

SCOUTS South Africa



PAIA MANUAL

Version 2021/v1

**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

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|-----|--------------------|--|
| 1.1 | "CEO" | Chief Executive Officer |
| 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 and Deputy 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.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SCOUTS SOUTH AFRICA

3.1. Chief Information Officer

Name: Amelia Adeline Siebrits
Tel: 068 069 9463
Email: ceo@scouts.org.za
Fax number: N/A

3.3 Access to information general contacts

Email: popia@scouts.org.za

3.4 National Office

Postal Address: PO Box 2434, Clareinch, 7740
Physical Address: 124 Belvedere Road, Claremont, Cape Town, 7700
Telephone: 068 069 9463
Email: info@scouts.org.za
Website: www.scouts.org.za

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

4.1. 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.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of-

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

4.3.2.1. the Information Officer of every public body, and

4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;

4.3.3. the manner and form of a request for-

4.3.3.1. access to a record of a public body contemplated in section 11³; and

4.3.3.2. access to a record of a private body contemplated in section 50⁴;

4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;

4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

¹ Section 17(1) of PAIA- *For the 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.*

- 4.3.6. 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-
- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. 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;
- 4.3.7. 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;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. 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 4 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 4 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 this Act.”

4.4. 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.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

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

4.6 This manual has not been translated. A copy of the Guide will be made available in more official languages, for public inspection during normal office hours in due time.

5. CATEGORIES OF RECORDS OF SCOUTS SOUTH AFRICA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website/Wiki (www.scouts.org.za)	Available upon request
About SSA		X	
Board members		x	
Manco members		x	
Constitution		x	
Policies		X	
Application forms		X	
Contact details for SSA		x	
List of Springbok Scouts		x	
List of Awards over the years		X	
Annual Report		x	
Summary of Annual Financial Statements		x	
Delegation of Authority schedule		X	
Strategic plan		x	

6. DESCRIPTION OF THE RECORDS OF SCOUTS SOUTH AFRICA WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Constitution	NPO Act 71 of 1997
NPO Certificate	NPO Act 71 of 1997
PAIA Manual	Promotion of Access to Information Act 2 of 2000
BBEEE certificate	Broad-based Black Economic Empowerment Act 53 of 2003 as amended by Act 46 of 2013
Minutes of Board meetings	NPO Act 71 of 1997
Annual Financial Statements	NPO Act 71 of 1997
SARS returns	Income Tax Act 58 of 1962
PAYE Records	Basic Conditions of Employment Act 75 of 1997
IRP5	Basic Conditions of Employment Act 75 of 1997
VAT returns	Value Added Tax Act 89 of 1991
UIF	Unemployment Insurance Act 63 of 2001
Workmen’s Compensation	Compensation for Occupational Injuries and Disease Act 130 of 1993
Employee contracts	Basic Conditions of Employment Act 75 of 1997
Salary records	Basic Conditions of Employment Act 75 of 1997
Leave records	Basic Conditions of Employment Act 75 of 1997
Trademark registration of logos	Trade Marks Act 194 of 1993

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY SCOUTS SOUTH AFRICA

Subjects on which the body holds records	Categories of records
Strategic Documents and Plans	Annual Reports, Strategic Plan
Human Resources (employees)	<ul style="list-style-type: none"> - HR policies and procedures - Employees records - Leave records - Disciplinary records
Human resources (volunteers)	<ul style="list-style-type: none"> - Volunteer records - Training - Roles in organisation - Disciplinary records - Awards
Membership records	<ul style="list-style-type: none"> - Youth member records - Training - Advancement achieved - Awards
Financial records	<ul style="list-style-type: none"> - SARS records - Accounting records - Bank statements - Invoices
Governance	<ul style="list-style-type: none"> - Minutes of Scout Board meetings - Minutes of Manco meetings

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

SCOUTS South Africa is a youth development organisation training young people between the aged of 5 and 30 year olds. Adult leaders from the age of 18 and older are unit leaders working with the young people on grass root levels.

SSA collects and processes their members personal information pertaining to the member’s scouting qualifications and training. The type of information will depend on the need for which it is collected and will be processed for that purpose only.

SSA also collects and processes the member’s personal information for marketing purposes in order to ensure that our products and services remain relevant to our members and potential members.

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
Members (adult leaders, children and their parents)	Name, Identity number, address, contact numbers, Sex, email address, languages spoken, medical conditions, religion, ethnicity, emergency contacts
Service Providers	Names, registration number, vat numbers, address 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	Nevetec (Afiswitch) for Criminal Clearance verification and the Department of Social Development for the Sexual Offences database check.

8.4 Planned transborder flows of personal information

When children and adult attend Scout events outside of South Africa, Names, address, contact numbers, Passport details, Sex, email address, languages spoken, medical conditions, religion, and emergency contacts are shared with the host country. There are multiple events per year around the world. The information is always shared with members of another National Scout Organisation that is a member of the World Organisation of Scout Movements.

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

SSA's Protection of Personal Information and Retention of Documents Policy (on the [SSA website](#)) sets-out the policy of SSA.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on www.scouts.org.za;

9.1.2 national office of SCOUTS South Africa 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 CEO of SCOUTS South Africa will on a regular basis update this manual.

Issued by



Amelia Adeline Siebrits
Chief Executive Officer
SCOUTS South Africa