



ST DOMINICS CATHOLIC SCHOOL FOR GIRLS

PAIA MANUAL

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

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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“Executive Head”	Executive Head of the school
1.2	“DIO”	Deputy Information Officer
1.3	“IO”	Information Officer
1.4	“Minister”	Minister of Justice and Correctional Services
1.5	“PAIA”	Promotion of Access to Information Act No 2 of 2000 (as Amended)
1.6	“POPIA”	Protection of Personal Information Act No. 4 of 2013
1.7	“Regulator”	Information Regulator
1.8	“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 and the Deputy Information Officers 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.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ST DOMINIC’S CATHOLIC SCHOOL FOR GIRLS

3.1 Information Officer:

EXECUTIVE HEAD	
Name and Surname	Mr. Roger Loring
Telephone number	011 917 5150
Email address	roger@stdominics.co.za

3.2 Deputy Information Officers:

SENIOR SCHOOL	
Name and Surname	Mrs. Salome Bossert
Telephone number	011 917 5150
Email address	salome@stdominics.co.za

PRIMARY SCHOOL	
Name and Surname	Mrs. Caroline da Costa
Telephone number	011 917 5150
Email address	Caroline.dacosta@stdominics.co.za

PRE SCHOOL	
Name and Surname	Mrs. Rochella Thomas
Telephone number	011 917 5150
Email address	Rochella.thomas@stdominics.co.za

3.3 General contact for details Access to Information:

Email address	info@stdominics.co.za
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3.4 Head Office

Postal Address	St Dominic's Catholic School for Girls PO Box 230, Boksburg, 1460
Physical Address	St Dominic's Catholic School for Girls Kruger Street, Boksburg, 1460
Telephone number	011 917 5150
Email	info@stdominics.co.za
Website	www.stdominics.co.za

4. KEY CONTACT DETAILS FOR INFORMATION REGULATOR

4.1 Information Regulator

The Information Regulator has taken over the function to regulate PAIA from the South African Human Rights Commission as from 30th June 2021. The Information Regulator also regulates POPIA.

Contact details of the Information Regulator:

Postal address	PO Box 3153, Braamfontein, Johannesburg, 2017
Physical address	JD House, 27 Siemens Street, Braamfontein, Johannesburg, 2001
Telephone number	010 023 5200
Email	enquiries@info regulator.org.za
Website	https://info regulator.org.za/

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

- 5.1 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, 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;
- 5.2 The Guide is available in each of the official languages and in braille (*on request*);
- 5.3 The aforesaid Guide contains the description of-
- 5.3.1 the objects of PAIA and POPIA;
 - 5.3.2 the postal and street address, phone and fax number and, if available, the electronic mail address of-

- 5.3.2.1 the Information Office of every public body, and
 - 5.3.2.2 every Deputy Information Officer of every public body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA².
- 5.3.3 the manner and form of a request for-
- 5.3.3.1 access to record of a public body contemplated in section 11³; and
 - 5.3.3.2 access to a record of a private body contemplated in section 50⁴.
- 5.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 5.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 5.3.6 all remedies of law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA or POPIA, including the lodging-
- 5.3.6.1 an internal appeal;
 - 5.3.6.2 a complaint to the Regulator; and
 - 5.3.6.3 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;

¹ Section 17(1) of PAIA – For purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA – Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA

³ 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

⁴ 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.

- 5.3.7 the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of section 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of section 22⁹ and 54¹⁰ regarding fees to be paid in relation to the requests for access; and
- 5.3.10 the regulations made in terms of section 92¹¹.

⁵ 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 5 above.

⁶ 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 5 above.

⁷ 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.

⁸ 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.

⁹ 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.

¹⁰ 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.

¹¹ 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 the Act.”

5.4 Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours.

5.5 The Guide can also be obtained-

5.5.1 upon request to the Information Officer;

5.5.2 from the website of the Regulator (<https://www.justice.gov.za/inforeg/>)

5.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

5.6.1 English, Afrikaans and Zulu

6. CATEGORIES OF RECORDS OF ST DOMINICS CATHOLIC SCHOOL FOR GIRLS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Categories of records	Types of the Record	Available on website	Available upon request
Compliance	PAIA Manual School fees	X X	
Marketing	School profile Public product information Magazine publications	X X X	
Religion	Ethos Religious events		X X
Financial	School fees Application form	X X	X X

7. DESCRIPTION OF THE RECORDS OF ST DOMINICS CATHOLIC SCHOOL FOR GIRLS WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Human Resources	Basic Conditions of Employment Act No. 75 of 1997 Compensation of Occupational Injuries & Disease Act No. 130 of 1993 Occupational Health & Safety Act No. 85 of 1993 Labour Relations Act No. 66 of 1995 Pension Funds Act No. 24 of 1956 Employment Equity Act No. 55 of 1998 Unemployment Insurance Act No. 63 of 2002
Memorandum of Incorporation	Companies Act No. 71 of 2008
Financial & tax	Consumer Protection Act No. 68 of 2008 Income Tax Act No. 95 of 1967 National Credit Act No. 34 of 2005 Financial Intelligence Act No. 38 of 2001 Value Added Tax Act No. 89 of 1991
Information Technology	Electronic Communications & Transaction Act No.25 of 2002
Education	South African Schools Act No. 84 of 1996 South African Council of Educators

8. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY ST DOMINICS CATHOLIC SCHOOL FOR GIRLS

