



Somerset College

Registration Number of Company:

1996/010718/08

NAME OF COMPANY: SOMERSET COLLEGE

EDUCATIONAL INSTITUTION

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act (PAIA)

2/2000

(the "ACT")

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1. INTRODUCTION

SOMERSET COLLEGE, NPC – an independent school that provides education to Gr 000 to Gr 12 students.

2. COMPANY CONTACT DETAILS

Directors: A list of Directors may be obtained from the Information Officer, Heine Matthee at h.matthee@somcol.co.za

CEO: Mr Graham Sayer

Postal Address: P.O. Box 2440, SOMERSET WEST, 7129

Street Address: Bredell Road, SOMERSET WEST, 7129

Telephone Number: 021 842 8000

Fax Number: 021 842 8000

Email: g.sayer@somcol.co.za

3. THE ACT

- 3.1** 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.
- 3.2** 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.
- 3.3** 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 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 68 of 2008	Consumer Protection Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 85 of 1993	Occupational Health and Safety Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access to Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 27 of 1996	National Education Policy Act
14	No 97 of 1998	Skills Development Act
15	No 108 of 1996	South African Schools Act
16	No 33 of 1997	Abolition of Corporal Punishment Act
17	No 39 of 2008	Education Laws Act
18	No 108 of 1996	Constitution of SA
19	No 76 of 1998	Employment of Educators Act
20	No 31 of 2007	South African Council of Educators Act
21	No 58 of 1995	South African Qualifications Authority Act
22	No 67 of 2008	National Qualifications Framework Act
23	No 23 of 1957	Sexual Offences Act
24	No 38 of 2005	Children's Act
25	No 4 of 2013	POPI Act

5. SCHEDULE OF RECORDS

Records	Subject	Availability
Public Affairs	Public Services Information	Freely available on website
	Public Corporate Records	Available on request
	Media Releases	Freely available on website
Financial	Financial Statements	Available to view by appointment by parents
	Financial and Tax Records	Request ito PAIA
	Management Accounts	Not available
Marketing	Marketing Information	Limited information available on website
	Brochures and Promotional Material	Available on request

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form (see Annexure A, Form C), available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

6.2 Address your request to the Information Officer.

6.3 Provide sufficient details to enable the COMPANY 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.

7. PRESCRIBED FEES

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

- 7.1** A requester is required to pay the prescribed fees before a request will be processed;
- 7.2** 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);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.
- 7.5** The fee structure is indicated on Annexure B and is also available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | 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. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (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.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
	copy of record*		inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images	copy of the images"	transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information derived from the record"
			copy in computer readable form* (stiffy or compact disc)
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... on thisday of20.....

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

Physical Address
 33 Hoofd Street
 Braampark Forum 3
 Braamfontein 2198

Tel: (011) 877 3600



**NOTICE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION
 2 OF 2000 RE: FEES ASSOCIATED WITH PAIA REQUESTS ARE
 DETERMINED BY THE REGULATIONS ONLY AND NOT THROUGH OTHER
 APPLICABLE LAWS OR POLICIES**

This Notice serves to state that the South African Human Rights Commission (the Commission) hereby confirms that the costs associated with all requests made under the Promotion of Access to Information Act 2 of 2000 (PAIA) are determined by the Regulations relating to PAIA only, and not by any other laws or regulations. Therefore, any demands made by a public or private body for the payment of additional fees with respect to PAIA requests are invalid.

The Commission is an independent public body currently mandated under PAIA to monitor the implementation of the Act. In accordance with its responsibilities to ensure compliance with PAIA, the Commission issues this notice to bring clarity to all interested parties that it is the Minister of Justice and Constitutional Development who has the power to make decisions regarding fees associated with PAIA requests. The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors.

1. The Promotion of Access to Information Act (PAIA) gives effect to the Constitutional right to access of information, as provided for under section 32 of the Constitution. Although responding to requests and reproducing records in an accurate and orderly manner takes time and resources, section 9 of the Act specifically calls for the establishment of mandatory mechanisms and procedures to ensure that access to records of both public and private bodies is "as swiftly and effortlessly as reasonably possible." [emphasis added].

Furthermore, section 92 of the Act grants the Minister of Justice and Constitutional Development the power to make regulations pertaining to fees associated with requests made to both public and private bodies.

2. Regulations to PAIA

In February 2002, the Minister of Justice and Constitutional Development published a schedule of fees for PAIA requests in the Gazette, which provided for the following:

Fees for Requesting Records

Requesters are required to pay a fee for requesting access to records from both public and private bodies. The fee for requesting records from a public body is R3.50 while the fee for requesting records from a private body is R50.

It is important to note that people who are requesting access to their personal information are exempt from paying a fee.

Furthermore, people who earn less than R14 712 per annum (if single) or R27 192 per annum (if married

or have a life partner) are also exempt from paying the fee.

Fees for Accessing Records

Requesters are also required to pay fees for accessing the records of public and private bodies, which include fees associated with the search for, preparation of, and reproduction of documents. The breakdown of fees for requests to both public and private bodies are as follows:

Public Bodies:

- Copy per A4 page - 60 cents
- Printing per A4 page - 40 cents
- Copy on a CD - R40
- Transcription of visual images per A4 page - R22
- Copy of a visual image - R60
- Transcription of an audio recording per A4 page – R12
- Copy of an audio recording - R17
- Search and preparation of the record for disclosure - R15 per hour or part thereof, excluding the first hour. reasonably required for the search and preparation
- Actual postage fee

Private Bodies:

- Copy per A4 page - R.1.10
- Printing per A4 page - 75 cents
- Copy on a CD - R70
- Transcription of visual images per A4 page -R40
- Copy of a visual image - R60
- Transcription of an audio recording per A4 page -R20
- Copy of an audio recording - R30
- Search and preparation of the record for disclosure - R30 per hour or part thereof. excluding the first hour, reasonably required for the search and preparation
- Actual postage fee

3. Registered VAT Vendors

The Commission further confirms that Value-Added Tax (VAT) is only payable by institutions who have registered as VAT vendors as required under section 23 of the Value Added Tax Act of 1991.