

# PAIA MANUAL

## Woman of Stature Foundation NPC

In terms of Section 51 (as to be amended) of the Promotion of Access to Information Act (Act 2 of 2000) read with Section 17 of the Protection of Personal Information Act (Act 4 of 2013)

## **1. ABOUT THE BUSINESS**

Woman of Stature Foundation is a Non-Profit Company Registered in the Republic of South Africa.

Any person who wishes to request any information from Woman of Stature Foundation (NPC) with the objective of protecting or exercising a right may contact the Information Officer. The Information Officer has been duly authorised by the Directors to deal with the matters in connection with requests for information in terms of the Promotion of Access to Information Act 2, of 2000.

The business contact details are as follows:

Physical Address: 794 Merensky Ave, Little Falls, Roodepoort, 1725

E-mail: [admin@womanofstature.co.za](mailto:admin@womanofstature.co.za)

Telephone: 011 475 4112

Website: [wosfoundation.org](http://wosfoundation.org)

Information Officer:

Name: Charlotte du Plessis

E-mail: [admin@womanofstature.co.za](mailto:admin@womanofstature.co.za)

Telephone: 011 475 4112

## **2. THE ACT**

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

The contact details of the Commission are:

Postal Address:

Private Bag 2700, Houghton, 2041

Telephone Number:

+27-11-877 3600

Fax Number

+27-11-403 0625

Website

[www.sahrc.org.za](http://www.sahrc.org.za)

## **3. SECURITY OF INFORMATION**

We are committed to protect the privacy of your information against unauthorised:

- Access
- Processing
- Destruction

Electronic record keeping and data transfer comes with inherent risks. We have the following in place to reduce this risk:

- Password control access to all records and passwords are required to change quarterly
- Use of cloud providers that provide data backups with data centres in territories compliant with GDPR
- Role defined access - an employee will only have access to information required to fulfill their roles as defined by their job specification

#### **4. SECURITY BREACH**

We will inform you and the Information Regulator if any person illegally obtained access to your personal information.

#### **5. PRINCIPLES FOR COLLECTING INFORMATION**

We apply the following principles to protect your privacy:

- We only collect the necessary information to provide the services we offer
- Unless you are advised to the contrary, your personal information is used for the sole purposes of providing and billing of the services we offer
- Your personal information is not kept by us if it is no longer needed
- We do not share your personal information with third parties unless otherwise agreed with you

When information is provided by a 3rd party, the following will apply:

- We accept that the 3rd party is doing this lawfully with the data subject's consent
- The 3rd party must ensure that the data subject understands how we will use and disclose their information

#### **6. WOMAN OF STATURE FOUNDATION (NPC)'S RECORDS**

**Records are kept in accordance with the following legislation and are available without a formal request:**

- The Constitution of South Africa
- Health Professions Act no 56 of 1974
- Children's Act no 38 of 2005
- Child Justice Act no 75 of 2008
- South African Schools Act no 84 of 1996
- Labour Relations Act no 66 of 1995
- Employment Equity Act no 55 of 1998

**Records and information we process and store that must be formally requested in terms of PAIA**

The following information must be requested as set out in **Section 7** below

- Client information

Name

Contact information  
Client contract

## **7. REQUEST FOR INFORMATION PROCEDURE**

Access to information listed above must be made by following the procedures outlined below:

[Complete Form C](#), which is found as Annexure 1 to this manual. The request must be made in person or by e-mail (fax and post is no longer supported) to the Information Officer listed in Section 1 of this manual. If an acknowledgement of receipt for the request is not received within 14 days, please contact the Information Officer to ensure that the request has been received.

The Information Officer is required to take a decision on the request within 30 days of receipt of the request, failing which the request is deemed to have been refused. The Information Officer may extend the period for taking a decision to 60 days under the following circumstances:

- If the request is for 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 Woman of Stature Foundation (NPC),
- Where consultation with Woman of Stature Foundation (NPC) or with another entity is necessary or desirable to decide upon the request and which consultation cannot be reasonably completed within 30 days
- Where more than one of the circumstances contemplated in paragraphs above exist in respect of the request making compliance with the 30-day period not reasonably possible; or
- If the requester consents in writing to the extension
- Should the 30-day period be extended, Information Officer will notify the requester of the extension as well as provide the requester with the reasons for the extension.

The requester will be notified of the Information Officer's decision in the manner specified in the request form.

Access to a record is refused on one or more grounds of refusal specified in PAIA, which fall into the following categories: –

- Mandatory protection of privacy of a third party who is a natural person
- Mandatory protection of commercial information of a third party
- Mandatory protection of certain confidential information and protection of certain other confidential information of a third party
- Mandatory protection of police dockets in bail proceedings and protection of law enforcement and legal proceedings
- Mandatory protection of records privileged from production in legal proceedings

If the Information Officer does not give the decision on a request for access to the requester within the 30-day period or within any extended period, then the Information Officer will be regarded as having refused the request.

Should the requester not be satisfied with the decision of the Information Officer, the requester may apply to court for relief. The said application must be made within 180 days after the decision has been made by the Information Officer.

On hearing such an application, the court may grant a just and equitable order including:

- Confirming
- Amending or setting aside the decision that is the subject of the application
- 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
- Granting an interdict, interim or specific relief, a declaratory order or compensation
- Costs

Such an application may be made at the Magistrates Court.

If the request is successful, the requester will be given access to a record if all procedural requirements have been complied with according to PAIA requirements, that is:

- The request is properly documented on the prescribed form
- Proof of authority to act on another's behalf is furnished, if making the request on another person's behalf
- The record that is requested is sufficiently described to enable the Information Officer to identify it; and
- Payment of all required fees.

It may be necessary to pay fees for access to records in terms of PAIA.

These fees are for the following:

- Request fee –  
If the request is to access a record containing personal information about the requester, he/she will not be required to pay the request fee. Any other request must be accompanied by the required request fee.
- Access fee –  
If the request is granted, then an access fee must be paid for the reproduction of records and for time in excess of one hour to search and prepare the records for disclosure. Where the time to prepare the records for disclosure is likely to exceed six hours, a deposit of one third of the anticipated access fee may be required as a deposit.