



10 Marais Road, Sea Point, 8005

PAIA MANUAL

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

DATE OF COMPILATION: DECEMBER 2021

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|--|
| 1.1 | “President” | President of the Congregation. |
| 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 GREEN AND SEA POINT HEBREW CONGREGATION

3.1. Chief Information Officer

Name: Eric Berger
Tel: 021 461 6310
Email: exec@uoscape.co.za

3.3 Access to information general contacts

Email: info@maraisroadshul.com

3.4 National or Head Office

Postal Address: 10 Marais Road Sea Point 8005

Physical Address: 10 Marais Road Sea Point 8005

Telephone: 021 4397543

Email: info@maraisroadshul.com

Website: www.maraisroadshul.com

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
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11¹; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50²;
- 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-
 - 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;

² 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.

- 4.3.7. the provisions of sections 14³ and 51⁴ 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 15⁵ and 52⁶ 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 22⁷ and 54⁸ regarding fees to be paid in relation to requests for access; and
 - 4.3.10. the regulations made in terms of section 92⁹.
- 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/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 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.

⁶ 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

⁸ 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.

⁹ 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.”

5. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (if any):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962

7. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE GREEN AND SEA POINT HEBREW CONGREGATION

7.1 COMPANIES ACT RECORDS

- Constitution
- Minutes of Board of Executive committee
- Records relating to the appointment of committee members

7.2 FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Electronic banking records
- Asset Register
- Rental Agreements
- Invoices
- Membership records

7.3 INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT
 - UIF
 - Workmen’s Compensation

7.4 PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Medical Aid records
- Provident Fund records
- Disciplinary records
- Salary records
- Leave records.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

We collect and process the personal information in order to offer pastoral care and assistance. The information collected is used to maintain Synagogue operational structures. It is used for *ad-hoc* fundraisers and for reporting and management decision making. In order to facilitate and communicate upcoming events and festivals as well as lifecycle events

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 |
|-----------------------------|---|
| Congregants | name, address, registration numbers or identity numbers, employment status and bank details |

| Categories of Data Subjects | Personal Information that may be processed |
|------------------------------------|--|
| Service Providers | names, registration number, vat numbers, address, trade secrets and bank details |
| Employees | Address, qualifications, gender and race |
| Tenants | names, registration number, vat numbers, address, trade secrets and bank 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 |
|--|--|
| Members personal information | Union of Orthodox Synagogues |
| Identity number and names, for criminal checks | South African Police Services |
| Members, staff and guest personal details | Community Security Organisation |
| Members personal details | Vanilla Internet services |
| Members personal details | Rakefet online |

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

- All computers and Laptops have password protection.
- The main filing cabinets are locked as well as the offices are locked and secured once the staff leave for the day.
- The Green and Sea Point Hebrew Congregation has a secure network with Password protection on the network. There are backup protocols in place.
- Only certain staff members have access to limited personal information. The Exco is aware of this and sanctions it.
- Rakefet is our general database system and is passworded protected and has backup.
- Use of an IT service provider to secure the network. Anti-virus software is installed.

Please see POPIA manual which is available on our website

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

9.1.1 on www.maraisroadshul.com;;

9.1.2 head office of The Green and Sea Point Hebrew Congregation 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.

10. UPDATING OF THE MANUAL

The head of The Green and Sea Point Hebrew Congregation will on a regular basis update this manual.

Issued by

Eric Berger

Executive Director UOS Cape Counsel