

PAIA MANUAL

This manual was prepared to address the requirements of the Promotion of Access to Information Act, No. 2 of 2000.

This manual applies to

Care for Education

Registration number:

100-673-NPO





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1. INTRODUCTION

The Promotion of Access to Information Act, No. 2 of 2000 (the “PAIA”) aims to give effect to the right of access pledged by the Constitution to information as contained in section 32 of the Bill of Rights. The PAIA seeks to advance the values of transparency and accountability.

This document serves as the Company information manual and provides reference to the records held by the Companies as well as the personal information processed by the Company in the ordinary course of operations.

2. ABOUT THE COMPANY

Care for Education is a non-profit organisation and partner of the LEGO Foundation. We provide training and educational resources for children, schools and organisations in need. We aim to impact early childhood development and primary education, using concrete manipulatives which engage children in playful learning.

3. AVAILABILITY OF THE MANUAL

This manual is available for inspection at

Care for Education website homepage, www.carefored.co.za. Hard Copy kept in office by Information Officer.

4. CONTACT PERSON – INFORMATION OFFICER - SECTION 51 (1)(A)(I)

The responsibility for the administration of, and compliance with the Acts, has been delegated to the Director of Care for Education. Requests pursuant to the provisions of the Acts should be directed as follows:

Information Officer: Brent Hutcheson

Postal address: Unit 11, Meadowbrook Business Estate, Jacaranda Avenue, Olivedale, 2158

Street address: Unit 11, Meadowbrook Business Estate, Jacaranda Avenue, Olivedale, 2158

Business phone: 011 462 2581

Business fax: 866153695

E-mail address: brent@carefored.co.za

5. HUMAN RIGHTS COMMISSION / INFORMATION REGULATOR GUIDE - SECTION 51(1) (B) (I)

A Guide has been compiled in terms of Section 10 of the PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right contemplated by the PAIA. It is available in all the South African official languages.

Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

<u>Postal Address:</u>	Private Bag 2700, Houghton, 2041
<u>Telephone Number:</u>	+27-11-877 3600
<u>Fax Number:</u>	+27-11-403 0625
<u>Website:</u>	www.sahrc.org.za

6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC - SECTION 51(1)(B)(II)

No records are available to the public. Requests can be made to access records.

7. RECORDS – CATEGORIES AND SUBJECT OF RECORDS - SECTION 51(1) (B) (IV)

The information contained in this section is intended to make clear the main categories of records held by the Companies and to help those who seek to request information in order to gain a better understanding of the main business activities of the Company. Further assistance in identifying the records held by the Companies is obtainable from the Information Officer.

Below is an example of what records Care for Education holds:

COMPANY RECORDS	FINANCIAL RECORDS	INCOME TAX RECORDS	PERSONNEL / EMPLOYEE DOCUMENTS AND RECORDS	SAFETY, HEALTH AND ENVIRONMENT (SHE) RECORDS
Documents of incorporation	Annual Financial Statements	PAYE Records	Employment contracts	
Memorandum and Articles of Association or Memorandum of Incorporation (as applicable)	Accounting Records	Records of payments made to SARS on behalf of employees	Disciplinary code	
Public officer and other officers	Electronic banking records	All other statutory compliances: - UIF and Workmen's Compensation	Leave records	
	Rental Agreements		Training records	
	Invoices		Training Manuals	

8. ACCESS REQUESTS

8.1. ACCESS REQUEST PROCEDURE - SECTION 53

8.1.1. COMPLETION OF ACCESS REQUEST FORM

To facilitate a timely response to requests for access, all requesters should take note of the following when seeking to obtain access:

- The Access Request Form, (attached as Annexure A – Form C), must be completed and submitted.
- Proof of identity is required to authenticate the identity of the requester – in addition to submission of the completed Access Request Form. Consequently, requester will be required to supply a certified copy of their identification document or a valid passport document, or if a legal entity, a certified copy of the Company Registration Certificate.

Please take note of the following when completing the Access Request Form:

- Type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply, state “N/A” in response to that question.
- If there is nothing to disclose in reply to a particular question state “NIL” in response to that question.
- If there is insufficient space on the printed form, additional information may be provided of an additional attached folio.
- When the use of an additional folio is required, precede each answer with the applicable title.

