



KWAZULU-NATAL PROVINCE

**OFFICE OF THE PREMIER
REPUBLIC OF SOUTH AFRICA**

PAIA MANUAL

**FOR
THE OFFICE OF THE PREMIER, KWAZULU-NATAL
AS PRESCRIBED IN TERMS OF SECTION 14 OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000
(ACT NO. 2 OF 2000); INCORPORATING THE PROTECTION OF
PERSONAL INFORMATION ACT, 2013 (ACT 4 OF 2013)
REQUIREMENTS**

2022 to 2023

Authorised by the Office of the Premier, KwaZulu-Natal

(NB: This manual will be translated into isiZulu. A discretion has been exercised in terms of regulation 4(2) to have the manual published in the two official languages on its website www.kznonline.gov.za)

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FOREWORD BY THE DIRECTOR-GENERAL

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), hereinafter referred to as the Act, promotes a culture of transparency and accountability. The objective of this manual is to facilitate access to information held by the Office of the Premier. This manual explains the structure and operations of the Office of the Premier and provides information on the records it holds. The purpose is to assist the public to understand our operations. It is important for every citizen to know how to obtain information from any government body. Facilitation of access to information cultivates transparency, accountability and openness which enables citizens to exercise their rights.

This PAIA manual does not replace the Act and must be read with its Regulations. Sections 34 to 46 of the Act stipulate the grounds for refusing access to information. In considering whether to provide access to information, the Office of the Premier must consider grounds for refusing access to information as set out in the Act. The Office of the Premier recognizes that these grounds for refusal of access to records limit the overall promotion of good governance but balances the right of access to information with other rights as contained in the Bill of Rights.

The Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA) commenced on 1 July 2020. All bodies were required to be compliant by 1 July 2021, in keeping with the requirements of POPIA this manual addresses the requirements of personal information, the purpose of processing, the categories of data subjects and their personal Information; the actual or planned trans-border flow of personal information and further provides a general description of information security measures. Any application of access to information must take into consideration whether or not personal information is being compromised and must ensure disclosure of information does not infringe on a persons' right to privacy.

All citizens in KwaZulu-Nata are encouraged to make use of this opportunity provided by the Act to access information so as to understand governments' processes and procedure.



DR NONHLANHLA O. MKHIZE
DIRECTOR-GENERAL

MANUAL

IN TERMS OF THE

PROMOTION OF ACCESS TO INFORMATION ACT, 2000

Introduction

1. (1) The Office of the Premier, KwaZulu-Natal is committed to compliance with the Constitution and legislation which validates Batho Pele principles.

(2) The Promotion of Access to Information Act, 2000 (the “Act”) gives third parties the right to approach public (government) and private bodies to request information held by them, which is required in the exercise and/or protection of any rights.

(3) On request, the public or private body is obliged to release such information unless the Act expressly states that the records containing such information may or must not be released. This manual informs requestors of procedural and other requirements which a request must meet as prescribed by the Act.

(4) This Manual is published by the Office of the Premier, KwaZulu-Natal, in terms of section 14 of the Promotion of Access to Information Act. The Act gives effect to the provisions of section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise or protection of any right. The provision of any information in this Manual, in addition to that specifically required in terms of section 14 of the Act, does not create any contractual right or entitlement to receive such information, other than as specified in the Act.

(3) The Manual is compiled in accordance with section 14 of the Act as amended by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA). POPIA promotes the protection of personal information processed by both public and private bodies and includes certain conditions which establish minimum requirements for the processing of personal information.

(4) This PAIA Manual therefore contains information related to the submission of objections to the processing of personal information and requests to delete or destroy personal information or records as required in terms of POPIA.

Availability of the Manual

2. This Manual will be updated as required. The latest copy of this manual is available on the website of www.kznonline.gov.za. Alternatively, this manual may be requested from the Information Officer.

