

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT NO.2 OF 2000 FOR**

**Ambleside Primary School of Kensington** is an independent, co-educational Christian school situated in (Johannesburg). The school is in the process of being registered with the Gauteng Education Department and is also registered as a PTy. The school educates children following the Ambleside curriculum from Grades Pre-K to Grade 7.

Name of Document	PAIA Manual
Effective Date	1 January 2022
Review Date	
Implementation Responsibility	Information Officer: Eileen Yen Principal: Yolanda Allen

**1. SECTION 51(1)(A)**

Name: Ambleside Primary School of Kensington

Postal Address: 78 Langermann Drive, Kensington  
Johannesburg  
2094

Tel No: 072 517 3477

School Principal: Yolanda Allen  
principal@amblesidekensington.co.za

Information Officer: Eileen Yen  
Info@amblesidekensington.co.za

Website: <http://www.amblesidekensington.co.za>

**2. SECTION 51(1)(B)**

The South African Human Rights Commission (SAHRC) has published the guide on how to use PAIA as prescribed in Section 10 of PAIA. The guide is available at the offices of the SAHRC. Please direct any queries to:-

The South African Human Rights Commission:  
PAIA Unit Research and Documentation Department  
Postal Address: Private Bag 2700  
Houghton 2041  
Physical Address: 33 Hoofd Street  
Braampark Forum 3 Braamfontein  
2198

Telephone: +27 011 877 3694/3805

Website: <http://www.sahrc.org.za>

Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Tel: 086 012 0120

### 3. INTRODUCTION

Promotion of Access to Information Act No. 2 of 2000 (PAIA), which came into effect on 9 March 2001, gives effect to the constitutional right of access to any information held by the state and any information held by any other person, provided that such information is required for the exercise or protection of any rights.

The right of access to information and specifically PAIA serves a dual purpose, namely, to:-

- create and maintain a culture of transparency and accountability within public and private bodies; and
- actively promote a society in which the people of South Africa have proper access to information thereby enabling them to exercise and protect all of their rights more fully.

The right of access to information will be determined in conjunction with the Protection of Personal Information Act 4 Of 2013, (referred to in this document as POPIA) which came into effect on 1 July 2020.

As per section 18 of POPIA, The (SCHOOL) processes varying types of personal information that is dependent upon the type of relationship entered into between the School and the stakeholder concerned, which includes but is not exclusive to: names of natural and/or juristic persons, images of natural and/or juristic persons, identity numbers, company registration numbers, staff numbers, work permit details, dates of birth, nationality, passport numbers, citizenship details, driver's license details, gender, details regarding disabilities, marital status, number of dependants, criminal convictions, contact details, age, etc.

### 4. SECTION 51(1)(C)

Records are kept in accordance with such other legislation as is applicable to (SCHOOL), which includes but is not limited to, the following legislation:

The South African Schools Act of 1996

Basic Conditions of Employment Act No. 75 of 1997

Compensation of Occupational Injuries & Diseases Act No. 130 of 1993

Employment Equity Act No. 55 of 1998

Income Tax Act No. 58 of 1962

Labour Relations Act No. 66 of 1995

Occupational Health and Safety Act No. 85 of 1993

Promotion of Access to Information Act No. 2 of 2000

Skills Development Levies Act No. 9 of 1999

Unemployment Insurance Act No. 30 of 1966

Pensions Fund Act No. 24 of 1956

### 5. ACCESS TO RECORDS HELD BY SCHOOL

#### 5.1 Automatic Disclosure

The (SCHOOL) website has a variety of records, reports, policies and documents automatically available (i.e. records that can be obtained without the need to follow the PAIA request process). These include the following:

- a) School Constitution
- b) School Prospectus documents
- c) School Handbooks;
- d) Code of conduct;
- e) School fee structure;
- f) Admission policy and procedure;
- g) Marketing material;
- h) Information of SCHOOL programme and offering;
- m) Any other literature intended for public viewing which may be published.