Please note that the successful completion and submission of an Access Request Form does not automatically constitute an approval of access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within PAIA.

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

8.1.2. SUBMISSION OF ACCESS REQUEST FORM

The completed Access Request Form, together with a certified copy of the requester’s identity document, must be addressed to the Information Officer and submitted via the contact details stated above.

8.1.3. NOTIFICATION

The Information Officer will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

This thirty-day period may be extended for a further period of not more than thirty days, if the request is for a large volume of information, or the request requires a search for information held at other offices of one or more of the Companies and the information cannot reasonably be obtained within the original thirty-day period. The requester will be notified in writing should an extension be sought.

8.2. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information if the request process was followed are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party, if the record contains:
 - Trade secrets of that party;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
 - Information disclosed by a third party to any of the Companies if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
 - Mandatory protection of confidential information of third parties if it is protected in terms of any agreement – the provisions of the PAIA to apply in relation to the rights of the relevant third parties;
 - Mandatory protection of the safety of individuals and the protection of property;
 - Mandatory protection of records which could be regarded as privileged in legal proceedings;
- The commercial activities of the Companies, which may include:
 - Trade secrets of the Companies; and
 - Financial, commercial, scientific or technical information which, if disclosed, would likely cause harm to the financial or commercial interests of the Companies.

8.3. APPEAL AGAINST REFUSAL TO GRANT ACCESS

If a requester is aggrieved by the refusal of the Information Officer to grant a request for a record, the requester may, upon notification of the Information Officer's decision (or upon deemed refusal in terms of Section 58 of the PAIA), lodge a complaint to the Information Regulator or apply to court for appropriate relief within the timeframes as prescribed by the PAIA.

9. PERSONAL INFORMATION

9.1. PURPOSE OF PROCESSING - SECTION 51(1) (C) (I)

In general, personal information is processed by Care for Education for business administration purposes and in the ordinary course of operation, which would include:

- Provision of our goods and services
- Covid traceability process

9.2. CATEGORIES OF DATA SUBJECTS AND INFORMATION - SECTION 51(1) (C) (II)

Personnel/employees	Consultants	Contractors	Customers	Investors	Service providers	Suppliers	Other third parties
Name			Name				
Telephone Number			Telephone Number				
Email address			Email address				
Physical or postal addresses			Physical or postal addresses;				
Identifying number (identity or passport number)							
Income tax number							
Banking information							

9.3. CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED - SECTION 51(1)(C)(III)

The categories of recipients to whom the Company may supply the data subject’s personal information will depend on the nature of the information. In general, such categories of recipients would include:

- Service providers;



We do not contract third parties for the retention of data.

10. ANNEXURE A – FORM C

Form C, the document which is to be completed and submitted as part of the access request procedure, is an additional document to this PAIA manual that we will make available to you.

Request for Access to Record

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
Brent Hutcheson
 Care for Education,
 Unit 11, Meadowbrook Business
 Estate, Jacaranda Avenue, 2158,
 Johannesburg, Gauteng, South Africa

Email Address:	brent@carefored.co.za
Fax Number:	086 615 3695

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 (When made on behalf of another person)			
Postal Address			
Street Address			
Email			
Contact Numbers	Tel: (W)		Fax: <input type="text"/>
	Cellular		
Full names of person on whose behalf request is made (if applicable):			
Identity Number			

Postal Address			
Street Address			
Email Address			
Contact Numbers	Tel: (W)		Fax:
	Cellular		

Particulars of Record Requested	
<i>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 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 (this includes 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 (Mark the applicable box with an "X")	
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 (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
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	

(Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/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 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>	

PARTICULARS OF RIGHT TO BE EXERCISED 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	
<p>a) A request fee must be paid before the request will be considered.</p> <p>b) You will be notified of the amount of the access fee to be paid.</p> <p>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.</p> <p>d) If you qualify for exemption of the payment of any fee, please state the reason for exemption</p>	
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:

Fax	Electronic Communication (Please Specify)
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Signed at _____ This _____ Day of _____ 20 ____

Signature of Requester / person on whose behalf request is made

Reference Number:	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
Date Received:	
Access Fees:	
Deposit (if any)	
Signature of Information Officer	