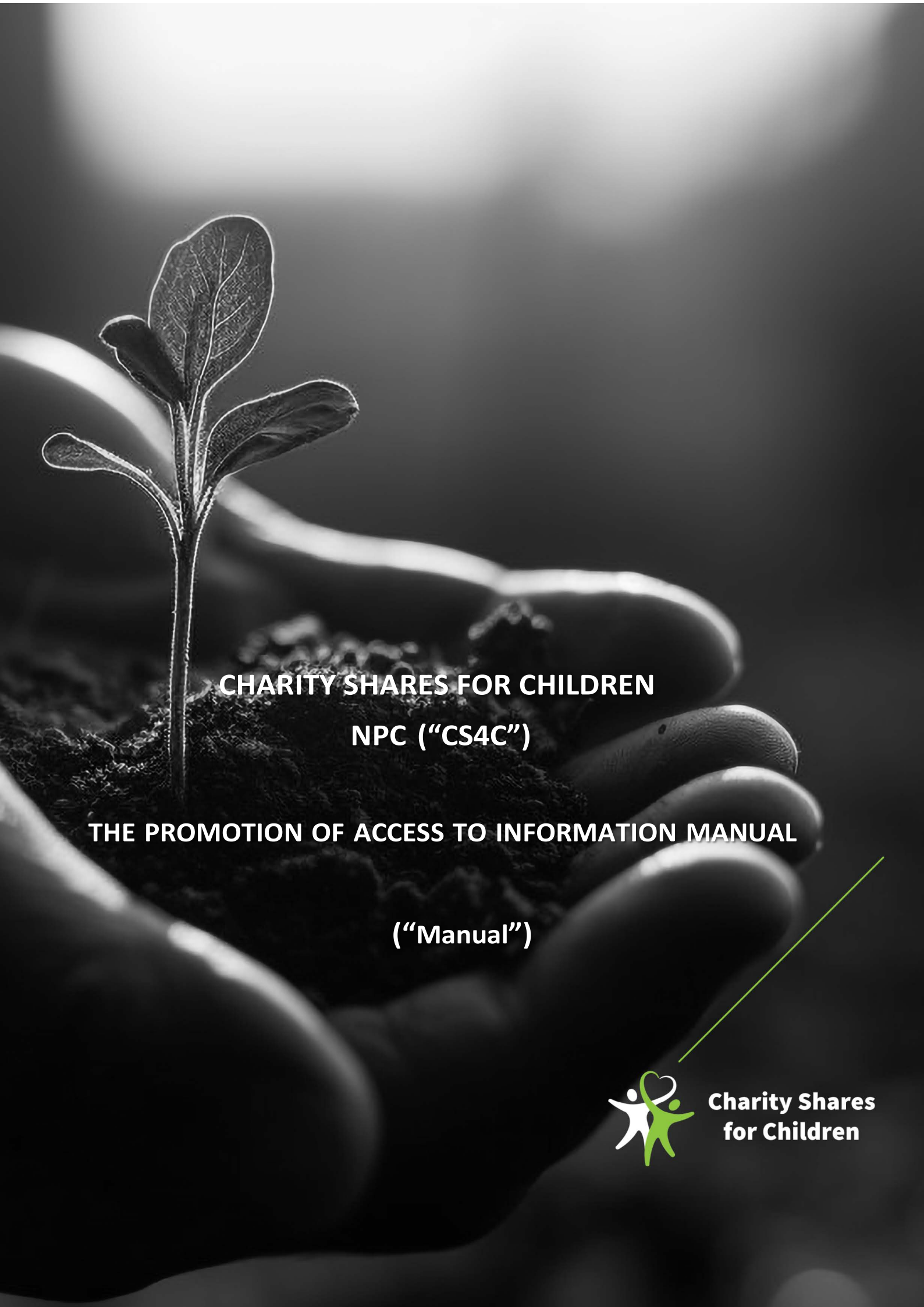

CHARITY SHARES FOR CHILDREN NPC ("CS4C")

THE PROMOTION OF ACCESS TO INFORMATION MANUAL

("Manual")

Charity Shares for Children

1. PREAMBLE

1.1. The Promotion of Access to Information Act, 2000 ("**PAIA**") came into operation on 9 March 2001. PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a private body, that private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.

1.2. Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such private body and stipulates the minimum requirements that the manual has to comply with.

