

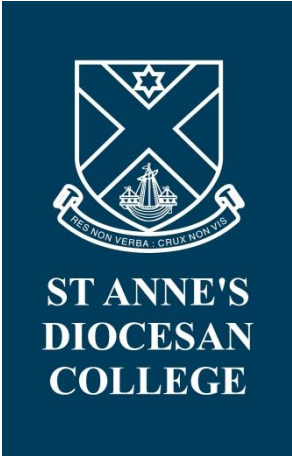
# Promotion of Access to Information Guide

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

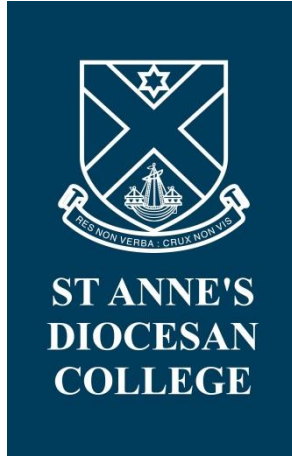
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## 1. Introduction

### Independent Senior Girls School

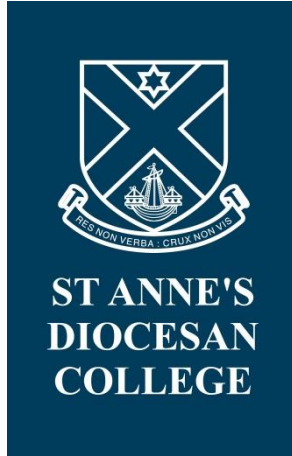
This Guide has been compiled in accordance with the requirements of the Promotion of Access to Information Act, Act No. 2 of 2000 ("the Act"). St Anne's Diocesan College is a private body as defined in the Act, and this Guide contains the information specified in section 51(1) of the Act, which is applicable to such a private body. This information is as follows:

- The contact details of the head of the private body;
- A description of the guide referred to in section 10 of the Act;
- The latest notice published by the Minister under section 52(2) of the Act;
- A description of the records of the private body which are available in terms of any legislation other than the Act;
- A description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record; and
- Other information as prescribed by regulation.

The Guide will be updated on a regular basis in accordance with the requirements of section 51(2) of the Act.

In this Guide, the following words bear the meaning set out below:

|                                 |  |
|---------------------------------|--|
| "BEE"                           | means black economic empowerment;  |
| "client"                        | means a natural or juristic person who or which receives services from St Anne's College;  |
| "employee"                      | means any person who works for or provides services to or on behalf of St Anne's College, and receives or is entitled to receive remuneration;                                   |
| "Guide"                         | means the guide published by the SAHRC in terms of section 10 of the Act;  |
| "requester"                     | means any person or entity requesting access to a record that is under the control of St Anne's College;   |
| "SAHRC"                         | means the South African Human Rights Commission;   |
| "the Act"                       | means the Promotion of Access to Information Act, Act No. 2 of 2000 (as amended);  |
| "the head of St Anne's College" | means the Chief Executive Officer of St Anne's College, or any person duly authorised by him or her to carry out the duties ascribed to the "head" of a private body by the Act; |
| "the Minister"                  | means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Constitutional Development.  |
| "PAIA"                          | Promotion of Access to Information Act No. 2 of 2000 (as amended)  |
| "POPIA"                         | Protection of Personal Information Act No.4 of 2013;   |
| "Regulator"                     | Information Regulator; and   |



## 2. Contact details

The Chief Information Officer is the head of St Anne's College for the purposes of the Act and is the person to whom requests for access to records should be addressed. Contact details are as follows:

**Physical address:**

50 Hilton Avenue  
Hilton

**Postal address:**

Private Bag 6002  
Hilton  
3245

### 2.1. Chief information Officer

Name: Debra Susan Matin  
Telephone: 0333436100  
Email: [dmartin@stannes.co.za](mailto:dmartin@stannes.co.za)

### 2.2. Deputy Information Officer

Name: Michael Esmund Acutt  
Telephone: 0333436100  
Email: [macutt@stanne.co.za](mailto:macutt@stanne.co.za)

### 2.3. Admin Officer

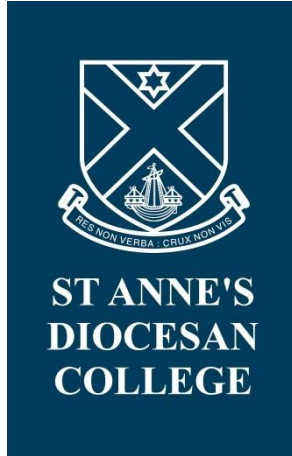
Name: Maryna Govender  
Telephone: 0333436100  
Email: [mgovender@stanne.co.za](mailto:mgovender@stanne.co.za)

## 3. Section 10 Guide on how to use the Act

The Regulator has, in terms of section 10(1) of the PAIA, 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. The Guide is available in each of the official languages and in braille.

