



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act 2
of 2000 (as amended)**

DATE OF COMPILATION: 23/12/2021

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LIST OF ACRONYMS AND ABBREVIATIONS

NB: please insert relevant applicable acronyms and abbreviations

- | | | |
|-----|--------------------|---|
| 1.1 | “SP” | Senior Pastor |
| 1.2 | “IO“ | Information Officer; |
| 1.3 | “Minister” | Minister of Justice and Correctional Services; |
| 1.4 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.5 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.6 | “Regulator” | Information Regulator; and |
| 1.7 | “Republic” | Republic of South Africa |

1. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

2. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE (INSERT THE NAME OF THE PRIVATE BODY)

2.1. Information Officer

Name: Bruce McCallum
Tel: 021 975 1983
Email: bruce@escs.co.za

2.2. Deputy Information Officer *(NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*

Name: Katherine Croxford
Tel: 021 975 1983
Email: katherine@escs.co.za

3.3 Access to information general contacts

Email: *info@escs.co.za*

3.4 Church Address

Postal Address: PO BOX 1172, Durbanville, 7550

Physical Address: 6 Langeberg Road, Durbanville, 7550

Telephone: 021 975 1983

Email: info@escs.co.za

Website: www.escs.co.za

3. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 3.1. The 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.
- 3.2. The Guide is available in each of the official languages and in braille.
- 3.3. The aforesaid Guide contains the description of-
 - 3.3.1. the objects of PAIA and POPIA;
 - 3.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 3.3.2.1. the Information Officer of every public body, and
 - 3.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 3.3.3. the manner and form of a request for-
 - 3.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 3.3.3.2. access to a record of a private body contemplated in section 50⁴;

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 3.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 3.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 3.3.6. 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-
 - 3.3.6.1. an internal appeal;
 - 3.3.6.2. a complaint to the Regulator; and
 - 3.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 3.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 3.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 3.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 3.3.10. the regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- *The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.*

⁶ Section 51(1) of PAIA- *The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.*

⁷ Section 15(1) of PAIA- *The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access*

⁸ Section 52(1) of PAIA- *The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access*

⁹ Section 22(1) of PAIA- *The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.*

¹⁰ Section 54(1) of PAIA- *The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.*

¹¹ Section 92(1) of PAIA provides that –*The Minister may, by notice in the Gazette, make regulations regarding-*
(a) any matter which is required or permitted by this Act to be prescribed;

3.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

3.5. The Guide can also be obtained-

3.5.1. upon request to the Information Officer;

3.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1 English and Afrikaans

4. CATEGORIES OF RECORDS OF THE EL SHADDAI CHRISTIAN CHURCH WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

All information on the El Shaddai Christian Church website

6. DESCRIPTION OF THE RECORDS OF EL SHADDAI CHRISTIAN CHURCH WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Applicable Legislation
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
Promotion of Access to Information Act 2 of 2000
Basic Conditions of Employment Act No. 75 of 1997
Constitution of South Africa, 1996
Electronic Communications and Transactions Act No. 25 of 2002

(b) any matter relating to the fees contemplated in sections 22 and 54;
 (c) any notice required by this Act;
 (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
 (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

Employment Equity Act No. 55 of 1998
Labour Relations Act No. 66 of 1995
Consumer Protection act 65 of 2008
Occupational Health and Safety Act No. 85 of 1993
Protection of Personal Information Act No. 4 of 2013
Unemployment Insurance Contributions Act No. 4 of 2002
National Credit Act, No.34 of 2005
The Nonprofit Organisations Act 71 of 1997

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY EL SHADDAI CHRSTIAN CHURCH

***NB:** Describe the subjects (i.e. Finance, SCM or HR), in respect of which the body holds records and the categories of records held on each subject. Below is an example of the table that can be used. .*

Subjects on which the body holds records	Categories of records
Employees	Personal information, employment contract, Financial information to process salaries,
Congregation members and ministry volunteers	Personal information, contact details,
Service Providers	Contact Details

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

We collect and process your personal information mainly to contact you for the purposes of keeping you connected to our ESCC Family and all that is happening at our church and within our ministries. For this purpose we will collect contact details including your name, phone number, email address and date of birth.

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

***NB:** Specify the categories of data subjects in respect of whom the body processes personal information and the nature or categories of the personal information being processed.*

Below is the template that can be used to set out the categories of data subjects and the description of the nature or categories of the personal information to be processed. Note that the nature or categories of the personal information is dependent on the purpose of the body in performing its functions or services. .

Categories of Data Subjects	Personal Information that may be processed
Employees	name, address, identity numbers, contact details, marital status, police clearance, gender, Sex offenders register clearance, Tan number and bank details
Congregation members and ministry volunteers	Name, address, contact details, family relationships, gender, Sex offenders register clearance
Service Providers	Contact details, banking details

8.3 The recipients or categories of recipients to whom the personal information may be supplied

***NB:** Specify the person or category of persons to whom the body may disseminate personal information. Below is an example of the category of personal information which may be disseminated and the recipient or category of recipients of the personal information.*

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Credit and payment history, for credit information	Credit Bureaus
Personal information, contact details	Employees and Ministry Leaders
<p>3rd party Service Providers:</p> <ul style="list-style-type: none"> <p>Planning Centre Online Services</p> <p>This is the main storage repository that we use at ESCC. Planning Centre provides a framework and a software structure to enable ESCC to grow our church and manage information about our members. Included in this software structure are a number of modules which facilitate the planning of services, scheduling volunteers, organising worship teams and content, grouping people, allocating use of resources and enabling people to keep connected and informed. Your information is only stored for as long as you are involved with ESCC. Once you are no longer involved at ESCC, your information is removed from our database.</p> <p><u>Planning Centre Online Privacy Policy</u></p> <p>How we use your information</p> <p>We will use your personal information only for the purposes for which it was collected and agreed with you.</p> <ul style="list-style-type: none"> <p>Whatsapp Web</p> <p>Our member phone numbers are stored on a staff PC (Password protected) with access to Whatsapp software. We use this platform to communicate weekly with our members.</p> <p>MailChimp</p> <p>Storing of member email addresses in order to send out email newsletters. There is an unsubscribe function included in the footer of every email sent. Subscription to the email is done by members through the ESCC Website footer.</p> <p>Social Media Sites</p> <p>We make use of Facebook, Instagram, Twitter and YouTube. Photos of children are NOT displayed on our social media sites. Should our Children's Church or Youth ministries ever want to include photos of your children in any feedback on events, we will first ask for your written consent. Photos of babies and adults are only displayed with the adult's consent.</p> 	

8.4 Planned transborder flows of personal information

Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. The Church will endeavour to ensure that all

service providers holding Personal Information relating to the church will make all reasonable efforts to secure said data and Personal Information.

8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on www.escc.co.za if any;

9.1.2 The El Shaddai Christian Church reception for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 to the Information Regulator upon request.

10. UPDATING OF THE MANUAL

The head of El Shaddai Christian Church will on a regular basis update this manual.

Issued by

Bruce McCallum

Senior Pastor