



Waves for Change NPC
Registration number: NPC2021/396273/08

PAIA MANUAL

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

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1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|--|
| 1.1 | “CEO” | Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “IO“ | Information Officer; |
| 1.4 | “Minister” | Minister of Justice and Correctional Services; |
| 1.5 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended); |
| 1.6 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.7 | “Regulator” | Information Regulator; and |
| 1.8 | “Republic” | Republic of South Africa |

2. 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.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE WAVES FOR CHANGE NPC

3.1. Chief Information Officer

Name: Robyn Cohen
Tel: T: +27 87 153 7960 | M: +27 82 317 7807
Email: robyn@waves-for-change.org

- 3.2. 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: Lee Nicholson
Tel: T: +27 87 153 7960 | M: +27 83 229 9272
Email: @lee@waves-for-change.org

- 3.3 Access to information general contacts

Email: @info@waves-for-change.org

3.4 National or Head Office

Postal Address: 23 Beach Road, Muizenberg
Cape Town, 7950, South Africa

Physical Address: 23 Beach Road, Muizenberg
Cape Town, 7950, South Africa

Telephone: +27 87 153 7960

Email: @info@waves-for-change.org

Website: <https://waves-for-change.org/>

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

- 4.1. 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.

- 4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid guide contains the description of-

- 4.3.1. the objects of PAIA and POPIA;
- 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. 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-

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.*

- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. 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;
- 4.3.7. 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;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. 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;
- (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.”

4.4. 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.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

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

5. CATEGORIES OF RECORDS OF THE WAVES FOR CHANGE NPC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

NB: Please specify the categories of records held by the body which are available without a person having to request access by completing Form C, types of the records and how the records can be accessed. These are mostly records that maybe available on the website and a person may download or request telephonically or by sending an email or a letter.

Category of records	Types of the Record	Available on Website	Available upon request
No 61 of 1973	Companies Act		X
No 98 of 1978	Copyright Act		X
No 55 of 1998	Employment Equity Act		X
No 95 of 1967	Income Tax Act		X
No 66 of 1995	Labour Relations Act		X
No 89 of 1991	Value Added Tax Act		X
No 37 of 2002	Financial Advisory and Intermediary Services Act		X
No 75 of 1997	Basic Conditions of Employment Act		X
No 69 of 1984	Close Corporations Act		X
No 25 of 2002	Electronic Communications and Transactions Act		X
No 2 of 2000	Promotion of Access of Information Act		X
No 30 of 1996	Unemployment Insurance Act		X

6. DESCRIPTION OF THE RECORDS OF WAVES FOR CHANGE NPC WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Companies Act	No 61 of 1973
Copyright Act	No 98 of 1978
Employment Equity Act	No 55 of 1998
Income Tax Act	No 95 of 1967
Labour Relations Act	No 66 of 1995
Value Added Tax Act	No 89 of 1991
Financial Advisory and Intermediary Services Act	No 37 of 2002
Basic Conditions of Employment Act	No 75 of 1997
Close Corporations Act	No 69 of 1984
Electronic Communications and Transactions Act	No 25 of 2002
Promotion of Access of Information Act	No 2 of 2000
Unemployment Insurance Act	No 30 of 1996

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE WAVES FOR CHANGE NPC

Subject	Categories	Availability
<i>Corporate</i>	<i>Executive committee records</i>	<i>Request in terms of PAIA</i>

<i>Governance</i>	<i>Codes of Conduct</i>	
	<i>Legal Compliance</i>	
	<i>Policies and Procedures</i>	
<i>Finance</i>	<i>Accounting records</i>	<i>Request in terms of PAIA</i>
	<i>Annual financial statements</i>	
	<i>Banking records</i>	
	<i>General correspondence</i>	
	<i>Proposal and tender documents</i>	
	<i>Tax returns</i>	
	<i>SARS correspondence</i>	
<i>Human Resources</i>	<i>BEE statistics, certificates and audit reports</i>	<i>Request in terms of PAIA</i>
	<i>Leave records</i>	
	<i>Letters of employment</i>	
	<i>Payroll records</i>	
	<i>Personnel files and records</i>	
	<i>Policies and procedures</i>	
	<i>SETA records and correspondence</i>	
	<i>Staff attendance records</i>	
	<i>Training material</i>	
	<i>UIF records and returns</i>	
	<i>Union records and correspondence</i>	
<i>Information</i>	<i>Contracts and agreements</i>	<i>Request in terms of PAIA</i>