Definitions

3. (1) Any word or expression to which a meaning has been assigned in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), must, unless clearly inappropriate, bear that meaning, and, unless the context indicates otherwise –

“**information officer**” means the Director-General in his or her capacity as the Head of the Office of the Premier;

“**Manual**” means this Manual compiled in terms of section 14 of the Act;

“**Office of the Premier**” means the Office of the Premier in the Province of KwaZulu-Natal;

“**personal requester**” means a requester seeking access to a record containing personal information about the requester;

“**personnel**” means any person who works for, or provides services to, or on behalf of, the Office of the Premier and receives or is entitled to receive any remuneration, including all permanent, temporary and part-time staff as well as contract workers;

“**Premier**” means the Premier of the Province of KwaZulu-Natal;

“**record**” means any recorded information, regardless of form or medium, which is in the possession or under the control of the Office of the Premier, irrespective of whether it was created by the Office of the Premier or not;

“**relevant authority**” means the person designated in writing by the Premier;

“**request**” means a request for access to a record of the Office of the Premier;

“**requester**” means any person (other than certain public bodies or an official thereof) making a request for access to a record of the Office of the Premier and includes any person acting on behalf of that person or requester;

“**SAHRC**” means the South African Human Rights Commission; and

“**the Act**” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

(2) Unless a contrary intention clearly appears, words signifying –

- (a) the singular includes the plural and *vice versa*;
- (b) any one gender includes the other gender and *vice versa*; and
- (b) natural persons include juristic persons.

Background to Office of the Premier

4.(1) The Office of the Premier is a “public body” as defined in the Act.

(2) The Office of the Premier supports the constitutional right of access to information and is committed to providing any requester access to its records in accordance with the provisions of the Act.

Particulars in terms of section 14 of the Act

5. The functions and the structure of the Office of the Premier in terms of section 14(1)(a):

(a) The functions

The functions of the Office of the Premier are –

- (a) to integrate, coordinate and facilitate transversal policies, programs, strategies, plans and systems;
- (b) monitoring and evaluation of transversal programs;
- (c) macroplanning and policy development;
- (d) provision of strategic leadership and direction for Provincial Government;

- (e) overseeing the development and implementation of legislation; and
- (f) promotion of Intergovernmental relations and good governance.

