



PROMOTION OF ACCESS TO INFORMATION “PAIA” MANUAL

As approved by the Board of Trustees 29 November 2021



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1. INTRODUCTION

- 1.1. "DGMT" refers to the DG Murray Trust, a trust registered in the Republic of South Africa, under Master's Reference No. IT141/1979.
- 1.2. This manual has been compiled in accordance with the Promotion of Access to Information Act, 2000 ("PAIA").
- 1.3. The latest copy of this manual is available on the DGMT website (www.dgmt.co.za). This manual will be updated as required or when the relevant legislation changes.

2. CONTACT DETAILS

Street Address:	1 Wodin Road, Claremont, Cape Town
Postal Address	1 Wodin Road, Claremont, Cape Town
Telephone:	+27 (021) 670 9840
E-mail:	privacy@dgmt.co.za
Website:	www.dgmt.co.za
Information Officer:	Sandra Ngwena

3. THE GUIDE ON HOW TO USE PAIA

A guide has been compiled by the South African Human Rights Commission ("SAHRC") containing such information as may be required by a person who wishes to exercise any right contemplated in PAIA. This guide has been made available in each official language in the *Government Gazette* and is available for inspection by the public at the offices of the SAHRC (Private Bag 2700, Houghton, 2041 or telephone number +27 11 877 3803 or fax number +27 (011) 403 0668) or on the SAHRC website (www.sahrc.org.za).

4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are kept in accordance with all legislation applicable to DGMT including, amongst others, the following legislation, as amended from time to time:

- 3.1. the Income Tax Act, 1962;

- 3.2. the Electronic Communications and Transactions Act, 2002;
- 3.3. the Value-Added Tax Act, 1991;
- 3.4. the Basic Conditions of Employment Act, 1997;
- 3.5. the Labour Relations Act, 1995;
- 3.6. the Occupational Health and Safety Act, 1993;
- 3.7. the Unemployment Insurance Act; and
- 3.8. the Consumer Protection Act, 2008.

5. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

No notice of such records has been submitted to the Minister responsible for the administration of justice in South Africa.

6. HOW TO REQUEST A RECORD, A DESCRIPTION OF THE SUBJECTS ON WHICH RECORDS ARE HELD BY DGMT AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED

6.1. How to Request a Record

6.1.1. In order to request a record:

- 6.1.1.1. use the prescribed form available at www.sahrc.org.za;
- 6.1.1.2. address the request to the Information Officer whose details appear in paragraph 2 above;
- 6.1.1.3. provide sufficient detail on the request form to enable the Information Officer to identify the record and the identity of the requester;
- 6.1.1.4. indicate which form of access is required and supply the necessary particulars to be so informed; and
- 6.1.1.5. identify the right that you are seeking to exercise or protect and explain why the requested record is required for the exercise or protection of that right.

6.1.2. If a request is made on behalf of a person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

6.2. Subject and Categories of Records held by DGMT (note: recording a category or subject matter in this manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of applicable laws):

6.2.1. Operational Information – information required in the day-to-day running of DGMT and is generally of little use to persons outside the corporation e.g., internal telephone lists, address lists, policies, directives, and general “housekeeping” information;

6.2.2. Beneficiary/Project Participant Records – information relating to beneficiaries/project participants that DGMT works with;

6.2.3. Funder Records – information relating to funders that provide funding to DGMT;

6.2.4. Personnel Records – information relating to any person who works for, or provides services to or on behalf of DGMT, and receives or is entitled to receive remuneration therefor and any other person who assists in carrying out or conducting DGMT's business e.g., conditions of employment and other personnel-related contractual and quasi-legal records, correspondence relating to personnel, etc.;

6.2.5. Financial Records – financial statements, financial and tax records, asset register, management accounts; and

6.2.6. Marketing – market information, public customer information, field records, performance records, marketing strategies, client database.

7. **PRESCRIBED FEES**

The prescribed fees below were published by the Minister of Justice and Constitutional Development in the Government Gazette:

Access Fees for Reproduction	
Each photocopy of A4 sized part or a part thereof	R1.10
Each photocopy of A4 sized page or part thereof held on a computer or in	R0.75



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electronic or machine readable form	
Copy of a computer readable memory stick	R7.50
Copy of a computer readable compact disc	R70.00
Transcript copy of visual images of an A4 sized page or part thereof	R40.00
Copy of visual images	R60.00
Transcription of an audio record on an A4 sized page or part thereof	R20.00
Copy of the audio record	R30.00
Times reasonably spent to locate a record and preparation for the disclosure or part thereof	R30.00 per hour
Request Fees	
Access to a record containing personal information of the requestor	Free
Any other access to a record made by a requestor	R50.00
Postal Fees	
Postage of a record to the Requestor	Actual postal fee paid

All payments shall be made in the form of electronic funds transfer to the DGMT bank account, the details of which are as follows:

Bank: First National Bank

Account Number: 62481 961 780

Account Holder: The DG Murray Trust

Branch Code: 204209

Reference: PAIA [Name] [Surname]