1.3. This Manual constitutes Charity Shares for Children NPC's ("CS4C") PAIA manual. This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("POPIA"), which gives effect to everyone's Constitutional right to privacy. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

1.4. This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

VERSION	POLICY OWNER	DATE
1.0	CS4C	04/11/2022

2 ABOUT CHARITY SHARES FOR CHILDREN NPC

2.1 CS4C is registered as a non-profit organisation and charity donation programme that was created to address the long-standing problem of investors holding small amounts of unwanted shares or bonds. It hands donations to charities across South Africa that are dedicated to feeding, raising and educating children.

2.2. The people and companies involved in CS4C all give their time and labour free of charge.

2.3. For more information regarding CS4C visit https://www.charityshares4children.co.za

2.4. This PAIA Manual is compiled not only to ensure that CS4C complies with PAIA and POPIA, but is also intended to:

2.4.1. foster a culture of transparency and accountability within CS4C by giving effect to the right to information that is required for the exercise or protection of any right; and

2.4.2. actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.

3 OBJECTIVES OF THIS MANUAL

The objectives of this Manual are:

3.1. to provide a list of all records held by CS4C;

3.2. to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;

3.3. to define the manner and form in which a request for information must be submitted; and

3.4. to comply with the additional requirements imposed by POPIA.

4 CONTACT DETAILS

Name of Private Body:	Charity Shares for Children NPC
Designated Information Officer:	Graeme Wilkinson
Email address of Information Officer:	info@charityshares4children.co.za
Street and postal address:	225 Valley Centre 396 Jan Smuts Avenue Craighall Johannesburg, 2196

5 THE INFORMATION AND INFORMATION OFFICERS

5.1. PAIA and POPIA require the appointment of an Information Officer which in relation to a private body means the head of a private body as contemplated in section 1 of PAIA.

5.2. Section 56 of POPIA makes provision for the appointed Information Officer to delegate the associated duties and responsibilities to a duly authorised person. All requests to CS4C for information in terms of the Act must be addressed to the Information Officer.

Contact details of Information Officer

Information Officer:	Graeme Wilkinson
Registered and postal address:	Charity Shares for Children NPC 225 Valley Centre 396 Jan Smuts Avenue Craighall Park, Johannesburg, Gauteng 2196
E-mail:	info@charityshares4children.co.za

6 INFORMATION REGULATORS GUIDE

6.1. An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from the Information Regulator and the Information Officer free of charge. Any request for public inspection of the Guide at the office of the Information Officer or a request for a copy of the Guide from the

Information Officer must substantially correspond with Form 1 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to Annexure C.

6.2. Any enquiries regarding the Guide should be directed to:

Postal Address:	JD House
	27 Stiemens Street
	Braamfontein, Johannesburg, 2001
E-mail Address:	inforeg@justice.gov.za
Website:	https://www.justice.gov.za/inforeg/

7 ENTRY POINT FOR REQUESTS

7.1. PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.

7.2. Information will therefore not be furnished unless a person provides sufficient particulars to enable CS4C to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.

7.3. The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.

7.4. The Information Officer will facilitate the liaison with the legal team on all of these requests.

7.5. All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in paragraph 5 above.

8. AUTOMATICALLY AVAILABLE INFORMATION

8.1. Information that is obtainable via the website about CS4C is automatically available and need not be formally requested in terms of this Manual.

8.2. The following categories of records are automatically available for inspection, purchase or photocopying:

8.2.1. brochures

8.2.2. press releases

8.2.3. publications; and

8.2.4. various other marketing and promotional material.

9. **INFORMATION AVAILABLE IN TERMS OF POPIA**

9.1. Categories of personal information collected by CS4C

CS4C may collect information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

9.1.1. information relating to the gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

9.1.2. information relating to the education or the medical, financial, criminal or employment history of the person;

9.1.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

9.1.4. the personal opinions, views or preferences of the person;

9.1.5. the views or opinions of another individual about the person; and

9.1.6. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

9.1.7. the criminal behaviour of a data subject to the extent that such information relates to-

9.1.7.1. the alleged commission by a data subject of any offence; or

9.1.7.2. any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.

9.2. The purpose of processing personal information

9.2.1. In terms of POPIA, personal information must be processed for a specified purpose. The

purpose for which data is processed by CS4C will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. Please also refer to the CS4C's Privacy Policy for further information.

9.2.2. In general, personal information is processed for purposes of dealing with customers, complaints, procurement purposes, records management, security, employment and related matters.

9.3. A description of the categories of data subjects and of the information or categories of information relating thereto

CS4C holds information and records on the following categories of data subjects:

- Personnel or Directors of CS4C;
- Funders and donors;
- Any third party with whom CS4C conducts business;
- Affiliates of CS4C;
- Business partners; and
- Vendors or suppliers of CS4C.