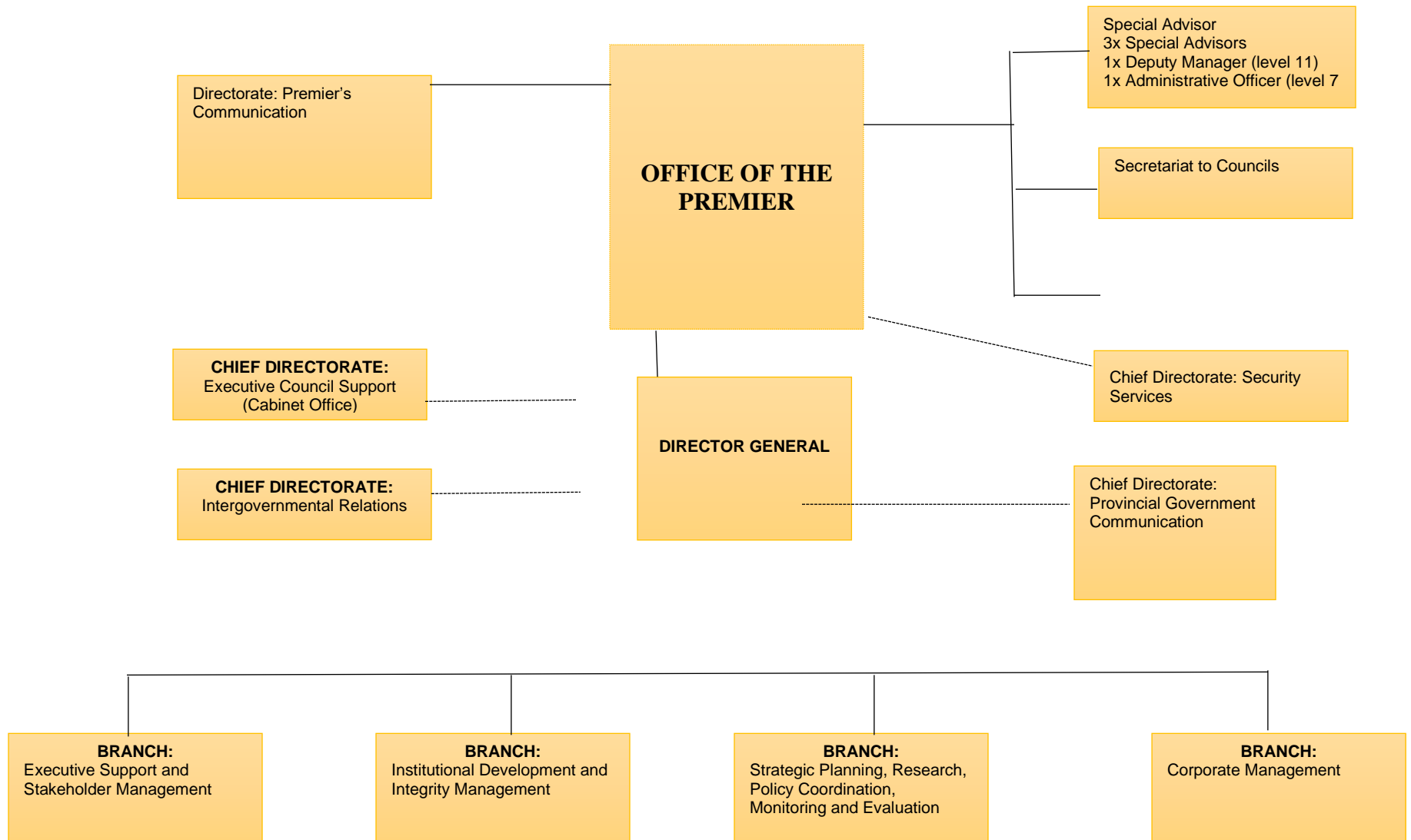
In terms of the Department's Annual Report, the department's strategic goals are –

- (a) Good and cooperative governance;
- (b) Stakeholders fully engaged and well informed on KZN Vision 2035;
- (c) A coordinated, equitable and integrated service delivery system; and
- (d) Improved performance and accountability.

(b) A schematic diagram of the structure of the Office of the Premier

Please see next page. A full organisational structure can be obtained from the directorate Provincial Organisational Development.

ORGANISATION AND ESTABLISHMENT – OFFICE OF THE PREMIER



3.3 The structure of the Office of the Premier

The political head for the Office of the Premier, is the Premier (KwaZulu-Natal), and the administrative head (Accounting Officer) is the Director-General.

Contact details of the Information Officer and Deputy Information Officers in terms of section 14(1)b)

4.INFORMATION OFFICER	ADDRESS
Dr Nonhlanhla O. Mkhize Director-General	Private Bag X9037 PIETERMARITZBURG 3200 Telephone: +27 33 341 3383 or (033) 341 3383 Fax: +27 33 394 9505 or (033) 394 9505 Email: DG@kznpremier.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms Tashini Naidoo Principal State Law Advisor: Constitutional Matters and Language Services	Private Bag X9037 PIETERMARITZBURG 3200 Telephone: +27 33 341 3382 or (033) 341 3382 Fax: +27 33 394 4153 or (033) 394 4153 Email: tashini.aidoo@kznpremier.gov.za
Mr M Serfontein State Law Advisor: Legislative Development	Private Bag X9037 PIETERMARITZBURG 3200 Telephone: +27 33 341 3388 or (033) 341 3388 Fax: +27 33 394 4153 or (033) 394 4153 Email: mark.serfontein@kznpremier.gov.za
General Information:	Street address: 300 Langalibalele Street Moses Mabhidu Building PIETERMARITZBURG 3201 Postal Address: Private Bag X9037 PIETERMARITZBURG 3200 Telephone: +27 33 341 3300 or (033) 341 3300 Website : www.kwazulunatal.gov.za