<i>Technology</i>	<i>Policies and procedures</i>	
	<i>Register of software and hardware</i>	
	<i>Warranties</i>	
<i>Organisation Information</i>	<i>Annual Reports</i>	<i>Available on website (visit https://www.waves-for-change.org/)</i>
	<i>Newsletter</i>	
	<i>Organisation Journal</i>	
	<i>Organisation Impact</i>	
<i>Operations</i>	<i>Asset registration records</i>	<i>Request in terms of PAIA</i>
	<i>Contracts and agreements</i>	
	<i>Health and safety records</i>	
	<i>Insurance records/correspondence</i>	
	<i>Service level agreements</i>	
	<i>Telephone and communication records</i>	

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

In terms of section 53, a request for access to a record of a private body must be made in the prescribed form to the private body concerned at its address, fax number or electronic mail address. The following information is required of the requester:

- sufficient information to enable to information officer to identify the requester;
- sufficient information to enable to information officer to identify the record(s) requested;
- the form of access required;
- the requestor's postal address or fax number;
- identification of the right sought to be exercised or protected;
- an explanation on why the record is required to exercise or protect that right;
- the manner in which the requestor wishes to be informed of the decision on the request,
- if in a manner in addition to written notification; and
- if the request is made on behalf of a person, the submission of proof of the capacity in which the requestor makes the request, to the satisfaction of the information officer.

It is important to note that the successful completion and submission of an access request form does not automatically allow the requester 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 Part 3 Chapter 4 of the Act.

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.

Please submit any requests for the access form to robyn@waves-for-change.org or @lee@waves-for-change.org

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

Categories of Data Subjects	Personal Information that may be processed
Adolescents	Name and surname, date of birth, age, gender, race, preferred home language, school, grade, presence of any medical conditions, presence of any medication for medical conditions, dietary requirements
Primary Caregivers	Name and surname, physical address, main contact number, secondary contact number, Whatsapp contact number, number of dependent, number of people living in the home, number of people in the home that are currently employed.
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	ID number, address, qualifications, gender and race, bank details, contact details

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

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
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

8.4 Planned transborder flows of personal information

8.4.1 None present at this point

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on <https://waves-for-change.org>, if any;

9.1.2 head office of the Waves for Change NPC 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.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

9.2.1 The completed Access Request form together with a copy of the requestor's identity document must be submitted either via conventional mail, e-mail or fax and must be addressed to the designated contact person as indicated above.

- A request fee, applicable to third parties submitting requests for access to records held by the private body on other persons in terms of Section 54(1), of R50.00 is payable upon submission and before the private body will further process the request received.
- A access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specifically excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54(8):
- The applicable access fees which will be payable are as follows:

Content and Process	In Rands
For every photocopy of an A4-size page or part thereof	1.10
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
A transcription of visual images, for an A4-size page or part thereof	40.00
For a copy of visual images	60.00
A transcription of an audio record, for an A4-size page or part thereof	20.00
For a copy of an audio record	30.00

9.3 Please note, any receipt of a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record for disclosure will take more than 6 (six) hours, a deposit is payable by the requester. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

10. UPDATING OF THE MANUAL

The head of Operations for Waves for Change NPC will on a regular basis, along with the Deputy Information Officer, update this manual.

Issued by

A handwritten signature in black ink, consisting of several vertical strokes on the left that curve into a horizontal line extending to the right.

Robyn Cohen

Chief information Officer