

PROMOTION TO ACCESS OF INFORMATION ACT,
ACT 2 OF 2000 ("The Act")



MANUAL IN TERMS OF SECTION 51 OF THE ACT FOR

VICTORY4ALL FOUNDATION TRUST

I/T : 971/2005

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1. Introduction

VICTORY4ALL FOUNDATION TRUST (Further stated as "the trust") was formed on the 2005/09/28. The core business is Education.

PARTICULARS IN TERMS OF SECTION 51 OF THE ACT

The reference, in this Manual, to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

2. Contact Details [Section 51(1)(a)]

Name of Private Body:	VICTORY4ALL FOUNDATION TRUST
Designated Information Officer:	SARAH KAMALSKI
Email address of Information Officer:	office@victory4all.com
Postal address:	N/A
Street address:	17 REDHEART CRESCENT, WAVECREST, JEFFREYS BAY, 6330
Phone number:	0761207301

3. The guide as described in section 10 of the Act [Section 51(1)(b)]

The Information Regulator has, in terms of Section 10 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA"), as amended, made available the revised Guide on how to use PAIA and how to obtain access to records held by public and private bodies.

The Guide is available in all official languages and may be obtained from:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street

Braamfontein, Johannesburg, 2001

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone: 010 023 5200

Website: <https://www.justice.gov.za/inforeg/> or <https://inforegulator.org.za>

Email: enquiries@inforegulator.org.za

4. Records available in terms of other legislation [Section 51(1)(d)] -

Information is available in terms of the following legislation to the persons or entities specified in such legislation:

Basic Conditions of Employment Act 75 of 1997

Companies Act 71 of 2008 as amended

Close Corporations Act 69 of 1984

Compensation for Occupational Injuries and Health Diseases Act 130 of 1993

Consumer Protection Act 68 of 2008

Employment Equity Act 55 of 1998

Financial Advisory and Intermediary Services Act 37 of 2002

Income Tax Act 58 of 1962

Insolvency Act 24 of 1936 Occupational Health & Safety Act 85 of 1993

Labour Relations Act 66 of 1995

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Pension Funds Act of 1956
Skills Development Act 97 of 1998
Unemployment Insurance Act 30 of 1966
Trust Property Control Act 57 of 1988
Value Added Tax Act 89 of 1991

5. Schedule of records [Section 51(1)(e)]

5.1 Subjects and categories of records held by "the trust"

We maintain records on the following categories and subject matters. However, please note that 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 the Act. In particular, there may be applicable grounds of refusal of such a request, as set out in the Act.

Please note further that many of the records held by us are those of third parties, such as clients and employees, and we take the protection of third-party confidential information very seriously. Many of the records held are confidential and others are the property of the client and not of "the trust". Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

5.1.1: Internal records

The following are records pertaining to "the trust's" own affairs:

- Financial records
- Operational records
- Intellectual property
- Marketing records;
- Service records;
- Statutory records – for Trust's
- Internal policies and procedures – where applicable
- Minutes of meetings – where applicable
- Records held by officials of "the trust"

5.1.2: Personnel records:

For the purposes of this section, "personnel" means any person who works for or provides services to or on behalf of "the trust" and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of "the trust". This includes, without limitation, partners / directors, all permanent, temporary and part-time staff as well as consultants and contract workers.

Personnel records include the following:

- Any personal records provided to us by our personnel;
- Any records a third party has provided to us about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Employment policies and procedures;
- Internal evaluation and disciplinary records; and
- Other internal records and

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correspondence.

5.1.3: Client-related records:

Client-related information includes the following:

- Contracts with the client and between the client and other persons;
- Any records a client has provided to "the trust" or a third party acting for or on behalf of "the trust" (including financial, legal, tax, operational, employee and similar records);
- Any records a third party has provided to "the trust", which concerns a client; and
- Records generated by or within "the trust" pertaining to the client, including transactional records.

5.1.4 : Other Parties:

- Records may be kept in respect of other parties, from time to time.

6. Access Request Procedure [Section 51(1)(e)]

6.1 How to Request Access to a Record

Requests for access to records held by VICTORY4ALL FOUNDATION TRUST must be made using the prescribed Request for Access to Record Form (Form 2) in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA").

The prescribed Request for Access to Record Form (Form 2) is available from the Information Regulator's website under PAIA Forms at <https://inforegulator.org.za/paia-forms/> and is attached to this Manual as Annexure 1.

Requests for access to records must be submitted to the Information Officer at the contact details provided in this Manual.

The requester must provide sufficient detail on the prescribed form to enable the Information Officer to:

- Identify the record(s) requested;
- Identify the requester;
- Determine the form of access required; and
- Contact the requester regarding the request.

The requester must state the right that is to be exercised or protected and explain why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, proof of the capacity in which the request is made must accompany the request.

The Information Officer will consider the request in accordance with the provisions of PAIA and notify the requester of the decision within the period prescribed by the Act.

Access to records may be subject to the payment of the prescribed fees as set out in Annexure 2 to this Manual and the applicable PAIA Regulations. Where applicable, the requester will be informed of any request fee and/or access fee payable before the request is processed further.

A requester may lodge a complaint with the Information Regulator or apply to a court of competent jurisdiction for appropriate relief in accordance with PAIA.

All requests for access to information will be evaluated and processed in accordance with the provisions of PAIA. The publication of this Manual and the description of the records held by VICTORY4ALL FOUNDATION TRUST do not create any automatic right of access to such records, except as provided for in PAIA.

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6. Other information as may be prescribed [Section 51(1)(f)]

No such information has been prescribed.

7. Availability of the manual. [Section 51(3)]

This Manual is available:

From the Information Officer of VICTORY4ALL FOUNDATION TRUST at the contact details provided in this Manual;

On the Information Regulator's website at <https://info regulator.org.za>; and
On the organisation's website, where applicable.

This Manual is made available in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).