Section 10 Guide on how to use the Act (section 14(1)(c))

5. The section 10 Guide on how to use the Act in terms of section 14(1)(c) of the Act is available from the SAHRC. Please direct any queries to:

PAIA Unit (the Research and Documentation Department)

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Or, alternatively, its successor,

The Information Regulator (South Africa)

SALU Building, 316 Thabo Sehume Street, Pretoria

Ms. Mmamoroke Mphelo

Tel: 012 406 4818

Fax: 086 500 3351

infoereg@justice.gov.za

Details to facilitate access to the records held by the Office of the Premier [section 14(1)(d)]

Records held by the Office of the Premier may be accessed on request only once the requirements for access have been met. A requester is any person making a request for access to a record of the Office of the Premier and in this regard, the Act distinguishes between two types of requesters:

Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester. Subject to the provisions of the Act and applicable law, the Office of the Premier may provide the requested information, or give access to any record with regard to the requester's personal information.

Other Requester

This requester (other than a personal requester) is entitled to request access to information pertaining to third parties. However, the Office of the Premier is not obliged to grant access prior to the requester fulfilling the requirements for access in terms of the Act. The prescribed fee for reproduction of the information requested will be charged by the Office of the Premier.

6. Records that may be requested (section 14 (1)(d))

Description of the subjects on which the Office of the Premier holds and the categories of records held on each subject as depicted below –

SUBJECT	CATEGORIES OF RECORDS
Cabinet Office	<ul style="list-style-type: none"> • Cabinet Manual • Cabinet Memoranda
Provincial Planning and Development Commission	Provincial Growth and Development Strategy
Operation Sukuma Sakhe	Contracts of service providers Proposals of service providers Reports written by service providers Minutes of related meetings
Macropolicy Development and Coordination	Annual Performance Plan Strategic Plan
Integrity Management	Fraud and Risk Management Plan Risk Assessment Report Anti-Fraud and Anti-Corruption Strategy Records on complaints of poor service delivery Forensic reports on allegations of fraud
Chief Financial Officer	Annual Performance Plan Medium Term Expenditure Framework Annual Report Budget Speech Asset register Allocations per program Financial Statements Auditor General Reports
Supply Chain Management	Supply Chain Management Database
Administration and Auxiliary Services	Transport Policy
Corporate Human Resource Management	Human Resource Management Policies Human Resource Development Policies Personnel Records Performance Management Records
Labour Relations	Disciplinary Records Labour Relations Agreements Minutes of Meetings with organised labour
Provincial Organisational Development	Provincial Job Evaluation Information
Provincial Public Service Training Academy	Strategic Project Information Information on courses <i>Khaedu</i> Information Adult Education and Training Information Acts relating to Skills Development and Education and Training

	White Papers relating to Education and Training Strategies related to skills and human resource development Contracts Minutes of meetings Certificates and learners' records
Persal Management	Persal Information
Provincial Information Technology Science And Technology	Information Communication Technology (ICT) Policy and Strategy State Information Technology Business Agreements
State Law Advisory Services	Acts relating to the Office of the Premier Certified Bills Legal opinions Certified Regulations Contracts Litigation matters Premier's Minutes Premier's Acts PAIA Manual
Provincial Government Communications	Publications Photographs Promotional Material Information Brochures Booklets on businesses in the Province
Human Rights	Cases on persons being assisted Provincial Multisectoral Plans on gender equity, disability, women, children and older persons Information on Human Rights events
HIV and AIDS	The Constitution of the KwaZulu-Natal Provincial Council on AIDS Towards zero new HIV and AIDS and TB infections pamphlet The quarterly reports for the PCA (Provincial Council on AIDS) The minutes of the PCA meetings Members of the PCA
Intergovernmental Relations	Records of Understanding Cooperation Agreements
Monitoring and Evaluation	Background Reports on Municipalities Data on Districts Poverty Assessments per District Stats SA Data Sets Departmental Performance Information Frontline Service Delivery Information on selected institutions 12 Outcomes Programme of Action Data

	Quarterly performance reports validation State of the Province reports
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The request procedure

7. A requester must comply with all the procedural requirements contained in the Act relating to a request for access to a record. A requester must complete the prescribed form enclosed herewith in **Form A** and submit same as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail address stated herein. The prescribed form (**Form A**) must be filled in with enough particularity to at least enable the information officer to identify:

The record or records requested;

The identity of the requester;

What form of access is required; and

The postal address, email address or fax number of the requester.

