

NOVEMBER 2020



Accreditation Number 13SCH0100008 Registration Number 122581

DOMINO SERVITE SCHOOL

PROMOTION OF ACCESS TO INFORMATION ACT

2 OF 2000, SECTION 51

SCHOOL MANUAL

INTRODUCTION TO THE ACT

The Promotion of Access to Information Act of 2000 came into effect in March 2001. The purpose of this Act is to give effect to the constitutional right of access to any information held by public or private bodies, and which is required for the exercise or protection of any rights.

The Human Rights Commission is responsible for compiling a guide that provides details on how to use the Act.

In terms of Section 51(1) of the Promotion of Access to Information Act, all heads of private bodies are required to compile a manual that provides information regarding the subjects and categories of records held by such private bodies. This manual is intended to fulfil this requirement.

Accordingly, this manual provides a reference to the records we hold and the process that needs to be adopted to access such records. All requests for access to information (other than information that is available to the public) should be addressed to our designated Information Officer.

INTRODUCTION TO DOMINO SERVITE SCHOOL

Domino Servile School is a registered private educational institution which offers education for learners from Grade R to Grade 12. It is situated on KwaSizabantu Mission which is close to Kranskop in the Kwa-Zulu Natal Midlands.

The Domino Servite School staff endeavour to provide an educational program that will enable all students to develop their talents, confidence and self-respect. We strive for a high academic standard that will equip our learners to fulfil a useful role in society.

The school is controlled by a Board of Directors and is registered as a Public-Benefit Organisation (PBO No. 930010147) and a Non-Profit Organisation (055-181-NPO).

The following people comprise the school's Board of Directors:

Mr Michael Ngubane (Chairman)
Mr Nico Bosman (Financial Manager)
Mr Bruno Hlongwane
Mr Dietmar Joosten
Mrs Martha Khwela
Ms Dorothy Newlands (Principal)

PARTICULARS IN TERMS OF SECTION 51

Section A Our details

Full Name	:	Domino Servite School
Registration Number	:	122581
Registered Address	:	KwaSizabantu Mission, Kranskop, 3268
Postal Address	:	P O Box 49405, Kranskop, 3268
Telephone Number	:	032 481 5509
Fax Number	:	032 481 5335
Principal	:	Mrs Dorothy Newlands
Designated Information Officer	:	Mrs Hanna Pretorius
Email Address of Information Officer	:	mail@dss.org.za / hannap@dss.org.za
Website	:	www.dss.org.za

Section B The official guide

In accordance with section 10 of the Act, the South African Human Rights Commission (SAHRC) has published a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. This Guide appears on the South African Human Rights Commission's website (www.sahrc.org.za) under the "Publications" tab and under the heading "Legislation") and contains the following information:

1. Part 1 – Why Access to Information (this sets out the objects of the Act).
2. Part 2 – Access to Information.
3. Part 3 – How to Make a Request for Access to Information (this includes details of the fees to be paid and explains your remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application).
4. Part 4 – When Access to a Record May be Refused.
5. Part 5 – General Information.
6. Part 6 – Public Bodies from Whom You Can Access Records.

Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post:	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag X2700 Houghton 2041
Telephone:	(011) 877-3600
Fax:	(011) 403-0625
Website:	www.sahrc.org.za
E-mail:	lidlamini@sahrc.org.za

Section C Information available in terms of the Act

1. Categories of information

We hold the following categories of information:

- a. **FINANCE: INTERNAL ACCOUNTING AND REPORTING**
 - i. Service contracts with service providers.
 - ii. Audited financial statements.
 - iii. Accounting record books and documentation.
 - iv. Reports of auditors.
 - v. Details of auditors.
 - vi. Copies of tax returns and assessments.
 - vii. VAT returns.
 - viii. Other documentation related to taxation.
 - ix. Banking records.
 - x. Budgets.
 - xi. Financial transactions.
 - xii. Insurance records.
 - xiii. Asset registers.
 - xiv. Details of insurance policies.
 - (xv. Financial commitments.
- b. **ADMINISTRATION: STATUTORY DOCUMENTS**
 - i. Board of Directors: details of members, minutes of meetings, policies.
 - ii. School Management Team: minutes of meetings, policies.
 - iii. Heads of Departments: minutes of meeting, policies and documentation pertaining to phases.
 - iv. School registration details.
 - v. Details of Prefect Body.
 - vi. Licences.
 - vii. Learner records.
 - viii. Daily registers.
 - ix. Log books.
- c. **HUMAN RESOURCES: RECRUITMENT, SELECTION, DEVELOPMENT AND RETENTION OF EMPLOYEES**
 - i. Employee contracts.
 - ii. Employment policies and procedures.
 - iii. Disciplinary and performance records.
 - iv. Organisational structure.
 - v. Recruitment and appointment documentation.
 - vi. Training and development plans.
 - vii. Teacher files.
 - viii. Leave records.
 - ix. Occupational health and safety standards.
- d. **INFORMATION TECHNOLOGY: COMPUTER SYSTEMS AND TECHNOLOGY**
 - i. User manuals.
 - ii. IT policies and procedures.
 - iii. Domain name registration.
 - (iv. Database information.
- e. **PROCUREMENT: PURCHASING OF SUPPLIES AND CONSUMABLES**
 - i. Delivery notes.
 - ii. Creditors statements.
 - iii. Goods received vouchers and documents relating to proof of delivery.

- iv. Invoices from suppliers.
- v. Details of electronic funds transfers.

2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in Annexure “A” hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (whose contact details are in section B of this manual);
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form and in Annexure “B” hereto.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

Section D Information available in terms of other legislation

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Employment of Educators Act 76 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Tobacco Products Control Act 83 of 1993
- The South African Schools Act of 1996

Section E Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. In other words, you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters

2. Booklets
3. Pamphlets / brochures
4. Reports
5. Posters
6. Other literature intended for public viewing

Section F

Documentation relating to information processed in terms of the Protection of Personal Information Act 4 of 2013 (POPI).

CATEGORIES OF INFORMATION PROCESSED IN TERMS OF POPI (see definitions of 'personal information' and 'processing' in POPI and Annexure C to this manual).

- a. Race, sex, pregnancy, marital status, national, ethnic or social origin, age, physical or mental health, well-being, disability, religion, language and birth of the person.
- b. Information relating to the education or the medical, financial, criminal or employment history of the person.
- c. Any identifying number, e-mail address, physical address, telephone number, or other particular assignment to the person.
- d. The personal opinions, views or preferences of the person.
- e. The views or opinions of another individual about the person (testimonials).

Section G General

ANNEXURE A FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53 (1) of the Promotion of Access to Information Act, 2000(Act No. 2 of 2000))
[Regulation 10]

A. Particulars of a private body

The Head

B. Particulars of person requesting access to the record

- | |
|---|
| <i>a. The particulars of the person who requests access to the record must be given below.</i> |
| <i>b. The address and/or fax number in the Republic to which the information is to be sent must be given.</i> |
| <i>c. Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full names and surname

Identity number

Postal address

Fax number

Telephone number

Email address

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>
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Full names and surname

Identity number

D. Particulars of record

- | |
|--|
| <i>a. 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.</i> |
| <i>b. If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.</i> |

1. Description of record or relevant part of the record

2. Reference number, if available

3. Any further particulars of record

E. Fees

a. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

b. You will be notified of the amount required to be paid as the request fee.

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 exemption.

Reason for exemption from payment of fees

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability	Form in which record is required

Mark the appropriate box with an X.

NOTES

a. Compliance with your request in the specified form may depend on the form in which the record is available.

b. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

c. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

ANNEXURE B

AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.

The fees chargeable by private bodies are contained in Part III of Annexure “A” of the Regulations. A copy of Part III is attached for your convenience. If none of the exemptions contained in Government Notice GN R.991 dated 14 October 2005 apply (a copy of which is also attached for your reference), the following charges are payable:

1. Copies of a manual
Should an individual require a copy of the private body’s manual, a fee of R1,10 is chargeable for every photocopy of an A4 page or part thereof.
2. Reproduction fees
Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure “A” to the Regulations.
3. Access fees
Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure “A” to the Regulations.
4. Other fees
 - 4.1 A request fee¹ of R50,00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester.
 - 4.2 A search fee² may be charged at a rate of R30,00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
 - 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.³
 - 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