The Guide may be obtained-

- On [www.stannes.co.za](http://www.stannes.co.za)
- Upon request to the Information Officer
- From the website of the Regulator ([www.justice.gov.za](http://www.justice.gov.za))
- For a fee, for a copy of the Guide shall be payable per each A4-size photocopy made.



#### 4. Records available in terms of any other legislation

Certain records held by St Anne's College are available in terms of legislation other than the Act. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- Basic Conditions of Employment Act, Act No. 75 of 1997
- Companies Act, Act No. 71 of 2008
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993
- Employment Equity Act, Act No. 55 of 1998
- Income Tax Act, Act No. 58 of 1962
- Labour Relations Act, Act No 66 of 1995
- Medical Schemes Act, Act No. 131 of 1998
- Occupational Health and Safety Act, Act No. 85 of 1993
- Pension Funds Act, Act No. 24 of 1956
- Skills Development Act, Act No. 97 of 1998
- Skills Development Levies Act, Act No. 9 of 1999
- Unemployment Insurance Act, Act No. 63 of 2001
- Unemployment Insurance Contributions Act, Act No. 4 of 2002
- Value Added Tax Act, Act No. 89 of 1991

#### 5. Description of the subjects on which St Anne's College holds records and the categories of records held on each subject

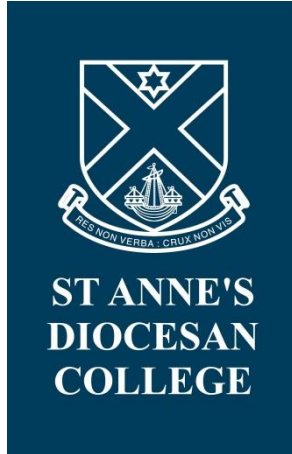
The following is a list of the subjects on which St Anne's College holds records and the categories into which these fall. The procedure in terms of which such records may be requested from St Anne's College is set out in Section 7 of this Guide. The records listed below will not in all instances be provided to a requester who requests them in terms of the Act. The requester has to show that he or she has the right in terms of the Act to be given access to the records in question.

| Categories of records | Description of records held  |
|-----------------------|--|
| <b>Administration</b> | <ul style="list-style-type: none"> <li>• Minutes of meetings of governors</li> <li>• Records relating to the incorporation of St Anne's College</li> <li>• Minutes of meetings of committees and sub-committees</li> </ul> |
| <b>Management</b>     | <ul style="list-style-type: none"> <li>• Minutes of meetings of Executive Committee</li> <li>• Internal correspondence</li> <li>• Resolutions of the governors of St Anne's College</li> </ul>                             |
| <b>Finance</b>        | <ul style="list-style-type: none"> <li>• Accounting records</li> <li>• Debtors' records</li> <li>• Creditors' records</li> <li>• Insurance records</li> <li>• Auditors' reports</li> </ul>                                 |



**ST ANNE'S  
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|                               |   |
|-------------------------------|---|
|                               | <ul style="list-style-type: none"> <li>• Interim and annual financial statements</li> <li>• Bank statements and other banking records for business and trust accounts</li> <li>• Invoices issued in respect of debtors and billing information</li> <li>• Records regarding St Anne's College's financial commitments</li> </ul>  |
| <b>Human Resources</b>        | <ul style="list-style-type: none"> <li>• List of employees</li> <li>• Statistics regarding employees</li> <li>• Employment contracts</li> <li>• Conditions of employment</li> <li>• Information relating to prospective employees</li> <li>• Personnel records including personal details, disciplinary records, performance and internal evaluation records</li> <li>• Employee tax information</li> <li>• Records of Unemployment Insurance Fund contributions</li> <li>• Records regarding group life assurance and disability income protection</li> <li>• Provident and Pension fund records</li> <li>• Payroll records</li> <li>• Health and safety records</li> <li>• Workplace skills plans</li> <li>• Codes of conduct</li> <li>• Disciplinary code and procedure</li> <li>• Grievance procedure</li> <li>• Appeal procedure</li> <li>• Remuneration policy</li> <li>• Internal policies and procedures regarding dismissals, performance appraisal, recruitment, selection, advertising of positions, appointments, retirement, promotions, leave, extended sick leave, study leave, salaries, overtime, bonuses, medical aid, health and safety, adoption leave and benefits, BEE procurement, loans, working parents, black economic empowerment, smoking, use of company resources including telephones, motor vehicles and computers, sexual harassment, HIV-Aids and <i>Pro Bono</i> policy.</li> <li>• Training schedules and material</li> <li>• Correspondence relating to personnel</li> </ul> |
| <b>Suppliers</b>              | <ul style="list-style-type: none"> <li>• Supplier lists and details of suppliers</li> <li>• Agreements with suppliers</li> </ul>  |
| <b>Information Technology</b> | <ul style="list-style-type: none"> <li>• Computer software</li> <li>• Support and maintenance agreements</li> <li>• Records regarding computer systems and programmes</li> </ul>  |
| <b>Property</b>               | <ul style="list-style-type: none"> <li>• Asset registers</li> <li>• Lease agreements in respect of immovable property</li> <li>• Records regarding insurance in respect of movable property</li> <li>• Records regarding insurance in respect of immovable property</li> </ul>  |
| <b>Miscellaneous</b>          | <ul style="list-style-type: none"> <li>• Internal correspondence</li> <li>• Firm publications</li> </ul>  |