The Office of the Premier will process a request within 30 (thirty) days. This period may be extended in accordance with section 26 of the Act. The requester shall be informed in writing whether access has been granted or denied.

A requester may be given access to such records in the Office of the Premier if the requester complies with the following requirements –

- (a) the requester complies with all procedural requirements in the Act relating to the requester for access to that record; and
- (b) access for that record is in terms of the requirements of the Act.

Nature of the request

8.(a) A requester must use the form that has been printed in the *Government Gazette* [Government Notice R 187 - 15 February 2002] (**Form A**);

(b) The requester must also indicate if a copy of the record is required or seeks permission to come in and look at the record. Alternatively, if the record is not a document, it can then be viewed in the requested form, where possible [*section 29(2)*];

(c) If a requester asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the department, or damage the record, or infringe a copyright not owned by the

state. If, for practical reasons, access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it [section 29(3) and (4)];

(d) If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [section 18(2)(e)];

(e) If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)]; and

(f) If a requester is unable to read or write, or has a disability, then he/she can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give him/her a copy [section 18(3)].

There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee [section 22]:

9.(a) A requester, who seeks access to a record containing own personal information, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

(b) The information officer must notify the requester (other than a personal requester) by written notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

(c) The request fee is R35.00. The rest of the fees are reflected under paragraph 13 below. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.

(d) After the information officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.

(e) If the request is granted then a further access fee must be paid for the search, preparation, reproduction, and postage (if applicable) and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

Availability of this Manual as set out in section 14(3) of the Act

10.(1) A copy of this Manual is available –

(a) on the official website of the Office of the Premier at www.kwazulunatal.gov.za/premier

(b) by sending a request for a copy to the Information Officer by e-mail, post or fax;

(c) from every place of legal deposit as defined in section 6 of the Legal Deposit Act, 1997 (Act No. 54 of 1997);

(d) for public inspection at our offices at –

300 Langalibalele Street
Moses Mabhida Building
PIETERMARITZBURG

3201; and

(e) from any office of the SAHRC (see www.sahrc.org.za for details of physical addresses);

(2)(a) There is no charge for inspecting a copy of this Manual on the official website of the Office of the Premier or at our offices.

(b) The Office of the Premier reserves the right to require payment for copies of this Manual in accordance with the same charges that apply to records. The relevant fees are set out in paragraph 13 of this Manual.

11. Categories of records of the Office of the Premier which are available without a person having to request access in terms of the Act [section 15]

CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
1.1 State of the Province Address 1.2 Budget Speech 1.3 Departmental Strategic Plan 1.4 Provincial Growth and Development Strategy 1.5 Annual Performance Plan 1.6 Annual Strategic Plan 1.7 Service Delivery Improvement Plan 1.8 Citizens' Charter 1.9 Employment Equity Report 1.10 Approved Organisational Structure 1.11 Anti-Fraud Anti-Corruption Strategy 1.12 Provincial Training Academy Courses 1.13 Premier's speeches 1.14 Circulars of advertised posts 1.15 Magazines, newspapers and newsletters	The records may be inspected at the Office of Premier from the Deputy Information Officers as follows – Office of the Premier 300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Telephone: +27 33 341 3382 or +27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 e-mail: tashini.aidoo@kznpremier.gov.za or mark.serfontein@kznpremier.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15(a)(ii)	