PART III FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

-
- 1 Section 54(1) and Regulation 11(2). See also paragraph 6 of Part 1 of this work.
 - 2 Annexure “A”, Part III, Item 4(1)(f).
 - 3 Section 54(2).

a. For every photocopy of an A4-size page or part thereof	R1,10
b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,75
c. For a copy in a computer-readable form on—	
i. stiffy disc	7,50
ii. compact disc	70,00
d. i. For a transcription of visual images, for an A4-size page or part thereof	40,00
ii. For a copy of visual images	60,00
e. i. For a transcription of an audio record, for an A4-size page or part thereof	20,00
ii. For a copy of an audio record	30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.	
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:	
1. a. For every photocopy of an A4-size page or part thereof	1,10
b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
c. For a copy in a computer-readable form on—	
i. stiffy disc	7,50
ii. compact disc	70,00
d. i. For a transcription of visual images, for an A4-size page or part thereof	40,00
ii. For a copy of visual images	60,00
e. i. For a transcription of an audio record, for an A4-size page or part thereof	20,00
ii. For a copy of an audio record	30,00
f. To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
2. For purposes of section 54(2) of the Act, the following applies:	
a. Six hours as the hours to be exceeded before a deposit is payable; and	
b. one third of the access fee is payable as a deposit by the requester.	
3. The actual postage is payable when a copy of a record must be posted to a requester.	

GNR.991 of 14 October 2005: Exemptions and determinations for purposes of section 22 (8)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, acting under section 22 (8) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) hereby—

- (a) exempt the following persons from paying the access fee contemplated in section 22 (6) of the Act:
 - (i) A single person whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R14 712,00 per annum; and
 - (ii) married persons or a person and his or her life partner whose annual income, after permissible deductions referred to in the Schedule to this notice are made, does not exceed R27 192,00 per annum, and
- (b) determine that
 - (i) where the cost of collecting any fee contemplated in section 22 of the Act, exceeds the amount charged, such fee does not apply;
 - (ii) the access fee contemplated in section 22 (6) of the Act does not apply to the personal record of a requester; and
 - (iii) the request fee contemplated in section 22 (1) of the Act and the access fee contemplated in section 22 (6) of the Act do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 (Act No. 99 of 1998) or the regulations made under section 44 of that Act.

SCHEDULE

1. For purposes of paragraph (a) (i) and (ii) of the notice the following deductions are permissible:

- (a) Employees' tax in terms of paragraph 2 of Part II of the Fourth Schedule of the Income Tax Act, 1962 (Act No. 58 of 1962);
- (b) contributions in terms of section 5 of the Unemployment Insurance Contributions Act, 2002 (Act No. 4 of 2002);
- (c) compulsory contributions to a Group Insurance Fund in terms of a court order or in terms of a contract between an employer and his or her employee;
- (d) contributions to any medical scheme registered under the provisions of the Medical Schemes Act, 1998 (Act No. 131 of 1998), and allowed to be deducted in terms of section 18 (1) (a) of the Income Tax Act, 1962 (Act No. 58 of 1962);
- (e) contributions to pension funds in terms of section 13A of the Pension Funds Act, 1956 (Act No. 24 of 1956);
- (f) rent or mortgage instalments to the maximum of R12 000,00 per annum;
- (g) maintenance paid in terms of a court order; and
- (h) school fees, except school fees paid to a private school.

B.S. MABANDLA, MP
Minister for Justice and Constitutional Development

ANNEXURE C

PROTECTION OF PERSONAL INFORMATION ACT - CHECKLISTS

TYPES OF PERSONAL INFORMATION

INFORMATION	PROCESSED? YES/NO
Race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.	Yes, where applicable
Information relating to the education or the medical, financial, criminal or employment history of the person.	Yes
Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.	Yes
The biometric information of the person.	No
The personal opinions, views or preferences of the person.	Yes
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.	No
The views or opinions of another individual about the person.	Yes
The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.	Yes, where applicable

Processing

In terms of POPI this takes place during any activity concerning **personal information**, including the activities in the table below.

ACTIVITY	PERFORMED?
Collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use.	Yes
Dissemination by means of transmission, distribution or making available in any other form.	Yes
Merging, linking, as well as restriction, degradation, erasure or destruction.	Yes