



PAUL ROOS
GIMNASIUM | GYMNASIUM

☎ (021) 887-0017/77 📠 086 651 5969
info@paulroos.co.za | www.paulroos.co.za
Suidwal, Stellenbosch, 7600, South Africa

PAI ACT MANUAL

PAUL ROOS GYMNASIUM

Published in terms of Section 14 of The Promotion of Access to
Information Act 2 of 2000 ("the Act")

INDEX

1. Introduction	2
2. Definitions and interpretation	2
3. Overview of Paul Roos	3
4. Particulars in terms of Section14	3
5. Guide to PAIA (section 14(1)(b) read with section 10)	3
6. Voluntary disclosure and automatic availability- categories of records available without having to request access (Section14(1)(c))	4
7. Records available in terms of other legislation (Section14(1)(d))	5
8. Types of records held by Paul Roos (Section14(1)(e))	6
9. Other information as may be prescribed (Section14(1)(f))	8
10. Processing of personal information (including special personal information (section 11, sections 26 – 33) or children information (section 34 – section 35) in terms of POPIA	8
11. Information Regulator.....	8
12. Data subject participation and information officer duties and responsibilities under POPIA.....	9
13. Steps to consider before submitting a request.....	9
14. Electronic communication	9
15. Access: procedure, availability and prescribed fees	10
16. Availability.....	12

1. Introduction

This information manual ("Manual") provides an outline of the types of records held by Paul Roos Gymnasium (hereafter "Paul Roos" or "the School") and explains how one may submit requests for access to these records in terms of the Promotion of Access to Information Act 2 of 2000 ("PAIA", "Act") and Process your Personal Information in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA").

This Manual has been prepared in accordance with Section 14 of the Act, giving effect to everyone's constitutional right of having access to information held by private sector bodies (i.e. companies) or public bodies (i.e. Government institutions) where such access is needed for the exercise and/ or protection of the requester's rights; this Manual aims to facilitate requests for access to the relevant or applicable records.

2. Definitions and interpretation

2.1. Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder -

- 2.1.1. "**Competent person**" means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;
- 2.1.2. "**Data Subject**" means the person to whom personal information relates;
- 2.1.3. "**Data Subject Request**" means a request by a Data Subject as allowed under POPIA;
- 2.1.4. "**Paul Roos**" means Paul Roos Gymnasium, as more fully described in Overview, hereunder;
- 2.1.5. "**Information Officer**" means the person acting on behalf of Paul Roos and discharging the duties and responsibilities assigned to the head of Paul Roos by the Act. The Information Officer is duly authorised to act as such, with such authorisation having been confirmed by the head of Paul Roos in writing;
- 2.1.6. "**Information Regulator**" means the Information Regulator established in terms of section 39 of POPIA;
- 2.1.7. "**Manual**" means this manual published in compliance with Section 14 of the PAI Act;
- 2.1.8. "**PAIA**" means the [Promotion of Access to Information Act 2 of 2000](#), as amended from time to time;
- 2.1.9. "**Personal Information**" shall have the meaning attributed to it in terms of [POPIA](#);
- 2.1.10. "**POPIA**" means the [Protection of Personal Information Act 4 of 2013](#), as amended from time to time;
- 2.1.11. "**Privacy Policy**" means the policy that explains how Paul Roos processes personal information as published on the Paul Roos website or as available from the Information Officer;
- 2.1.12. "**Process**" or "**Processed**" shall have the meaning attributed to it in terms of POPIA;
- 2.1.13. "**Record**" means any recorded information, regardless of form or medium, which is in the possession or under the control of Paul Roos, irrespective of whether or not it was created by Paul Roos;
- 2.1.14. "**Request**" means a request for access to a record held by Paul Roos;
- 2.1.15. "**Requester**" means any person, including a public body or an official thereof, making a request for access to a record held by Paul Roos and includes any person acting on behalf of that person;
- 2.1.16. "**Responsible Party**" means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means of processing personal information;
- 2.1.17. "**SARS**" means the South African Revenue Service; and
- 2.1.18. "**School**" means Paul Roos Gymnasium.