<p>Bid Documents</p>	<p>Bid documents may be purchased at the Office of the Premier, from the Supply Chain Management Directorate, at –</p> <p>300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201</p>
<p>3. FOR COPYING IN TERMS OF SECTION 15(a)(ii)</p>	
<p>3.1 State of the Province Address 3.2 Budget Speech 3.3 Departmental Strategic Plan 3.4 Provincial Growth and Development Strategy 3.5 Annual Performance Plan 3.6 Service Delivery Improvement Plan 3.7 Citizens' Charter 3.8 Employment Equity Report 3.9 Approved Organisational Structure 3.10 Anti-Fraud Anti-Corruption Strategy 3.11 Provincial Training Academy Courses 3.12 Premier's speeches 3.13 Circulars of advertised posts 3.14 Magazines, newspapers and newsletters</p>	<p>The records may be accessed for copying at the Office of Premier from the Deputy Information Officers as follows –</p> <p>Office of the Premier 300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Telephone: +27 33 341 3382 +27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 email: tashini.aidoo@kznpremier.gov.za or mark.serfontein@kznpremier.gov.za</p>
<p>4. FOR COPYING IN TERMS OF SECTION 15(a)(ii)</p>	
<p>4.1 State of the Province Address 4.2 Citizens' Charter 4.3 Provincial Training Academy Courses 4.4 Premier's speeches 4.5 Circulars of advertised posts 4.6 Magazines, newspapers and newsletters</p>	<p>The records may be accessed for copying at the Office of the Deputy Information Officers as follows –</p> <p>Office of the Premier 300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Telephone: +27 33 341 3382 or +27 33 341 3388 or (033) 341 3382/88 Fax: +27 33 394 4153 email: tashini.aidoo@kznpremier.gov.za</p>

	or mark.serfontein@kznpremier.gov.za
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Arrangement for public participation in policy formulation as contemplated in the Act [section 14(1)(g)]

12.(1) The Office of the Premier is part of the executive branch of the KwaZulu-Natal Provincial Government. There is no direct mechanism for public participation in policy formulation; however, members of the public can indirectly influence policy formulation by –

- (a) participating in provincial elections;
- (b) communicating with their elected representatives;
- (c) involving themselves in the legislative and other public participatory processes of the KwaZulu-Natal Provincial Legislature (www.kznlegislature.gov.za) and its committees;
- (d) attending sessions of the KwaZulu-Natal Provincial Legislature; and
- (e) the media accessing the KwaZulu-Natal Provincial Legislature and its committees.

(2) In addition, the Office of the Premier may, from time to time, solicit public comment on draft legislation (Bills and Regulations) and other issues and the public are invited to provide their comments and input when these opportunities arise.

Remedies available if the provisions of this Act are not complied with [section 14(1)(h)]

13. Where a requester is not satisfied with any decision taken by the Information Officer/Deputy Information Officer in the Office of the Premier, a requester may appeal to the person (Appeal Structure) appointed by the Premier.

Fees as prescribed under Part 11 of Notice 187 in the Government Gazette of 15 February 2002

14.(1) The fee for a copy of the manual as contemplated in Regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.

(2) The fees for reproduction referred to in Regulation 7(1) are as follows –

DESCRIPTION	AMOUNT R
For every photocopy of an A4-size page or part thereof	• 0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	• 0.40
For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc	• 05.00 • 40.00
(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	• 22.00 • 60.00
(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	• 12.00 • 17.00

(3) The request fee payable by every requester, other than a personal requester, referred to in Regulation 7(2) is R35.00.

(4) The access fees payable by a requester referred to in Regulation 7(3) are as follows –

DESCRIPTION	AMOUNT R
For every photocopy of an A4-size page or part thereof	• 0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	• 0.40
For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc	• 05.00 • 40.00
(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	• 22.00 • 60.00

(i) For a transcription of an audio record, for an A4-size page or part thereof	• 12.00
(ii) For a copy of an audio record	• 17.00
To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

(5) For purposes of section 22(2) of the Act, the following applies –

- (a) six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(6) The actual postage is payable when a copy of a record must be posted to a requester.

