



PAIA MANUAL

1. INTRODUCTION

This manual is compiled in accordance with section 51 of the Promotions of Access to information Act 2 of 2000 (PAIA). A guide on how to use PAIA is available on the (SAHRC) South African Human Rights Commission website.

Knysna Montessori School is an independent school and in terms of PAIA are classified as a “private body” which requires us to publish this information manual to inform you of the procedures to follow in order to exercise your right to request access to information held by us, in terms of PAIA.

Furthermore, this manual sets out your rights in terms of the Protection of Personal Information Act 4 of 2013 (POPI Act) relating to your personal information if we process such information.

Please read this manual in conjunction with our Privacy Policy and POPIA Consent form, all of which are available at our physical address in hard copy form and on our website. www.knysnamontessori.co.za

2. PURPOSE OF PAIA

The purpose of PAIA is to promote the constitutional right of access to information, and to foster a culture of transparency and accountability within the organisation and South Africa.

The POPI Act then gives expression to the constitutional values of democracy and openness recognising the need for economic and social progress within the framework of the information society and the need for removal of unnecessary impediments to the free flow of information, including personal information.

3. PURPOSE OF PAIA GUIDE

The PAIA guide provides further information on PAIA and will assist you in making requests for information under PAIA. It describes, in each of the official languages:

- The purpose and objectives of PAIA and the PAIA Guide;
- How to find the information that you need from public or private bodies;
- How to make a request for access to information;
- When access to information can/may be refused; and
- Key references and other useful information

The SAHRC may be contacted using the following information:

- The South African Human Rights Commission: PAIA Unit
- The Research and Documentation Department
- Physical Address of Head Office: JD House, 27 Stiemens Street, Braamfontein, Johannesburg
- Postal Address: Private Bag 2700, Houghton, 2041



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- Tel + 27 (0) 21 426 2277
- Email: info@sahrc.org.za
- Website: www.sahrc.org.za

4. THE INFORMATION REGULATOR OF SOUTH AFRICA

As of 30 June 2021, the Information Regulator will take over the regulatory mandate functions relating to PAIA. This follows a proclamation, by the President of South Africa, of sections 110 and 114 94) of the POPI Act, which provide for amendment of PAIA and the effective transfer of certain functions currently performed by the SAHRC to the information Regulator on 30 June 2021.

The Information Regulator may be contacted using the following information:

- Physical Address of Head Office: JD House, 27 Stiemens Street, Braamfontein, Johannesburg
- Postal Address: Po Box 31533, Braamfontein, Johannesburg, 2017
- Tel: + 27 (0) 10 023 5200
- Complaints email: complaints.IR@justice.gov.za
- General enquiries email: infreg@justice.gov.za
- Website: www.justice.gov.za/inforeg

5. DETAILS OF KNYSNA MONTESSORI SCHOOL

- Name: BMS (Beyleveld Montessori Schools) Trust
Reg No: IT 5321/97
Non-Profit: NPO 005-940
Trading As: **KNYSNA MONTESSORI SCHOOL**
- Nature of Organisation: Knysna Montessori School is an independent, co-educational school and offers schooling from Toddler to Matric. Boarding facilities from Grade 7.
- Registration Number: 0119007188
- Physical Address: 4 Narnia Lane, Welbedacht, Knysna, 6570
- Postal Address: P.O. Box 2237, Knysna, 6570
- Tel: + 27 (0) 44 382 5316
- **Information Officers:**
Gerhard Claassen (Middle and High School Principal)
Email for Gerhard Claassen : admissions@knysnamontessori.co.za
Sonia Heaton (Preschool and Junior School Principal)
Email for Sonia Heaton: admissions@knysnamontessori.co.za
Website: www.knysnamontessori.co.za

6. REGULATORY NEED FOR INFORMATION

Records are kept in accordance with legislation as is applicable to Knysna Montessori School, which includes but is not limited to the following:

- The South African Schools Act 84 of 1996
- National Education Policy Act 27 of 1996
- Children's Act 38 of 2005
- Basic Conditions of Employment Act 75 of 1997
- Compensations of Occupational Injuries and Disease Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Criminal Law Amendment Act 105 of 1997
- Occupational Health and Safety Act 85 of 1993
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001

- Pensions Fund Act 24 of 1956
- Companies Act 71 of 2008
- Value Added Tax Act 89 of 1991
- Consumer Protection Act 68 of 2008
- Promotions of Access to Information Act 2 of 2000
- Electronic Communications and Transactions Act 25 of 2002
- Protection of Personal Information Act 4 of 2013