2.2. Unless a contrary intention clearly appears, words signifying:

- 2.2.1. the singular includes the plural and vice versa;
- 2.2.2. any one gender includes the other genders and vice versa; and

2.2.3. natural persons include juristic persons.

2.3. Unless otherwise stated, terms defined in the PAIA and POPIA shall have the same meaning in this Manual.

3. Overview of Paul Roos

3.1. Paul Roos Gymnasium is a public school in terms of the South African Schools Act 84 of 1996 (the Schools Act) and is managed and governed in terms of the provisions of the act as well as the language and admissions policy drafted in terms thereof. The medium of instruction at the school is English and Afrikaans. The school offers education in grades 8 to 12.

3.2. Main Services provided by Paul Roos include (click on links for more detailed descriptions of Paul Roos services):

3.2.1. [High School education](#).

3.3. In addition to the above, Paul Roos offers extracurricular activities for all learners.

For more information on Paul Roos Gymnasium and its purpose, visit the School's website at <https://paulroos.co.za/> or contact at info@paulroos.co.za.

4. Particulars in terms of Section 14

4.1. Paul Roos contact details (Section 14(1)(a)):

Physical Address: Paul Roos Gymnasium, Suidwal Road, Stellenbosch, 7600.

Postal Address: As per above

Telephone Number: 021 - 887 0017

E-mail: info@paulroos.co.za

Website: <https://paulroos.co.za/>

4.2. Contact details of designated Information Officer and Deputy Information Officers (Section 14(1)(a)):

Designated Information Officer: Mr J de Villiers

Physical Address: Same as 4.1 above

Postal Address: Same as 4.1 above

Telephone Number: Same as 4.1 above

E-mail: info@paulroos.co.za

Designated Deputy Information Officers: Mrs G Olivier; Mr V Dickson & Mr A Blume

E-mail: golivier@paulroos.co.za; vdickason@paulroos.co.za & ablume@paulroos.co.za

5. Guide to PAIA (Section 14(1)(b) read with section 10)

5.1. In terms of PAIA, a requester may be granted access to records held by a private body. This access is subject to the records being required for the exercise or protection of any right. Should a public body lodge a complaint, in order to receive access, the public body must be acting in the public interest.

- 5.2. The Information 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.
- 5.3. The Guide is available in each of the official languages and in braille.
- 5.4. Requests for access to the Guide must be made on a form that corresponds substantially with [Form 1](#) of Annexure 1 to this Manual, to the Information Officer.
- 5.5. The aforesaid Guide contains the description of-
- 5.5.1. the objects of PAIA and POPIA;
 - 5.5.2. the manner and form of a request for access to a record of a public body contemplated in section 11;
 - 5.5.3. the assistance available from the Information Officer in terms of PAIA and POPIA;
 - 5.5.4. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 5.5.5. 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-
 - 5.5.5.1. an internal appeal;
 - 5.5.5.2. a complaint to the Regulator; and
 - 5.5.5.3. an application with a court against a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
 - 5.5.6. the notices issued in terms of section 22 regarding fees to be paid in relation to requests for access; and
 - 5.5.7. the regulations made in terms of section 92 of PAIA.
- 5.6. Members of the public can inspect or make copies of the Guide from the offices of Paul Roos, including the office of the Information Regulator, during normal business hours.
- 5.7. The Guide can also be obtained-
- 5.7.1. upon request to the Information Officer; or
 - 5.7.2. from the Information Regulator:-

Postal	P.O. Box 31533
Address:	Braamfontein
	Johannesburg
	2017
E-mail:	complaints.IR@justice.gov.za (complaints)
	inforeg@justice.gov.za (general enquiries)
Website:	https://www.justice.gov.za/inforeg/