Forms prescribed for access to records

15. The following forms are prescribed for access to records as per Annexure B of Notice 187 in the Government *Gazette* of 15 February 2002 –

- **Form A** – REQUEST FOR ACCESS TO RECORD (page 19), Regulation 2
- **Form B** – NOTICE OF INTERNAL APPEAL (page 25), Regulation 8

Please see **Forms A** and **B** on the next pages.

Processing Of Personal Information and purpose for processing

16. The Office of the Premier uses the Personal Information under its care in the following ways:

Rendering service to the public;

Staff administration;

Rendering a service to other provincial departments;

Executive functions;

Functions pertaining to management of career incidents of Heads of Departments;

Keeping of accounts and records;

Complying with tax laws;

Supply Chain Management practice;

Security;

Access to buildings;

Disciplinary processes;

Bursary processes;

Employment applications;

Legal processes;

Verification of applicant employees' information during recruitment process;

General matters relating to employees:

(a) Pension

(b) Medical aid

(c) Payroll

(d) Disciplinary action

(e) Training;

(f) Wellness; or

(g) Any other reasonably required purpose relating to the employment or possible employment relationship.

General matters for vendors /suppliers /other businesses:

(a) Verifying information and performing checks;

(b) Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;

(c) Payment of invoices;

(d) Complying with the Adept Advisory's regulatory and other obligations; and

(e) Any other reasonably required purpose relating to the Officer of the Premiers functions.

Categories of Data Subjects and their Personal Information

17. The Office of the Premier may possess records relating to suppliers, shareholders, contractors service providers, staff and clients:

Entity Type

Personal Information Processed

Clients – Juristic

Names of contact persons; Name of Legal Entity;
Physical and Postal address and contact details;
Financial information; Registration Number;

Persons / Entities

Founding documents; Tax related information;
authorised signatories, beneficiaries, ultimate
beneficial owners

Clients'	names; registration number; contact details; physical and postal addresses; tax related information; confidential correspondence;
Contracted Service Providers	Names of contact persons; Name of Legal Entity; physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
Employees/ Heads of Department/	Name; Title, Gender, Pregnancy; Marital Status; Colour, Ethnic group; Age, contact numbers; email information; Language, Education information; Passport number; Physical and postal address; Contact details; Next of Kin details; Opinions, Criminal records; Well-being; information regarding dependants; Pension details; Financial disclosure information; Information on donations and gifts; Biometrics; browsing habits and click patterns on Office of the Premier information technology tools or website;
Members of the Executive Council	Name; Title, Gender, Pregnancy; Marital Status; Colour, Ethnic group; Age, contact numbers; email information; Language, Education information; Passport number; Physical and postal address; Contact details; Next of Kin details; Opinions, Criminal records; Well-being; information regarding dependants; Pension details; Financial disclosure information; Information on donations and gifts; Biometrics; browsing habits and click patterns on Office of the Premier information technology tools or website.

Categories of Recipients for Processing the Personal Information

18. The Office of the Premier may supply the Personal Information to service providers or officials who render the following services –

Capturing and organising of data;

Storing of data;

Sending of emails and other correspondence to staff; service providers; other national or provincial departments or clients

Conducting due diligence checks which may *inter alia* be National Intelligence Agency; South African Security Agency; South African Qualifications Authority, South African Police Services; or South African Revenue Services;

Administration of discipline; or

Conducting of legal processes.

General Description of Information Security Measures

19. The Office of the Premier employs technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include -

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control;
- Secure setup of hardware and software making up the Information Technology infrastructure;
- Outsourced Service Providers who process Personal Information on behalf of the Office of the Premier are contracted to implement security controls.

FORM A**REQUEST FOR ACCESS TO RECORD**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]**REQUEST FOR ACCESS TO RECORDS****FOR DEPARTMENTAL USE**

Reference number:

.....

Request received by:

Name:

.....

Rank:

.....

Date:

.....

Place:

.....

Request fee (if any): R.....

Deposit (if any): R.....

Access fee: R.....

