



ST BENEDICT'S
COLLEGE



Section 14 Manual:

Promotion of Access to Information (PAIA)

Manual prepared in terms of section 14 of the Promotion of Access to Information Act, 2000

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Section 1

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) prescribes that a Private Body must provide details of records held by such a body so that any request for information may be accommodated.

The details of records kept by a Private Body are contained in a book commonly known as a manual. The manual therefore relates to the records kept by the Private Body. The records kept pertain to the business / functions of each and every unit. To distinguish between the functions / business of each unit, records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the Head of Department as well as the Information Officer/s of the Private Body and also the name of each unit in the Private Body, its core function and a list of all records kept by the Private Body.

Section 2

Section 10 guide of all manuals in the republic of south africa

The South African Human Rights Commission has published the guide as is prescribed by section 10 of the Promotion of Access to Information Act. The guide is available at the offices of the South African Human Rights Commission.

The PAIA Unit(Promotion of Access to Information) at the South African Human Rights Commission

The Research and Documentation Department

Private Bag X2700

Houghton

2014

Telephone +27 11 877 3600

Website www.sahrc.org.za

e-mail PAIA@sahrc.co.za

Section 3

Contact details of the information officer and the deputies of St Benedicts College.

Information Officer

IT Manager: Mr C. Breetvelt

Telephone: +27 11 455 1906

Email: chrisb@stbenedicts.co.za, paia@stbenedicts.co.za

Address: St Benedicts College

Harcus Road

Bedfordview

Johannesburg

2008

Description of functions:

To ensure secure and functional IT systems within St Benedicts College and also the facilitation and implementation of PAIA and POPIA within the school. Training of Deputy information officers.

Deputy Information Officers

Ms L. Ntontela

HR Department

NtontelaL@stbenedicts.co.za

Jacqueline Brook (interim)

Accounts Department

BrooksJ@stbenedicts.co.za

Mr J. Brouard

LMS Department

BrouardJ@stbenedicts.co.za

Mrs M. Motsabi

Marketing Department

MotsabiM@stbenedicts.co.za

Ms C. Carrozzo

Parnassus Farm Conference Centre

CarrozzoC@stbenedicts.co.za

Mr T. Pagan

Ravens Gym

PaganT@stbenedicts.co.za

Mr J. Radebe

Cafe 58

RadebeJ@stbenedicts.co.za

Mr B. Vas

Boarding House

vasb@stbenedicts.co.za

Mr B. Berends

IT Department

BerendsB@stbenedicts.co.za

Description of functions:

To ensure compliance in each relevant section within the school as set out in the Standard operating procedures for each individual section regarding the collection, processing and access of information.

Departments within St Benedicts College

HR	Managing the process of new staff recruitment, current staff management and maintaining staff personal information.
IT	Ensuring secure and functional IT systems used by other departments in their day to day activities as well as the storage of all digital personal information.
Accounts	Control financial activities within the school as well as staff and parent financial information.
Adam (LMS)	Management and day to day maintenance of the information of staff, parents and students within the Learner management system.
Marketing	To provide marketing services to the school as well as manage the alumni database and historical information.
Parnassus Farm	Manage the day to day operation of the Parnassus Farm Conference centre and any personal information related to the guests and staff of Parnassus Farm
Ravens Gym	Manage the day to day operations of Ravens Gym as well as the personal information of all gym members
Cafe 58	Manage the day to day operations of Cafe 58 and the other tuck shops located on the school campus. Also controls and updates the information on the POS system used at all tuck shops.

Section 4

Records in possession of the school, which are automatically available

Introduction

This chapter deals with the provisions of section 14(1)(d) of the Promotion of Access to Information Act, which prescribes that a body must provide details of the records in its possession in order to give effect to requests for access to information

Access to records in terms of section 15(1)

This chapter describes in general terms the records that are automatically available.

1. Description of Categories of Records Automatically Available for Inspection in terms of section 15(1)(a)(i) of the promotion to access of information act, 2000 (ACT NO. 2 of 2000)

Education and Communication	General school information School contact details Calendar of Events Sporting News Educational Results Live stream events
Religion	Live mass streams Historical mass recordings
Advancement	Information on community projects
Financials	Schedule of School fees
Human Resources	Publication on vacancies in St Benedicts College Code of Conduct
Admissions	Application Form Admissions Policy

2. Description of the categories of records automatically available for purchasing in terms of section 15(1)(a)(ii)

The list of records above	The records may be obtained from the school website or by emailing paia@stbenedicts.co.za Physical copies of the documents can be requested at a fee of R20 per document
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Manner of Access to Automatically Available Records

Requests for these records are not by filling out the prescribed form A that is utilized to request information. There is also no requestor fees payable for these records. The Fees payable are only where copies of the records are to be made, irrespective of whether it is in hard copy format, compact disc, etc

Section 5

Access to records in terms of section 14(1)(d)

1. Student information

Physical records in the school are preserved in a file labeled with the students name and surname as well as year of enrollment to assist with the retrieval of records on request.