6. Voluntary disclosure and automatic availability- categories of records available without having to request access (Section 14(1)(c))

- 6.1. Records that are automatically available to the public are:
- 6.1.1. All records of Paul Roos lodged in terms of government requirements with various statutory bodies, including the Companies and Intellectual Property Commission (CIPC), and the Registrar of Deeds.
 - 6.1.2. All records in booklets, brochures, pamphlets, and magazines (if any) published by Paul Roos or any of its agents or representatives for distribution to the public relating Paul Roos services.
 - 6.1.3. News and other marketing information.
 - 6.1.4. All records on [Paul Roos's website](#).
- 6.2. A requester may request a copy of a record referred to under 6.1 and must be provided with such copy, upon payment of the fee for reproduction, as provided for in Items 2 to 8 of [Annexure 2](#) to this Manual.

7. Records available in terms of other legislation (Section 14(1)(d))

- 7.1. Paul Roos is required to keep particular records, in terms of certain statutes. Insofar as may be applicable, Paul Roos keeps records of information to the extent required in terms of the following legislation, as amended, and codes of best business practice:
- 7.1.1. Basic Conditions of Employment Act 75 of 1997.
 - 7.1.2. Broad-based Black Economic Empowerment Act 53 of 2003.
 - 7.1.3. Companies Act 61 of 1973.
 - 7.1.4. Compensation for Occupational Injuries and Diseases Act 130 of 1993.
 - 7.1.5. Constitution of South Africa Act 108 of 1996.
 - 7.1.6. Consumer Protection Act 68 of 2008.
 - 7.1.7. Corporate Laws Amendment Act 24 of 2006.
 - 7.1.8. Paul Roos Gymnasium Constitution.
 - 7.1.9. Electronic Communications & Transactions Act 25 of 2002.
 - 7.1.10. Employment Equity Act 55 of 1998.
 - 7.1.11. Employment Equity Regulations of 2006.
 - 7.1.12. Financial Intelligence Centre Act 38 of 2001.
 - 7.1.13. Income Tax Act 58 of 1962.
 - 7.1.14. King IV Report on Corporate Governance.
 - 7.1.15. Labour Relations Act 66 of 1995.
 - 7.1.16. National Credit Act 34 of 2005.
 - 7.1.17. Prescription Act 68 of 1969.
 - 7.1.18. Promotion of Access to Information Act 2 of 2000.
 - 7.1.19. Protected Disclosures Act 26 of 2000.
 - 7.1.20. Protection of Personal Information Act 4 of 2013.
 - 7.1.21. Regulation of Interception of Communications and Provision of Communication-Related Information Act Revenue Laws Amendment Act 45 of 2003.
 - 7.1.22. Revenue Laws Amendment Act 31 of 2005.
 - 7.1.23. Skills Development Act 97 of 1998.
 - 7.1.24. Skills Development Levies Act 9 of 1999.
 - 7.1.25. South African Schools Act 84 of 1996
 - 7.1.26. The Non-Profit Organisations Act 71 of 1997.
 - 7.1.27. Unemployment Insurance Contributions Act 4 of 2002.
 - 7.1.28. Unemployment Insurance Act 63 of 2001.
 - 7.1.29. Value-Added Tax Act 89 of 1991.
- 7.2. Information and records held by Paul Roos in terms of any of the abovementioned legislation will be made available in terms of the provisions of the relevant legislation, but without prejudice to the provisions of the Promotion of Access to Information Act. The above list is non-exhaustive.

8. Types of records held by Paul Roos (Section 14(1)(e))

Paul Roos maintains records on the following categories and subject matters. **Please note** that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA and POPIA. **Please further note** that the below listed records are not exhaustive.