.....

**SIGNATURE: INFORMATION OFFICER/
DEPUTY INFORMATION OFFICER**

A. PARTICULARS OF PUBLIC BODY

INFORMATION OFFICER	ADDRESS
Dr Nonhlanhla O. Mkhize Director-General	E-mail address: DG@kznpremier.gov.za Telephone: (033) 341 3383 Fax: (033) 394 9505 Street address: 300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Postal address: Private Bag X9037 PIETERMARITZBURG 3200
DEPUTY INFORMATION OFFICER	ADDRESS
Ms Tashini Naidoo Principal State Law Advisor: Constitutional Matters and Language Services	e-mail address: tashini.naidoo@kznpremier.gov.za Telephone: 073 106 2496 Fax: (033) 394 4153 Street address: 300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Postal address: Private Bag X9037 PIETERMARITZBURG 3200
OR	
Mr M Serfontein State Law Advisor: Legislative Development	e-mail address: mark.serfontein@kznpremier.gov.za Telephone: (033) 341 3388 Fax: (033) 394 4153 Street address: 300 Langalibalele Street Moses Mabhida Building PIETERMARITZBURG 3201 Postal address: Private Bag X9037 PIETERMARITZBURG 3200

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

REQUEST FOR ACCESS TO RECORDS FORM																			
SURNAME: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																			
FULL NAMES: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																			
IDENTITY NUMBER: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																			
POSTAL ADDRESS:																			

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

<i>This section must be completed only if a request for information is made on behalf of another person.</i>																			
SURNAME: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																			
FULL NAMES: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																			
IDENTITY NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																			

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.**

DESCRIPTION OF RECORDS:

.....

REFERENCE NUMBER (if available):

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 therefore.

Reason for exemption from payment of fees:

.....

F. FORM OF ACCESS TO RECORD

If you are prevented by a disability from reading, viewing or listening 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:
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Mark the appropriate box with an X

NOTES:

(a) Your indication as to the required form of access depends on the form in which the record is available.

(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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:			
	copy of record*		inspection of record

2. If the 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 the 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? A postal fee is payable.				YES	NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>					
In which language would you prefer the record?					

G. Notice of decision regarding request for access

<i>You will be notified in writing whether your request has been approved or denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.</i>
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How would you prefer to be informed of the decision regarding your request for access to the record?

.....

Signed at on this day of, 20.....

.....
**SIGNATURE OF REQUESTER/
 PERSON ON WHOSE BEHALF REQUEST IS MADE**

FORM B**NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000))

[Regulation 8]

<p>STATE YOUR REFERENCE NUMBER:</p> <p>.....</p>

A. PARTICULARS OF PUBLIC BODY

The Information Officer/ Deputy Information Officer:

.....

B. PARTICULARS OF REQUESTER/ THIRD PARTY WHO LODGES THE INTERNAL APPEAL

- | |
|--|
| <p>(a) The particulars of the person who lodges the internal appeal must be given below.</p> <p>(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.</p> <p>(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given under C below.</p> |
|--|

Full names and surname:

Identity number:

Postal address:

.....

.....

Fax number:

Telephone number:

e-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

.....

.....

C. PARTICULARS OF REQUESTER

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED

Mark the decision against which the internal appeal is lodged with an X in the appropriate box	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. GROUNDS FOR APPEAL

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

State the grounds on which the internal appeal is based:

.....

.....

.....

State any other information that may be relevant in considering the appeal:

.....

.....

.....

.....

F. NOTICE OF DECISION ON APPEAL

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

.....

Particulars of manner:

.....

Signed at on this day of, 20.....

.....
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received on (date), by

.....

(state rank, name and surname of Information Officer/ Deputy Information Officer)

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the Information Officer/ Deputy Information Officer on –

..... (date), to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER CONFIRMED/NEW DECISION
 SUBSTITUTED

NEW DECISION:

.....

.....

.....

DATE:

RELEVANT AUTHORITY.....

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT
 AUTHORITY ON (date):