## **6. Categories of records which are available without request**

No notices relating to St Anne's College have been published by the Minister in terms of section 52(2) of the Act. Certain records are available without needing to be requested in terms of the request procedures set out in the Act and detailed in Section 7 of this Guide. This information may be inspected, collected, purchased or copied (at the prescribed fee for reproduction) at the offices of St Anne's College. Certain information is also available on St Anne's website [www.stannes](http://www.stannes). The records include Marketing brochures

## **7. Request procedure in terms of the Act**

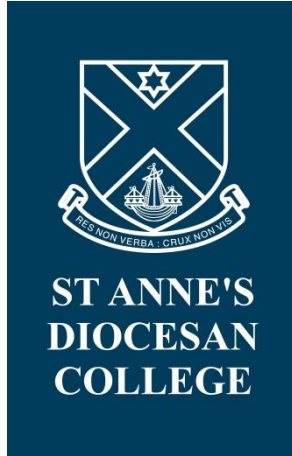
A request for access to records held by St Anne's College in terms of section 50 of the Act must be made on the form contained in the Regulations Regarding the Promotion of Access to Information (Form C). A copy of the form is attached as Annexure A to this Guide. The request must be made to St Anne's College at the address, telefax number or email address, specified in Section 2 above.

A requester must provide sufficient detail on the prescribed form to allow St Anne's College to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to St Anne's College. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

The requester must identify the right that he, she or it is seeking to exercise by accessing records held by St Anne's College and must explain why the particular record or records requested is or are required for the exercise or protection of that right.

St Anne's College may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of the Act which include: that access would result in the unreasonable disclosure of personal information about a third party, that it is necessary to protect the commercial information of a third party or of St Anne's College itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged information for the purpose of legal proceedings, and that it is necessary to protect the research information of a third party or St Anne's College itself. Access to documents may also be refused on the basis of professional privilege.

St Anne's College is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of St Anne's College's decision in another manner as well, this must be set out in the request and the relevant details included, to allow St Anne's College to inform the requester in the preferred manner.



St Anne's College will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30 day period is extended as provided for in the Act. St Anne's College will notify the requester if the 30 day period for processing a request is to be extended.

Where a request is refused, a requester may apply to the High Court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The Court will determine whether the records should be made available or not.

## 8. Fees payable

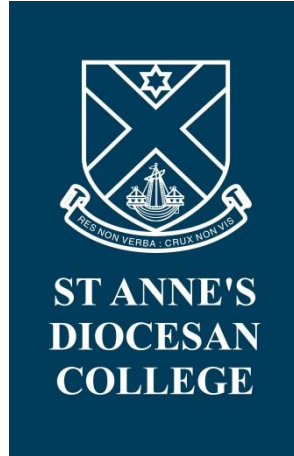
A requester has to pay a **request fee** of R50.00, other than where the requester is seeking access to a record containing personal information about him, her or itself. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on St Anne's College's behalf may notify the requester that he, she or it needs to pay the request fee before processing the request any further. A requester may apply to Court to be exempted from the requirement to pay the request fee.

Where a request for access to a record or records held by St Anne's College is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. St Anne's College is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

| Action taken   | Fee    |
|--|--------|
| Photocopy of an A4-size page or part thereof   | R1.10  |
| Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form | R0.75  |
| For a copy in a computer-readable form on -  |        |
| stiffy disc  | R7.50  |
| compact disc   | R70.00 |
| Transcription of visual images, for an A4-size page or part thereof  | R40.00 |
| Copy of visual images  | R60.00 |
| Transcription of an audio record, for an A4-size page or part thereof  | R20.00 |
| Copy of an audio record  | R30.00 |

In addition, if the search for and preparation of the record or records requested takes more than six hours, St Anne's College may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records.