8.1. Personnel documents and records.

- 8.1.1. "Personnel" refers to any person who works for or provides services to or on behalf of Paul Roos, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business and operations of Paul Roos. This includes, without limitation, board members (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers or volunteers/ helpers, including but not limited to:
- 8.1.2. Applications for employment;
- 8.1.3. Employment Contracts;
- 8.1.4. Personal files for each staff member;
- 8.1.5. Duty Sheets;
- 8.1.6. Employment -related correspondence;
- 8.1.7. Payroll and salary records;
- 8.1.8. Assessment and performance records.

8.2. Customer related records.

- 8.2.1. A "customer" refers to any natural person (or juristic entity) that receives services from Paul Roos. These records include but are not limited to:
 - 8.2.1.1. Records provided by customers, including contractual agreements and admission documents (including those of learners for educational services);
 - 8.2.1.2. generated by or within the School relating to its customers, such as transactional records, academic records, and communications;
 - 8.2.1.3. Records provided by third parties in the course of doing business with the School.

8.3. Statutory records/ corporate records.

- 8.3.1. CIPC records (including School registration, intellectual property).
- 8.3.2. Minutes of executive and other decision-making operational bodies (incl. executive, governing, other decision making bodies).
- 8.3.3. Documents of Incorporation.
- 8.3.4. Memorandum and Articles of Association.
- 8.3.5. Minutes of Board of Directors' Meetings and Board sub-committee Meetings.
- 8.3.6. Share Register and other Statutory Registers.
- 8.3.7. Delegations of authority.
- 8.3.8. Statutory registers (e.g. Share Register, where applicable)
- 8.3.9. Other statutory documents of a legal and commercial nature.

8.4. Learners

- 8.4.1. Application Applications for admission
- 8.4.2. Waiting lists for admission
- 8.4.3. Refusals of admission and related appeals
- 8.4.4. Admissions register
- 8.4.5. Academic records (including individual report cards, assessment details, progress reports)
- 8.4.6. Personal files for each learner
- 8.4.7. Class lists and timetables
- 8.4.8. Question papers, answer scripts, and model answers
- 8.4.9. Disciplinary records and incident reports

- 8.4.10. Study permits (where applicable)

- 8.5. Marketing records.
 - 8.5.1. Services information.
 - 8.5.2. School marketing materials (pamphlets, brochures etc.)
 - 8.5.3. Manuals.
 - 8.5.4. Media releases.
 - 8.5.5. School website.
 - 8.5.6. Marketing plans and campaign information.

- 8.6. Other records.
 - 8.6.1. Documents relating to the operational, commercial and financial interests of Paul Roos.
 - 8.6.2. Commercial and other legal contracts or agreements.
 - 8.6.3. Client and other data bases (including parent/guardian details).
 - 8.6.4. Information on existing and past litigation.
 - 8.6.5. Trade Mark and Intellectual Property applications and information.
 - 8.6.6. Administrative Information and policies.
 - 8.6.7. Licenses.
 - 8.6.8. Human Resources Information and records.
 - 8.6.9. Insurance Policies.
 - 8.6.10. Internal and external correspondence.
 - 8.6.11. Disaster recovery plans.
 - 8.6.12. Paul Roos services records.
 - 8.6.13. Internal policies and procedures.
 - 8.6.14. Records held by officials of Paul Roos.

- 8.7. Hostel Records
 - 8.7.1. Applications for lodging
 - 8.7.2. Agreements and rules/disciplinary code
 - 8.7.3. Personal files for residents
 - 8.7.4. Visitors' book

- 8.8. Governance Structure
 - 8.8.1. Constitution and code of conduct
 - 8.8.2. Language and admissions policy
 - 8.8.3. Other formal policy documents
 - 8.8.4. Elections
 - 8.8.5. Minutes of meetings
 - 8.8.6. Applications for facility use and departmental permissions
 - 8.8.7. Bank statements and financial records
 - 8.8.8. Personal files of governance structure members

- 8.9. Parental and Guardian Records
 - 8.9.1. Correspondence and circulars
 - 8.9.2. Financial statements relating to school fees
 - 8.9.3. Admission and credit check documents
 - 8.9.4. Minutes of parent meetings