(This list of categories of data subjects is non-exhaustive.)

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

Depending on the nature of the personal information, CS4C may supply information or records to the following categories of recipients:

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for personal information;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules;
- South African Revenue Services, or another similar authority;
- Anyone making a successful application for access in terms of PAIA or POPIA; and
- Subject to the provisions of POPIA and other relevant legislation, CS4C 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 CS4C operates.

9.5. Planned transborder flows of personal information

- If a data subject visits a website containing information processed by CS4C from a country other than South Africa, the various communications will necessarily result in the transfer of information across international boundaries.
- CS4C may need to transfer a data subject's information to service providers in countries outside South Africa, in which case it will fully comply with applicable data protection legislation.
- These countries may not have data-protection laws which are similar to those of South Africa.

9.6. A general description of information security measures to be implemented by CS4C

CS4C takes extensive information security measures to ensure the confidentiality, integrity and availability of personal information in our possession. CS4C takes appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

10. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation to the persons or entities specified in such legislation:

- *Administration of Estates Act 66 of 1965*
- *Arbitration Act 42 of 1965*
- *Basic Conditions of Employment Act 75 of 1997*
- *Broad Based Black Economic Empowerment Act 53 of 2003*
- *Companies Act 71 of 2008*
- *Compensation for Occupational Injuries and Health Diseases Act 130 of 1993*
- *Constitution of South Africa Act 108 of 1996*
- *Criminal Procedure Act 51 of 1977*
- *Electronic Communications and Transactions Act 25 of 2002*
- *Employment Equity Act 55 of 1998*
- *Financial Markets Act 19 of 2012*
- *Income Tax Act 58 of 1962*
- *Insolvency Act No. 24 of 1936*
- *Labour Relations Act 66 of 1995*
- *Non-Profit Organisations Act 71 of 1997*
- *Occupational Health & Safety Act 85 of 1993*
- *Pension Funds Act 24 of 1956*
- *Prevention and Combatting of Corrupt Activities Act 12 of 2004*
- *Prevention of Organised Crime Act 14 of 1998*

- *Protected Disclosure Act 26 of 2000*
- *Promotion of Access of Information Act 2 of 2000*
- *Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000*
- *Protection of Personal Information Act 4 of 2013*
- *Regulation of Interception of Communications and Provision of Communication Related Information Act, No 70 of 2002*
- *Skills Development Act 97 of 1998*
- *Skills Development Levies Act 9 of 1999*
- *Stock Exchanges Control Act No 1 of 1985*
- *Stock Exchanges Control Amendment Act 54 of 1995 (and the rules and listing requirements of the JSE Securities Exchange authorised in terms thereof)*
- *Tax Administration Act 28 of 2011*
- *Trade Marks Act 194 of 1993*
- *Unemployment Contributions Act 4 of 2002*
- *Unemployment Insurance Act 63 of 2001*
- *Value Added Tax Act 89 of 1991*

11. CATEGORIES OF RECORDS AVAILABLE UPON REQUEST

11.1. CS4C maintains records on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records will be honoured. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA.

11.2. Please note further that many of the records held by SCS are those of third parties, such as directors and charity organisations, and SCS takes the protection of third-party confidential information very seriously. A significant number of records held are confidential and others are the property of third parties and not of SCS. For further information on the grounds of refusal of access to a record please see paragraph 12.5 below. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Category of records	Records

Internal records The records listed pertain to SCS's own affairs Some of these categories of records are covered in more detail below	• Memorandum of Incorporation • Financial records • Operational records • Intellectual property • Marketing records • Internal correspondence • Service records • Statutory records • Internal policies and procedures • Department of Social Welfare registration documentation • Minutes of meetings
Personnel records For the purposes of this section, "personnel" means any person who works for or provides services to or on behalf of SCS and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting	• Any personal records provided to us by our personnel • Any records a third party has provided to us about any of their personnel • Personnel-related contractual and quasi legal records •

Category of records	Records
the business of CS4C. This includes partners, directors, and consultants and contract workers.	• Other internal records and correspondence
Service provider-related records	• Contracts with service providers and between the service providers and other persons
Other third-party records Records are kept in respect of other parties, including without limitation, contractors and sub-contractors, suppliers, service providers, and providers of information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to CS4C.	• Personnel, client, or CS4C records which are held by another party as opposed to being held by CS4C • Records held by CS4C pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers
Transformation and Stakeholder Development Records	• Proposals for funding received • Records concerning organisations receiving support • Schedules of approved projects • Reports, books, publications and general information • Records and contracts of agreements
Strategic Planning Records	• Operational plans • Strategic plans •
Corporate Affairs Records	• Database of current and past institutional investors • Database of analysts