#### 5.2 Records that typically may be requested via the PAIA procedure

##### 5.2.1 School Board

- a. Agendas
- b. Minutes of meetings
- c. List of members

#### **5.2.2. School Personnel**

- a. Staff Recruitment Policies
- b. Staff Records and attendance register
- c. Minutes – Staff Meetings
- d. Employment Contracts
- e. Remuneration Records
- f. Employment Conditions and Policies
- g. Employee manual
- h. Records of Disciplinary Hearings
- i. Safety Manual

#### **5.2.3 Learner Records**

- a. Policies for learners
- b. Academic records
- c. Completed application forms
- d. Learner profiles and statistics
- e. Learner files

#### **5.2.4 Administrative and Academic Matters**

- a. Academic / School Policies
- b. Examination papers, scripts and statistics
- c. Internal procedures and guidelines

#### **5.2.5 Financial records**

- a. Financial Statements
- b. Invoices
- c. Credit notes
- d. Receipts
- e. Goods received vouchers
- f. Asset Register
- g. Stock Records
- h. Income Tax Reports and Summaries
- i. PAYE & SDL Reports and Summaries
- j. UIF Reports and Summaries
- k. Compensation Commissioner Report and Summaries
- l. Regional Services Council Reports
- m. General Trading Licenses
- n. Insurance Policies and claims

#### **5.2.5 Other Records**

Any other record such as property, assets, correspondence, operational, contractual, financial, accounting, compliance, research, scientific and technical records.

## **6. REQUEST PROCEDURE**

### **Form of Request**

The applicant must use the prescribed FORM A. to make the request for access to a record. This must be made to the School Principal. This request must be made directly to the School via

**physical address:** 78 Langermann Drive, Kensington  
2094, Johannesburg

**electronic mail:** Information Officer: [info@amblesidekensington.co.za](mailto:info@amblesidekensington.co.za)  
Principal email address: [principal@amblesidekensington.co.za](mailto:principal@amblesidekensington.co.za)

The applicant must provide sufficient detail on the request form to enable the Principal to identify the record and the applicant. The applicant should also indicate which form of access is required and specify a postal address or email address where the request is to be submitted. The applicant must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

If a request is made on behalf of another person, the applicant must submit proof of the capacity in which the applicant is making the request to the satisfaction of the head of the private body.

Note that all requests for personal information will be assessed by the School and the School may refuse to disclose all or part of the personal information of the applicant, held by the School.

## **7. GROUND FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION**

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- a. the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- b. the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- c. if disclosure would result in the breach of a duty of confidence owed to a third party;
- d. if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- e. if the record was produced during legal proceedings, unless that legal privilege has been waived;
- f. if the record contains trade secrets, financial or sensitive information or any information that would put SCHOOL at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- g. if the record contains information about research being carried out or about to be carried out on behalf of a third party or by SCHOOL.

Section 70 PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

## **8. PAIA MANUAL**

### **Availability of Manual:**

The manual is available on the AMBLESIDE KENSINGTON website ([www.amblesidekensington.co.za](http://www.amblesidekensington.co.za))

### **Form for Application of Information:**

Request for access to records of a private body: the application form attached to this policy, may be downloaded from the (AMBLESIDE KENSINGTON) website ([www.amblesidekensington.co.za](http://www.amblesidekensington.co.za)).

### **Fees:**

The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za). The fee for a copy of the guide as contemplated in regulations 2 (3) (b) and 3 (4) (c) is R0,60 for every photocopy of an A4-size page or part thereof.

**FORM A**

**REQUEST FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS  
TO  
INFORMATION ACT NO.2 (IT129/2005E)**



<b>APPLICANT'S DETAILS</b>						
Name:						
Organisation / Company Making the request						
Tel (w):		Tel (h)			Tel (cell)	
Postal Address:						
Physical Address:						
E-mail Address:						
<b>INFORMATION REQUESTED</b>						
Details of the information requested:						
In Which form of access is required?	Electronic/ E-mail:		Printed copy to postal address:		Faxed copy:	
For what purpose is this information required? (Please provide full details)						
Is this request being made on behalf of another party?				YES		NO
If "YES", please submit proof of the capacity in which you are making the request.						
Date(s) and time(s) required (period usage to be stated):						
<b>DECLARATION:</b>						
<ol style="list-style-type: none"> <li>1. I confirm that all the particulars that I may furnish or that have been furnished on this form shall, to the best of my knowledge and belief, be full, true and accurate.</li> <li>2. I undertake to advise the School in writing of any changes to the details included herein.</li> <li>3. I, do hereby declare that I have read, understood and agree to abide by the SCHOOL PAIA manual, "MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO2 OF 2000". I undertake to abide by the regulations and rules laid down in this manual.</li> <li>4. I undertake to pay the fees for the requested information, as laid down in the above-mentioned manual.</li> </ol>						
Signed (applicant): Date:						
APPROVAL: Signed (on behalf of SCHOOL)						
Date:				Fee:		