- 8.10. Records relating to the Department of Education
 - 8.10.1. Correspondence with the Department
 - 8.10.2. Circulars
 - 8.10.3. Personal details of educators in departmental posts

8.11. Description of particular Records and categories of Records Paul Roos holds:

Category of Data Subjects	Categories of Records
Parents & Guardians	Personal Information, Special Personal Information, admission documents, school financial statements, credit check documents
School learners	Personal Information, Special Personal Information, admission documents progress reports, other educational reports, study permits
School employees	Personal Information, Special Personal Information, contract, financial information for processing salaries
Contract employment	Personal Information, Special Personal Information, contract, financial information for processing payment
School Board Members	Personal Information
Service Providers	Contract Details and Financial Information

8.12. Where any of the above records contain Personal Information and a request is submitted, the provisions of PAIA as well as POPIA will apply accordingly. Take note that: "*Personal information*", as defined in POPIA means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to those categories as defined in section 1 of POPIA [[POPIA](#)]. Click on link provided to access POPIA.

9. Other information as may be prescribed (Section 14(1)(f))

Paul Roos may possess records pertaining to other parties, including without limitation contractors, suppliers, joint venture organisations and service providers. Alternatively, such other organisations or companies may possess records that can be said to belong to Paul Roos.

9.1. These records include but are not limited to:

- 9.1.1. Personnel, customer or private records which are held by another party as opposed to the records held by Paul Roos.
- 9.1.2. Records held by Paul Roos pertaining to other parties, including but not limited to, financial, commercial, operational and legal records, contractual records, correspondence, records provided by the other party, and records provided by third parties about affiliates/partners/ contractors/suppliers.

10. Processing of personal information (including special personal information (section 11, sections 26 – 33) or children's information (section 34 – section 35) in terms of POPIA

Processing of Personal Information and Special Personal Information by Paul Roos will be in accordance with the **Paul Roos Privacy Policy**.

11. Information Regulator

Section 39 of POPIA establishes the Information Regulator and section 40 identifies the functions of the Information Regulator. The Information Regulator is responsible for monitoring compliance with POPIA and PAIA and is tasked, amongst other powers, duties and functions, to handle complaints about the protection of Personal Information and access to information held by Paul Roos. For complaints or general enquiries contact the Regulator using the contact information under [5.7.2 above](#).

12. Data subject participation and information officer duties and responsibilities under POPIA

This PAIA Manual as well as the Paul Roos Privacy Policy gives effect to sections 23 and 55 of POPIA.

12.1. Section 23(1) of POPIA states that:

"A data subject, having provided adequate proof of identity, has the right to -

- (a) request a Responsible Party to confirm, free of charge, whether or not the Responsible Party holds personal information about the data subject;
- (b) request from a Responsible Party the record or a description of the personal information about the data subject held by the Responsible Party, including information about the identity of third parties, or categories of third parties, who have, or have had, access to the information-
 - (i) within a reasonable time;
 - (ii) at a prescribed fee, if any;
 - (iii) in a reasonable manner and format; and
 - (iv) in a form that is generally understandable."

12.2. Section 55(1)(b) of POPIA confirms that one of the Information Officer's responsibilities is to deal with requests for information made to the body (Paul Roos). **Address your (as Data Subject) request to the Information Officer at the address, telephone number or electronic mail address referred to at 4.2 above.**

12.3. Other Data Subject rights are confirmed under the Paul Roos Privacy Policy.

13. Steps to consider before submitting a request

13.1. STEP 1: The following steps must be considered before submitting a request:

13.1.1. Please note that Section 7(1) of PAIA states that:

"This Act does not apply to a record of a public body or a private body if -

- (a) that record is requested for the purpose of criminal or civil proceedings;
- (b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) the production of or access to that record for the purpose referred to in Paragraph (a) is provided for in any other law".

