

PALENG (PLACE OF STORIES)

Registration Number: 198-590 NPO

MANUAL

prepared in accordance with

Section 51 of

The Promotion of Access to Information Act 2/2000 (the "ACT")

This manual is published in terms of Section 51 of the Promotion to Access to Information Act, 2000 (Act No.2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right to access of information held by the State and to information held by another person or entity, where such information is required by someone to protect his/her rights. This manual serves to inform members of the public of the categories of information the practice holds. Access to the records and information is not automatic. Any person, who would like to request access to any of the above records or information, is required to complete a request form, which is attached to this Manual.

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1. INTRODUCTION

Paleng (Place of Stories) is a charitable organisation which is registered in South Africa and operates in Southern Africa.

Registration number: 198-590 NPO; Tax number: 9750300189; PBO number: 930073423

2. ORGANISATION CONTACT DETAILS

Board Members: Nadia Pandit (Chairperson), Sallyanne Lazanas (Vice-chairperson), Megan Hart (Secretary), Lydia Ovenden (Treasurer), Lineo Nkabane-Sekopo, Katy Alexander

Director & Information Officer: Marion Drew

Address: 50 Kingston Avenue, Auckland Park, Johannesburg 2092

Telephone: 076 740 2374

Email: info@palengplaceofstories.org

Website: www.palengplaceofstories.org

3. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available –

- On request from the Information Officer
- Organisation website: www.palengplaceofstories.org.

This Manual will be updated from time to time, as and when required.

4. THE ACT AND SECTION 10 GUIDE

4.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

4.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

4.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag X2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

Email: section51.paia@sahrc.org.za

5. APPLICABLE LEGISLATION

Paleng (Place of Stories) is governed by, but not limited to, the following legislation:

| <u>No</u> | <u>Ref</u> | <u>Act</u> |
|-----------|----------------|---|
| 1 | No 71 of 2008 | Companies Act |
| 2 | No 3 of 2008 | Income Tax Act |
| 3 | No 28 of 2011 | Tax Administration Act |
| 4 | No 25 of 2002 | Electronic Communications and Transactions Act |
| 5 | No 107 of 1978 | Fundraising Act |
| 6 | No 71 of 1997 | Non Profit Organisations Act |
| 7 | No 2 of 2000 | Promotion of Access to Information Act |
| 8 | No 4 of 2013 | Protection of Personal Information Act |
| 9 | No 52 of 2002 | Promotion of Equality and Prevention of Unfair Discrimination Amendment Act |
| 10 | No 108 of 1996 | Constitution of the Republic of South Africa Act |

6. SCHEDULE OF RECORDS MAINTAINED

FOUNDATION DOCUMENTS AND RECORDS

Copies of documents of foundation and registration
Minutes of Board Meetings

FINANCIAL DOCUMENTS AND RECORDS

Tax records
Statements
Bank account records
Annual Financial Statements
Financial documents

OPERATIONAL DOCUMENTS AND RECORDS

Funding agreements
Correspondence with funders and beneficiaries

PERSONEL RECORDS

Paleng (Place of Stories) does not employ any staff

INFORMATION TECHNOLOGY RECORDS

Online banking

7. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for Paleng (Place of Stories) to refuse a request for information relate to, but are not limited to, the:

Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of the natural person.

Mandatory protection of the commercial information of a third party, if the record contains trade secrets, or any information the disclosure of which could harm the financial interests of that third party.

Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.

Mandatory protection of the safety of individuals and the protection of property.

Mandatory protection of records which would be regarded as privileged in legal proceedings.

Requests for information that are clearly frivolous or vexatious or which involve an unreasonable diversion of resources, shall be refused.

Protections outlined in accordance with the Act.

8. REQUEST PROCEDURE

To facilitate the processing of your request, kindly:

Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Address your request to the Information Officer of Paleng (Place of Stories).

Provide sufficient details to enable Paleng (Place of Stories) to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

Procedure when making a PAIA request, kindly:

A requester must be granted access to the records requested if he/she has complied with the following procedural requirements:

- The PAIA request must be made on the correct form (Form C for private bodies), addressed to the information officer, or to the head of the private body:
- The PAIA request form must be hand-delivered, posted or e-mailed to info@palengplaceofstories.org
- The records requested are not subject to the refusal grounds provided for under the Act.

9. PRESCRIBED FEES

The following applies to requests (other than personal requests):

A requestor is required to pay the prescribed fees (R50.00) before a request will be processed. It is important to note that requestors who are requesting access to their personal

information are exempt from paying the request fee; however, they are still required to pay access fees. Requestors who earn less than R14 712 per year (if single) and R27 192 per year (if married or in a life partnership), do not have to pay access fees;

If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

Records may be withheld until the fees have been paid.

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

Signed by: Marion Drew

M E Drew

Signature

Date: 20 June 2021

Capacity: Information Officer