Furthermore, we are required to provide certain information to the following bodies upon request:

- The Department of Basic Education (DBE)
- The Western Cape Education Department (WCED)
- Umalusi: Council for Quality Assurance in General and Further Education and Training
- The Independent School Association of South Africa (ISASA)
- Independent Examinations Board (IEB)
- South African Montessori Association (SAMA)

7. TYPES OF INFORMATION HELD BY KNYSNA MONTESSORI SCHOOL

Knysna Montessori School processes information in the ordinary course of business. Listed below are some of the types of information we may request and the reasons relating thereto:

Personal details, ID, Passport numbers, contact details of parents/legal guardians	To consider application, identify and contact the data subject, and to contact persons related to them in the event of an emergency.
Personal circumstances and history of the child	Accommodations, care of child, organisational/educational interest of the school.
Health information, remedial or special needs information of the child	Care of the child, special needs, accommodations, learning support, emergency assistance.
Banking details of parents/legal guardians	To enable proper processing of authorised debit orders, reimbursement of deposits.
Financial information, e.g. bank statements, payslips, income and expenses	To consider affordability of fees, financial assistance on application.
Personal details of employees (current and prospective): Name, address, contact details, race, nationality, etc.	To maintain accurate records; to verify, to provide accurate statistical data to relevant regulatory bodies regarding employment equity, to consider if a candidate meets requirements for position, to communicate with employees, etc.
Convictions/criminal record of employees or prospective employees	To make a decision on suitability for employments where the nature of the job justifies investigation into criminal behaviour. To comply with the Criminal Law (Sexual Offences and Related Matters) Amendment Act, No. 32 of 2007 when job allows access to minors or the mentally impaired.
Financial details of employees: Tax number, tax directives, bank details, etc.	To comply with relevant tax laws and to enable employees to be paid correctly.
Supplier details including address, contact details and banking details	To ensure the accurate processing and payment of expenses or services, and adequate documentation in accordance with our audit requirements.
CCTV surveillance footage and other images, video or audio footage	For safety and security of our premises, to provide content feedback to the school community on school activities.

8. HOW YOU CAN REQUEST ACCESS

- 8.1 The requester must use the prescribed form to make the request for access to a record. This request must be addressed to the Information Officer, using either the physical address, or email address of the Information Officer.
- 8.2 The requester must provide sufficient detail on the request form to enable Knysna Montessori School to identify the record and the requester. The requester should also indicate which form of access is required, if any other manner is to be used to inform the requester, and state the necessary particulars to be so informed.
- 8.3 The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 8.4 If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

9. FEES PAYABLE FOR REQUESTS

Requests are required in terms of PAIA to pay a fee when requesting access to records from public or private bodies.

Request Fees are as follows:

- R35 for requesting records from a public body
- R50 for requesting records from a private body (applicable to Knysna Montessori School)

Note that a requester who seeks access to a record containing their own personal information is not required to pay the Request Fee. However, they will still be liable for the Access Fee.

Requesters are also required to pay fees for accessing the records of public and private bodies. This fee covers the cost of searching for the records and copying it.

The Access Fees applicable to private bodies are:

Item	Cost per A4 -size page or part thereof/item
Photocopy	
Printed copy	
For a copy in a computer -readable form on: 1. Flash Drive – to be provided by requester 2. Compact Disc- if provided by requester ❖ If provided to the requester	R40 R40 R60
For a transcription of visual images per A4- size page Copy of visual images	Service to be outsourced. Dependent on quotation from service provider
Transcription of an audio record, per A4 size	R24
Copy of an audio record 1. Flash drive – to be provided by requester 2. Compact Disc – if provided by requester ❖ If provided to requester	R40 R40 R60
Postage, e-mail or any other electronic transfer:	Actual costs

Postage fees have to be paid by the requester for the delivery of their records.

Further exceptions are listed in the Guide and available on the SAHRC website.

10. FORMS

This manual is available for inspection free of charge at the premises of Knysna Montessori School, at its physical address as stated above.

Other relevant forms applicable are:

- ❖ <https://infoeregulator.org.za>
- ❖ FORM 2: Request to Access to Record
<http://infoeregulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>
- ❖ FORM 3: Outcome of request and of fees payable
<http://infoeregulator.org.za/wp-content/uploads/2020/07/Form-3-PAIA.pdf>