13.1.2. If Section 7(1) applies, the requester may not bring a request in terms of this Act. The requester must use the rules and procedures for discovery of information of the relevant legal forum and proceedings that he/ she is involved in.

13.1.3. Paul Roos reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of Section 7(1).

13.2. STEP 2: Does the information requested exist in the form of a record?

13.2.1. PAIA only applies to documents that are in existence at the time of receiving the request.

13.2.2. PAIA does not compel anyone to create a record which is not yet in existence at the time the request is made.

13.3. STEP 3: Is the document in the possession or under the control of Paul Roos?

13.3.1. PAIA provides that the requested record must be in Paul Roos's possession or under its control. If the document is not in Paul Roos's possession, the requester must request the record from the party under whose possession or control it is.

14. Electronic communication

14.1. The provisions of the Electronic Communications and Transactions Act 2002 (ECT Act), are applicable to all forms, records, documents or any information, which are electronically communicated.

- 14.2. The ECT Act provides for the facilitation and regulation of electronic communications, including issues related to electronic evidence and computer crimes. Its primary objective, especially in respect of Paul Roos's online presence, is to facilitate and provide legal certainty on electronic records.

15. Access: procedure, availability and prescribed fees

- 15.1. How to request a record (PAIA Section 11):
- 15.1.1. A request for access to a record of the public body, as provided for in section 18(1) of the Act, must be made on a form that corresponds substantially with [Form 2](#) of Annexure 1 to this Manual, to the Information Officer.
 - 15.1.2. The Information Officer must –
 - 15.1.2.1. assist a requester with any request with regards to a request for access to information; and
 - 15.1.2.2. if a request for access to information is made orally as a result of illiteracy or a disability of a requester, complete [Form 2](#) of Annexure 1 to the Manual on behalf of the requester and provide a copy thereof to the requester, as contemplated in section 18(3) of the Act.
 - 15.1.3. The fees payable by a requester in respect of a request for access to a record of a public body as contemplated in section 22(1) of the Act, are prescribed in Item 1 of [Annexure 2](#) to the Manual.
 - 15.1.4. Failure to make use of the prescribed form could result in your request being refused or delayed.
 - 15.1.5. Should the Information Officer be of the opinion that fulfilment of the request will require more time than the prescribed hours, the requester will be informed to pay a deposit, not exceeding one third of the anticipated access fee, as prescribed by section 22(2) of the Act. In the event that the request is denied, the deposit will be refunded to the requester.
 - 15.1.6. The requester must provide sufficient detail on the request Form to enable the Information Officer to clearly identify:
 - 15.1.6.1. The record(s) requested.
 - 15.1.6.2. The requester (positive proof of identification).
 - 15.1.6.3. The format of access required:
 - i. the postal address, email address and telephone number of the requester in the Republic; and
 - ii. if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof.
 - 15.1.7. Access is not automatic. The requester must therefore identify the right he/ she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
 - 15.1.8. If a request is made on behalf of a person, the requester must then submit proof, to the satisfaction of the Information Officer, of his/ her authority to make the request. Failure to do so will result in the request being rejected.
- 15.2. Decision on request (Section 25):
- 15.2.1. The requester will be notified, within 30 (thirty) days, in the manner indicated by him/ her of the outcome of his/ her request, alternatively whether an extension not exceeding 30 (thirty) days is required to deal with the request as provided for in section 26 of PAIA.
 - 15.2.2. If the request for access is granted, a further access fee must be paid for the search, preparation and reproduction of the records as well as for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. Access will be withheld until the requester has made payment of the applicable fee(s) as per section 22(2) of PAIA.