Category of records	Records
	• Media database • General mailing lists • Promotional material • Company article and newspaper records • Presentations on CS4C • Market research on CS4C and peers • Company press releases • Media coverage on CS4C and peers
Treasury Records	• Correspondence • Mandates and resolutions • Service contracts • Facility letters • Transitional records

Category of records	Records
Finance Records	• Records for CS4C comprise: - Vendor invoices - Funders and donors - Remittance advices - Accounts receivable - Accounts payable - General ledger transactions - Banking records - Investment records - Management and monthly accounts, and annual financial statements and related workings - External audit reports and records - Accounting policies and procedures • Other records comprise: - Financial correspondence • Operational Audit, Risk (including Insurance)
Legal Records	• Details of external counsel used by the company • List of current matters • Details of legal proceedings • General legal correspondence
Tax Records	• Tax returns as filed with the South African Revenue Services (“SARS”) • Correspondence with SARS on various issues – including objections to assessments, rulings obtained, etc • Documentation on tax advice and opinions obtained from external counsel • Section 18 certificates

Category of records	Records
Corporate Finance Records	• Circulars and announcements of past CS4C transactions
Secretariat Records	• Records relating to CS4Ccomprising: - Memorandum of Incorporation - Non-profit organisation documentation - Statutory compliance records - Manual of records Member records comprising: - Correspondence and queries - Notices, circulars and minutes of general meetings - Dividend declarations and announcements - Correspondence with investors - Securities regulation panel dealings - Member agreements • Records concerning Directors and Officers comprising: - Appointments and resignations - Board meetings attendance
Operations Records	• Current records concerning: - Business plans - Capital projects - Administration and management of the operations

Category of records	Records
	- Operational reports
Other records	• Information relating to CS4C • Research information belonging to CS4C or carried out on behalf of a third party • Share certificates • Share transaction history • Share account financial information

12. REQUEST PROCEDURE

12.1. Completion of the prescribed form

12.1.1. Any request for access to a record in terms of PAIA must substantially correspond with Form 2 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations and should be specific in terms of the record requested. Please refer to Annexure A.

12.1.2. POPIA provides that a data subject may, upon proof of identity, request CS4C 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.

12.1.3. Any request for access to personal information under POPIA must be submitted in the form attached hereto as 0.

12.1.4. POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, CS4C must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

12.1.5. A request for access to information which does not comply with the formalities as prescribed by PAIA/POPIA will be returned to you, but you can contact our Information Officer should you require assistance.

12.1.6. Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.

12.1.7. POPIA provides that a data subject may object, at any time, to the processing of personal information by CS4C, 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 E and submit it to the Information Officer at the postal or physical address or electronic mail address set out above.

12.1.8. A data subject may also request CS4C 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 CS4C is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

12.1.9. 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 or electronic mail address set out above on the form attached hereto as Annexure F.

12.2. Proof of identity

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

12.3. Payment of the prescribed fees

12.3.1. Section 54 of PAIA entitles CS4C to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Annexure B of Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to Annexure B.

12.3.2. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

12.4. Timelines for consideration of a request for access

12.4.1. Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

12.4.2. The Information Officer will inform the requester of the decision, and the fees payable (if applicable) on a form that corresponds substantially with Form 3 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to Annexure D.

12.4.3. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

12.5. Grounds for refusal of access and protection of information

12.5.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put CS4C (at a disadvantage in negotiations or prejudice it in commercial competition); and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by CS4C.

12.5.2. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

12.5.3. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

13. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

13.1. If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

13.2. There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.

13.3. Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

14. AVAILABILITY OF THIS MANUAL

Copies of this Manual are available for inspection, free of charge, at the offices of CS4C. The Manual is also available on the website of CS4C - https://www.charityshares4children.co.za.

Annexure A FORM 2: REQUEST FOR ACCESS TO RECORD

REQUEST FOR ACCESS TO RECORD

[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: _____

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 (*when made on behalf of another person*):	
Postal Address:	
Street Address:	

E-mail Address	
Contact numbers: Tel. (B):	
Cellular:	
Full names of person on whose behalf request is made *(if applicable*):	
Identity number:	
Postal Address:	
Street Address:	
E-mail Address:	
Contact numbers: Tel. (B):	
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 *(Mark the applicable box with an "X")*	
Record is in written or printed form	
Record comprises virtual images *(this includes photographs, slides, video recordings, computer-generated im sketches, etc)*	
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 *(Mark the applicable box with an "X")*	
Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription or virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Transcription of soundtrack *(written or printed document)*	
Copy of record on flash drive *(including virtual images and soundtracks)*	
Copy of record on compact disc drive (*including virtual images and soundtracks)*	
Copy of record saved on cloud storage server	