Digital information is stored within an LMS system to which parents have access and can view their own as well as their children's information that we hold

2. Staff Information

Physical records for staff are stored in a file labeled with the staff members name and surname.

Digital records are stored in an LMS system that is accessible by staff and staff is able to view as well as update their own information within the database

3. Financial records

Physical records are stored in files labeled with the year and month it is applicable to

Digital records are stored electronically within a secure database

Section 6

Request procedure

Telephonic requests

Informal (telephonic) requests are not forbidden by the Act. Any such request made to the Information Officer/Deputy Information Officer at the telephone number provided in the manual will be attended to unless the Information Officer/Deputy Information Officer indicates that the provisions of the Act must be carried out in this case, Form A must be completed.

Voluntary access

Information that is automatically available shall be made available on the school website or in the form requested should this be reasonable and possible.

Section 14(1)(d) requests

- A requestor must complete the request for access to information form (Form A)
- The requestor must indicate the manner of access required
- The school will endeavour to give access to the information requested in the form requested if reasonable and possible
- If physical forms of media is required containing the information a fee will be payable before access will be granted in the required format
- A requestor representing another must give adequate details of the capacity in which they act

Section 7

Payment of Fees in terms of the act

“Personal Requestor”

Anyone who seeks information pertaining to her/himself is called a personal requestor and is exempted from paying the requestor’s fee

“Requestor”

The request fee payable to any private body is R35-00 as prescribed by the regulations to the Act. In addition if any copies or transcripts are requested, those will be charged according to the fee structure as prescribed by the Regulators and the Information Officer/Deputy Information Officer may charge for the time spent on processing the request

Section 8

Payment method

All payments shall be made in the form of eft or cash payment at the school administration offices.

The Banking details for the school is as follows:

Bank: First National Bank

Branch: Eastgate

Account No: 55275101604

Account Type: ENTERPRISE BUSINESS ACCOUNT

Reference: PAIA-Surname

No request may be processed unless the request fee, where applicable, has been paid - Section 22(1) of the act

Section 9

Remedies available if the provisions of the act are not complied with

The act provides for an internal appeal procedure in terms of sections 74 and 75. The information officer is the relevant authority to review any decision taken on appeal.

If the appeal does not settle the dispute it can be taken up with the information regulator

Section 10

Availability of the manual

The manual shall be available in readily accessible places, it can be found on the school website or can be requested via email by sending an email to the Information Officer.

Fees for records of private body as stipulated by the current regulations to the Act

The fee for reproduction, referred to in section 15(3) of the Act, is as follows

(a) For every photocopy or printed copy of an A4 size page or part thereof	0.60
(b) Digital copies on a compact disc	45.00
(c) For a copy of visual images on A4 size page or part thereof	30.00
(d) For a copy of an audio recording	45.00
(e) For a copy of a CCTV recording	45.00

The request fee payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is 35.00

The access fees payable by a requester referred to in section 22(7) of the act, unless exempted under section 22(8) of the Act, are as follows:

(a) For every photocopy or printout of an A4 sized page or part thereof	0.60
(b) For a copy of visual images on A4 size page or part thereof	30.00
(c) For a copy of an audio recording	45.00
(d) For a copy of a CCTV recording	45.00

To search for the record for disclosure, R25.00 for each hour or part of an hour, excluding the first hour, reasonably required for such a search

The postal fee is payable by the requester should the record be posted to the requester

Form of request

A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form A (Request for record retrieval) that is available for download from the School website and attached to this document as Annexure A

Annexure A

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
 2. If the request is made on behalf of another person, proof of such authorisation must be attached to this form.
-

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

- ☐ 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): _____

Facsimile: _____
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): _____
Facsimile: _____
Cellular: _____

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number if known, 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

- ☐ Record is in written or printed form
- ☐ Record comprises virtual images (photographs, slides, video recordings, computer-generated images, 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

- ☐ 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 of virtual images
- ☐ 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

- ☐ Personal inspection of record at registered address of public/private body (including listening to recorded words, sound, or electronic information)
- ☐ Postal services to postal address
- ☐ Postal services to street address
- ☐ Courier service to street address
- ☐ Facsimile of information in written or printed format
- ☐ E-mail of information (including soundtracks if possible)
- ☐ Cloud share/file transfer

Preferred language: _____

(Note: If the record is not available in the preferred language, access may be granted in the available language.)

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the above 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 depends on the form of access required and the reasonable time required to search for and prepare the record.
- d) If you qualify for exemption of the payment of any fee, please state reason:

You will be notified in writing whether your request has been approved or denied. If approved, costs will be provided.

Preferred manner of correspondence:

- ☐ Postal address: _____
☐ Facsimile: _____
☐ Electronic communication (please specify): _____

Signed at _____ 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: _____