- 15.2.3. If the request for access is refused, the requester will be informed of the reasons for the refusal (with reference to the provisions of the Act) and notified of the right to lodge an internal appeal (if applicable) or a complaint to the Information Regulator, or make an application to court, including the procedure and periods allowed for these remedies.
- 15.2.4. The main grounds for refusal of a request relate to:
- 15.2.4.1. the unreasonable disclosure of personal information about a third party, including a deceased person (subject to section 34 of the Act);
 - 15.2.4.2. disclosure that could reasonably be expected to endanger the life or physical safety of an individual (section 38);
 - 15.2.4.3. the disclosure that would likely prejudice or impair, inter alia -
 - i. the security of a building, structure or system, including but not limited to, a computer or communication system;
 - ii. a means of transport; or
 - iii. any other property (section 39);
 - 15.2.4.4. mandatory protection of the privacy of a third party who is a natural person, which would involve unreasonable disclosure of personal information of that natural person (section 34);
 - 15.2.4.5. mandatory protection of commercial information of a third party (section 36), if the record contains:
 - i. trade secrets of that third party;
 - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of that third party; or
 - iii. information disclosed in confidence by a third party to Paul Roos, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
 - 15.2.4.6. mandatory protection of confidential information of third parties if it is protected in terms of any agreement (section 37);
 - 15.2.4.7. mandatory protection of the safety of individuals and the protection of property (section 39);
 - 15.2.4.8. mandatory protection of records which would be regarded as privileged in legal proceedings (section 40);
 - 15.2.4.9. commercial activities of Paul Roos (section 42), which may include:
 - i. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of Paul Roos;
 - ii. information which, if disclosed, could put Paul Roos at a disadvantage in negotiations; or
 - iii. a computer programme which is owned by Paul Roos and which is protected by copyright;
 - iv. the research information of Paul Roos or a third party, if its disclosure would disclose the identity of Paul Roos, the researcher or the subject matter and would place the research at a serious disadvantage; or
 - 15.2.4.10. Requests for information which is clearly frivolous or vexatious, or which involve unreasonable diversion of resources (Section 45).
- 15.2.5. In the case of a public body, the requester may lodge a complaint to the Information Regulator or an application to court, regarding the request decision or fee.
- 15.3. The Information Officer must, if a request for access to a record referred to under 15.1.1 to 15.1.3 above is granted or refused, inform the requester of-
- 15.3.1. his or her decision; and

- 15.3.2. the fees payable as provided for in [Annexure 2](#) of the Manual: Provided that a request for a copy of the guide may not be refused (section 22).
- 15.4. A person who requests-
- 15.4.1. a copy of a record contemplated under 6.1 above; or
 - 15.4.2. access to a record as contemplated in [15.1.1](#) to [15.1.3](#) above of the Manual, may be charged the fee for reproduction and postage as prescribed in [Annexure 2](#) of the Manual, if the request is granted (sections 22-23).
- 15.5. If-
- 15.5.1. the search for the record in respect of which a request for access has been made; and
 - 15.5.2. The preparation of the record for disclosure, including any arrangement contemplated in section 29(2)(a) and (b) of the Act, would, in the opinion of the Information Officer, require more than the prescribed hours (currently six), the requester must be informed in writing (using the prescribed form), and a deposit not exceeding one third of the access fee may be required before continuing, as per section 22(2).
- 15.6. of the fee for the search for and preparation of the record as contemplated in sections 22 and 29 of the Act is provided for in Item 9 of [Annexure 2](#) to this Manual.
- 15.7. Records that cannot be found or that are lost:
- 15.7.1. If all reasonable steps have taken to find a requested record, and there are reasonable grounds to believe the record is in Paul Roos's possession but cannot be found or does not exist, Paul Roos's Information Officer will notify the requester, by way of affidavit or affirmation as prescribed by the Act, that it is not possible to give access to the requested record (section 23).
 - 15.7.2. If, after notice is given as per [15.7.1](#) above, the record is found, the requester concerned must be given access to the record, unless access is refused on any of the refusal grounds provided for in the Act.
- 15.8. Remedies available when a request is refused:
- 15.8.1. Paul Roos does not have an internal appeal procedure.
 - 15.8.2. Any decision made by the Information Officer is final.
 - 15.8.3. Should the requester not be satisfied, the requester should exercise the external remedies provided for in the Act.
- 15.9. Limitation of liability:
- 15.9.1. Paul Roos is relieved from liability and shall have no duty whatsoever in relation to:
 - 15.9.1.1. the integrity or accuracy of the information requested;
 - 15.9.1.2. any delay associated with the delivery except to comply with the procedures stipulated herein; and/ or
 - 15.9.1.3. that the information requested will conform with the requirements of the requester except that it should correspond with the title and description provided by the requester.