If St Anne's College is of the opinion that the search for and the preparation of the records requested will require more than six hours, St Anne's College is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make an application to Court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

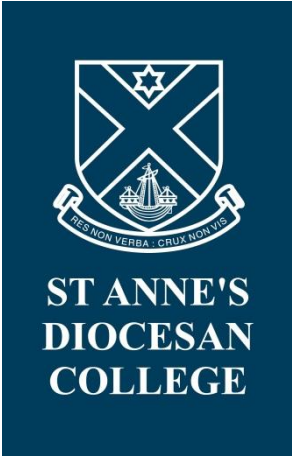


## **9. Other information as prescribed**

The Minister has not prescribed that any further information must be contained in this Guide.

## **10.Updating the Guide**

The Admin officer will on a regular basis update this guide. On approval from the Chief and Deputy Officers, make updated guide available.



**ANNEXURE A**

**FORM 2  
REQUEST FOR ACCESS TO RECORD**

[Regulation 7]

**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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Address)*

E-mail address: \_\_\_\_\_

Fax number: \_\_\_\_\_

**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 <i>(when made on behalf of another person)</i> |           |  |           |
| Postal Address   |           |  |           |
| Street Address   |           |  |           |
| E-mail Address   |           |  |           |
| Contact Numbers  | Tel. (B)  |  | Facsimile |
|  | Cellular: |  |           |
| Full names of person on whose behalf request is made <i>(if applicable):</i>     |           |  |           |
| Identity Number  |           |  |           |
| Postal Address   |           |  |           |
| Street Address   |           |  |           |



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|  |           |  |           |
|--|-----------|--|-----------|
| E-mail Address   |           |  |           |
| Contact Numbers  | Tel. (B)  |  | Facsimile |
|  | Cellular: |  |           |
| <b>PARTICULARS OF RECORD REQUESTED</b>   |           |  |           |
| <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  |           |  |           |
|  |           |  |           |
|  |           |  |           |
|  |           |  |           |
| <b>TYPE OF RECORD</b>  |           |  |           |
| <i>(Mark the applicable box with an "X")</i>   |           |  |           |
| Record is in written or printed form   |           |  |           |
| Record comprises virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )   |           |  |           |
| 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   |           |  |           |
| <b>FORM OF ACCESS</b>  |           |  |           |
| <i>(Mark the applicable box with an "X")</i>   |           |  |           |
| Printed copy of record ( <i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i> )   |           |  |           |
| Written or printed transcription of virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )  |           |  |           |
| Transcription of soundtrack ( <i>written or printed document</i> )   |           |  |           |
| Copy of record on flash drive ( <i>including virtual images and soundtracks</i> )  |           |  |           |
| Copy of record on compact disc drive ( <i>including virtual images and soundtracks</i> )   |           |  |           |
| Copy of record saved on cloud storage server   |           |  |           |
| <b>MANNER OF ACCESS</b>  |           |  |           |
| <i>(Mark the applicable box with an "X")</i>   |           |  |           |
| 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  |           |  |           |



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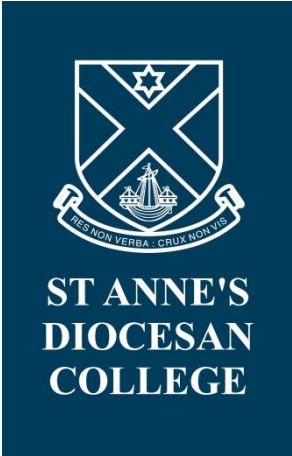
|  |  |
|--|--|
| Courier service to street address  |  |
| Facsimile of information in written or printed format <i>(including transcriptions)</i>  |  |
| E-mail of information <i>(including soundtracks if possible)</i>   |  |
| Cloud share/file transfer  |  |
| Preferred language<br><i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>   |  |
| <b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>   |  |
| <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:   |  |
| <b>FEEES</b>   |  |
| <i>a) A request fee must be paid before the request will be considered.<br/> b) You will be notified of the amount of the access fee to be paid.<br/> 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.<br/> d) If you qualify for exemption of the payment of any fee, please state the reason for exemption</i> |  |
| 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:

| Postal address | Facsimile | Electronic communication<br><i>(Please specify)</i> |
|----------------|-----------|---|
|                |           |   |

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
*Signature of Requester / person on whose behalf request is made*



**FOR OFFICIAL USE**

|   |  |
|---|--|
| <i>Reference number:</i>  |  |
| <i>Request received by: (State Rank, Name And Surname of Information Officer)</i> |  |
| <i>Date received:</i>   |  |
| <i>Access fees:</i>   |  |
| <i>Deposit (if any):</i>  |  |

\_\_\_\_\_  
***Signature of Information Officer***