MANNER OF ACCESS *(Mark the applicable box with an "X")*	
Personal inspection of record at registered address of public/private body *(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)*	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
E-mail of information *(including soundtracks if possible*)	
Cloud share/file transfer	
Preferred language: *(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)*	

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:	

FEES	
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		Electronic communication (*Please specify*)

Signed at _____ on this _____ day of _____ 20_____

_____

Signature of requester / person on whose behalf request is made

……

FOR OFFICIAL USE

Reference number:	
Request received by: *(state rank, name and surname of information officer)*	
Date received:	
Access fees:	
Deposit (if any):	

_____

Signature of information officer

FEES IN RESPECT OF PRIVATE BODIES

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy 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) (ii) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 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	Service to be outsourced. Will depend on quotation from Service provider.
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) (ii) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 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. To not exceed a total cost of	R145.00 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.

Annexure C - Form 1 REQUEST FOR A COPY OF THE GUIDE

REQUEST FOR A COPY OF THE GUIDE

[Regulations 2 and 3]

TO: The Information Regulator

P.O. Box 31533

Braamfontein

2017

Email address:

Tel number: +27 (0) 10 023 5200

OR

The Information Officer

_____

_____

_____

_____

I,

Full names:				
In my capacity as (mark with "x")	Information Officer		Other	
Name of public/private body (if applicable)				
Postal Address:				
Street Address:				

Email Address:				
Contact numbers:	Tel. (B):		Cellular:	

hereby request the following copy(ies) of the guide:

Language (make with "X")		No. of copies	Language (make with "X")		No. of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			IsiXhosa	
	isiZulu				

Manner of collection (mark with "x")

Postal address		Electronic communication (please specify)

Signed at _____ on this _____ day of _____ 20_____

_____

Signature of requester

Annexure D FORM 3 OUTCOME OF REQUEST AND OF FEES PAYABLE

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

Note:

12. If your request is granted the-

a) amount of the deposit, (if any), is payable before your request is processed; and

b) requested record/portion of the record will only be released once proof of full payment is received.

13. Please use the reference number hereunder in all future correspondence.

Reference number:_____

TO: _____

_____

_____

_____

Your request dated _____, refers.

You requested:

Personal inspection of information at the registered address of SCS (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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you are liable for the fess prescribed in Annexure B.	

OR

You requested:

Printed copies of the information (including copies of an virtual images, transcriptions and information held on computer or in an electronic or machine readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Transcription of soundtrack (written or printed document)	
Copy of information on flash drive (including virtual images and soundtracks)	
Copy of information on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

Kindly note that your request has been:

☐ Approved

☐ Denied for the following reasons:

Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requestor) (iv) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.		
Copy of visual images			
Transcription of an audio record, per A4-size page	R24.00		
Copy of an audio record on: (iii) Flash drive (to be provided by requestor) (iv) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL			

Deposit payable (if search exceeds six hours):

☐ Yes ☐ No

Hours of search		Amount of deposit (calculated on one third of total amount per request)	

The amount must be paid into the following Bank account:

Name of bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch code: _____

Reference number: _____

Submit proof of payment to: _____

Signed at _____ on this _____ day of _____ 20_____

_____

Signature of Information Officer

Annexure E - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

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

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

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

.....

Signature of data subject/designated person

Annexure F - 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

[Regulation 3]

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

D	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 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. *(Please provide detailed reasons for the request)*

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

.....

Signature of data subject/ designated person

Annexure G – REQUEST FOR ACCESS TO PERSONAL INFORMATION

If request is for access to your own personal information records: Last

name appearing on records: same as below, or:

Mr. Mrs. Ms. Miss Last Name:

First Name: Middle Name:

Telephone Number ( ) _____

Unique identifier (if applicable)_____

Request Form

Under section 23 of the Protection of Personal Information Act, 2013

Name of Responsible Party request is made to:	:

Detailed description of requested records and/or personal information. (If you are requesting access to your personal information, please identify the personal information record containing the person information, if known.)

Preferred method of access to records:	☐ Examine Original ☐ Receive Copy	Signature:	Date:

Responsible Party Use

Date Received:	Request Number:	Comments

Personal Information contained on this form is collected pursuant to the Protection of Personal Information Act, 2013 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information Officer of the Responsible Party at info@charityshares4children.co.za.