16. Availability

- 16.1. This manual is available on the Paul Roos website, <https://paulroos.co.za/> , alternatively at: 311 Suidwal Road, Krigeville, Stellenbosch, 7600, Western Cape, South Africa during office hours: 07:45 - 15:30 Monday to Friday, excluding Public Holidays and Weekends in the Republic of South Africa.
- 16.2. Fees:
- The fees payable in respect of access to records are attached as [Annexure 2](#).



SIGNATURE OF HEAD OF PAUL ROOS GYMNASIUM
Mr J de Villiers

ANNEXURE 1:

FORM 1
REQUEST FOR A COPY OF THE GUIDE
[Regulation 3]

TO: The Information
Regulator
P.O. Box 31533
Braamfontein
2017
E-mail address: infoereg@justice.gov.za
Tel number: +27 (0) 10 023 5200

I,

Full names:				
In my capacity as (mark with "x"):	Information officer		Other	
Name of private body (if applicable)				
Postal address:				
Street address:				
E-mail address:				
Facsimile:				
Contact numbers:	Tel (B):		Cellular:	

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

Language (mark with "X")		No of copies	Language (mark with "X")		No of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

(Section 18 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

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

311 Suidwal Road, Krigeville

Stellenbosch, 7600

Western Cape, South Africa

(Address)

E-mail address:	
Fax number:	

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 on which request is made (when on behalf of another person):			
Postal address:			
Street address:			
E-mail address:			
Contact numbers:	Tel (B):		Facsimile:
	Cellular:		
PARTICULARS OF RECORDS 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			

<i>inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.</i>	
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 (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
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 (<i>including copies of any virtual images, transcriptions and information held on 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 record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
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 private body (<i>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</i>)	
Postal services to postal address	

Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail 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 that you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXECUTED OR PROTECTED	
<i>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.</i>	
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 the 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	Facsimile	Electronic communication <i>(Please specify)</i>

Signed _____ this _____ day _____ 20 _____
at _____ of _____

Signature of Requester/ person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If the 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 _____ refers.
dated _____

1. You requested:

Personal inspection of information at registered address of private body (<i>including listening to recorded to words, information which can be reproduced in sound, or information held on 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 prescribed in Annexure B.	
---	--

OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on 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 flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	

E-mail 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>	

Kindly note that your request has been:

☐

Approved

☐

Denied, for the following reasons:

4. Fees payable with regard to your request:

Item	Cost per A4-size page or part thereof/ item	Number of pages/ items	Total
Photocopy	R2.00 per A4 page		
Printed copy	R2.00 per A4 page		
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requester			
(ii) Compact disc	R40.00		
• If provided by requester			
• If provided to the requester	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requester			
(ii) Compact disc	R40.00		
• If provided by requester			
• If provided to the requester	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. 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

this

day
of

20

ANNEXURE 2:

FEES

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/ printed black & white copy 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 requester) (ii) Compact disc • If provided by requester • If provided to the requester	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	
7.	Transcription of an audio record per A4-sized page	R24.00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requester) (ii) Compact disc • If provided by requester • If provided to the requester	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.	R145.00
	To not exceed a total of:	R435.00
10.	Deposit: If search exceeds six hours	One third of the amount per request calculated in terms items 2. to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.