Subjects on which the body holds records	Categories of records
Compliance	Health and safety plan Minutes of meetings Policies and procedures Transformation and diversity
Sales and Marketing	Marketing strategy
Human Resources	Disciplinary and grievance records Employment records HR policies and procedures Medical aid records Pension fund records Performance management records Payroll records (including PAYE) SARS records (e.g. IRP 5s) UIF records
Finance	Annual reports Asset register Banking records and statements Budgets Cashbook Creditors invoices, statements, credit notes Debtors invoices, statements, credit notes Financial statements General ledger Insurance policies Monthly management accounts SARS tax clearances VAT schedules
Information Technology	Register of hardware Register of software

9. PROCESSING OF PERSONAL INFORMATION

9.1 Purpose of Processing Personal Information

9.1.1 Enrolment of learners

9.1.2 Maintain our accounts and records

9.1.3 Support and manage employees

9.1.4 Use of CCTV systems to prevent and detect crime

9.1.5 Compliance with legal and regulatory requirements

9.1.6 Verifying identity

9.2 Description of the categories of Data Subjects and the Information or categories of information relating thereto

Categories of Data Subjects	Personal information that may be processed
Parents	Name, address, identity numbers, employment status, bank details, education details, financial details, race, gender, visual images of individuals captured on CCTV
Learners	Name, address, identity numbers, medical history (clinic records)
Service providers	Name, address, registration number, vat numbers and bank details
Employees	Address, identity numbers, qualifications, bank details, gender and race
Board members	Name, address, identity numbers
External contractors	Name, address, bank details, gender

- 9.3 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
Credit and payment history, for credit information	Credit Bureaus
Employee information	SARS, Dept of Labour, UIF

- 9.4 Planned transborder flows of personal information

Computerised information is stored securely in the cloud

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

All digital information has anti-malware solutions and password protected. Our IT department manages user accounts and all computer aspects of security i.e. passwords, servers and back ups to the cloud.

10. AVAILABILITY OF THE MANUAL

- 10.1 A copy of the Manual is available-

10.1.1 on www.stdominics.co.za

10.1.2 at the office of St Dominics Catholic School for Girls for public inspection during normal school hours

10.1.3 to any person upon request and upon the payment of a reasonable prescribed fee, and

10.1.4 to the Information Regulator upon request.

- 10.2 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.

11. UPDATING OF THE MANUAL

The head of St Dominics Catholic School for Girls will on a regular basis update this manual.

Issued by:

Mr. Roger Loring

Executive Head

ANNEXURE 1: REQUEST FOR ACCESS TO RECORD

*NOTE: Proof of identity must be attached by the requester.
If requests are made on behalf of another person, proof of such authorisation must be attached to this form.*

TO: INFORMATION OFFICER

(Address)

Email 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: <i>(when made on behalf of another person)</i>		
Postal address:		
Street address:		
Email address:		
Contact numbers:	(w)	(c)
Full name of person on whose behalf request is made: <i>(if applicable)</i>		
Identity number:		
Postal address:		
Street address:		
Email address:		
Contact number:	(w)	(c)

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including 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 the record	

TYPE OF RECORD

(Mark the applicable box with an "X")

Record is in written or record form	
Copy of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on a flash drive (including virtual images or soundtrack)	
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 service to postal address	
Postal service to street address	
Courier service to street address	
Email of information (including sound tracks if possible)	
Cloud share or file transfer	

PARTICULARS OF RIGHTS 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 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					
1. <i>A request fee must be paid before the request will be considered.</i> 2. <i>You will be notified of the amount of the access fee to be paid.</i> 3. <i>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.</i> 4. <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i>					
Reason:	<table border="1" style="width: 100%; height: 40px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>				

You will be notified in writing whether your request has been approved or denied and if approved the costs related to your request, if any. Please indicate your preferred manner of correspondence:

POSTAL ADDRESS	STREET ADDRESS	EMAIL

Signed at: _____ this _____ day of _____ 20 _____

Signature of requester / person on whose behalf request is made

FOR OFFICE USE

<i>Reference number:</i>	
<i>Request received by: (state rank, name and surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fee:</i>	
<i>Deposit (if any)</i>	

Signature of Information Officer

ANNEXURE 2: OUTCOME OF REQUEST AND FEES PAYABLE

Note:

1. 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.
2. Please use the reference number hereunder in all future correspondence.

Reference number

TO: _____

Your request dated _____ refers.

1. You requested:

Personal inspection of information at the registered address of a public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on a computer or in an electronic or machine-readable form</i>) 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 will be liable for the fees.	
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OR

2. You requested:

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

3. To be submitted:

Postal service to postal address	
Postal service to street address	
Courier service to street address	
Email of information (<i>including soundtracks if possible</i>)	
Cloud share / file transfer	
Preferred language: <i>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</i>	

4. **Fees payable with regards to your request:**

Item	Description	Amount	Number of pages/items	Total
1.	The request fee payable by every requester	R 140.00		
2.	Photocopy/printed black & white copy of A4 size page	R 2.00 per page or part thereof		
3.	Printed copy of A4-size page	R 2.00 per page or part thereof		
4.	For a copy of computer-readable form on a flash drive (to be provided by requestor)	R 40.00		
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider		
6.	For a copy of visual images			
7.	Transcription of an audio record, per A4-size page	R 24.00		
8.	For a copy of audio recording on a flash drive (to be provided by the requestor)	R 40.00		
9.	To search for and prepare the record of disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. Not to exceed a total cost of	R 145.00 R 435.00		
10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of 2 to 8		
11.	Postage, email or any other electronic transfer	Actual expense if any		
	TOTAL:			

5. **Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search	Amount of deposit <i>(calculated on one third of total amount per request)</i>

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: _____ this _____ day of _____ 20 _____

 Information Officer