



**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 20 OF 2000 (PAIA)
INCORPORATING AMENDMENTS BY
THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)**

Contents

- 1. Introduction..... 2
- 2. Company Details: Information required under section 51(1)(a) of PAIA and Information Officer detail required under POPIA..... 2
- 3. The South African Human Rights Commission (SAHRC) – Sections 10 and 51(1)(b) of PAIA 3
- 4. Personal information 3
- 5. Information available in terms of PAIA 3
- 6. Information available in terms of other legislation 5
- 7. Information automatically available..... 5
- 8. Request for information process..... 6
- 9. Prescribed fees 7
- 10. General..... 7

1. Introduction

Section 51 of PAIA, as amended by POPIA, requires that FPD as a private body must provide and display an information manual, giving information to the public regarding the procedure to be followed in requesting information from FPD the exercising or protecting of rights.

POPIA in turn also requires commercial websites and online services to post a conspicuous privacy policy on their websites, inter alia stating exactly which information is being collected and with whom it is shared. FPD's Privacy Policy is available on its website: www.foundation.co.za. POPIA amended certain sections of PAIA to balance the needs between access to information and ensuring protection of personal information. In terms of POPIA data subjects (juristic or natural) can have access to their personal information that is held by a responsible party.

This manual is provided in compliance with the provisions of PAIA and POPIA and in support of a culture of transparency and accountability. The manual provides information regarding the different types of records in FPD's possession and the correct procedure to follow should access to such records be required.

This FPD information manual is available for inspection at its registered address (set out in 2 below) and on its website (www.foundation.co.za) as well as at the South African Human Rights Commission (see 3 below).

As provided for in section 51(2) of PAIA this manual will be updated as and when required and the latest version thereof will be made public through the FPD website.

2. Company Details: Information required under section 51(1)(a) of PAIA and Information Officer detail required under POPIA

The Foundation for Professional Development (Pty) Ltd (FPD) is an independent subsidiary of the South African Medical Association established in 1997 and registered as a separate legal entity in 2000. FPD provides a comprehensive range of education and community engagement products. We have compiled this manual to comply with the provisions of the Act, to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights. A copy of this manual is also available from our offices at the registered address indicated below.

Our details

Registered Address:	FPD Knowledge Park, Mary Street 173, The Willows, 0184
Postal Address:	P.O. Box 753249, Lynnwood Ridge 0040
Telephone Number:	+27 861 98 88 98
Fax Number:	+27 861 19 99 19
Head/Managing Director:	Dr George Gustaaf Wolvaardt
Designated Information Officer:	Mr Henk Reeder (Chief Operating Officer)
Email address of Information Officer:	henkr@foundation.co.za
Website:	http://www.foundation.co.za

3. The South African Human Rights Commission (SAHRC) – Sections 10 and 51(1)(b) of PAIA

Section 10 of the Act requires the SAHRC to publish a guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act. This guide is available from SAHRC. Please address any queries in this regard to:

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department
Physical address: 29 Princess of Wales Terrace, Parktown, Johannesburg
Postal address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Email: PAIA@sahrc.org.za
Website: www.sahrc.org.za

4. Personal information

FPD's Privacy and Information Policy (Privacy Policy) has been developed in accordance with the requirements of POPIA and applies in respect of any personal information collected and held by FPD, the usage, disclosure, retention and security thereof. The Privacy Policy can be accessed on the FPD website. FPD is committed to the protection of privacy and to ensure that the personal information of its students and other users of its website is collected and used properly, lawfully and transparently in compliance with its obligations under POPIA.

5. Information available in terms of PAIA

FPD holds the following categories of information:

COMPANY INFORMATION

Certificate of Incorporation; Memorandum of Incorporation; share register and other statutory registers, such as a register of directors and officers; minute books, attendance registers, resolutions passed at general meetings (minutes will be made available to shareholders of FPD only, for inspection at the premises); proxy forms; minutes of various committees of FPD (minutes of committees will remain confidential as internal documents and will be available to shareholders for inspection at the premises); register of alumni (details pertaining to individual alumni will only be made available if an alumni has consented to such disclosure); register of Mortgages and Debentures and Fixed Assets and records relating to the appointment of directors, auditors, company secretaries, public officer and other officers.

FINANCIAL RECORDS

ANNUAL FINANCIAL STATEMENTS including: (a) Annual accounts; (b) Directors' reports; (c) Auditor's report; Books of Account regarding information required by the Companies Act, 2008; Supporting schedules to books of account and ancillary books of account; Accounting records; Books of Account including journals and ledgers; Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange; Banking records, bank statements, paid cheques, electronic banking records; Rental agreements.

INCOME TAX RECORDS

PAYE records; Documents issued to employees for income tax purposes; Records of payments to SARS on behalf of employees; IRP's; All other statutory compliances: VAT, Regional Services Levies, Skills Development Levies, UIF, Workmen's Compensation; Copies of Income Tax returns and other tax returns and documents.

STATUTORY EMPLOYEE RECORDS

Although the employer is required to keep the following records, personal information (as defined in the Act) will not be made available to third parties unless the employee has consented or by court order as, and to the extent provided for in the Act. Employees' names and occupations; Time worked by each employee; Remuneration paid to each employee; Employment equity plan and -reports; Salary and wages register; Collective agreements (if any); Disciplinary proceedings, Arbitration awards and CCMA cases; Skills Development Plan; SETA records and training records; Staff records (after date of employment ceases); Expense accounts.

OTHER EMPLOYEE RECORDS

Employee contracts; Performance management records; Incentive schemes; Study assistance schemes; Conditions of Employment and Policies (including but not limited to leave policies, telephone policy, etc.); Group personal accident; Medical Aids records; Pension Fund records; Confidentiality agreements; Leave records.

PENSION AND RETIREMENT FUNDING RECORDS

All pension fund information, including Pension Fund Rules; account records; Minutes of Meetings of Trustees; attendance registers of meeting with members, etc., are held by Cumulus Consultants. Requests have to be made to FPD and will be directed to Cumulus Consultants.

HEALTH AND SAFETY RECORDS

HEALTH AND SAFETY Evacuation plan; Annual Occupational Health and Safety inspection certificate; HIV/AIDS policy.

PROPERTY (MOVABLE)

Asset register; Asset numbers and location of assets; Finance and Lease Agreements; Deeds of Pledge.

INTELLECTUAL PROPERTY

Copyrights and sub-licensed copyright agreements; Agreements relating to intellectual property such as license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements; Litigation and other disputes involving intellectual property. It should be noted that all FPD course publications are copyrighted and prohibited from unlicensed use, sale, distribution, amendments, etc.

AGREEMENTS AND CONTRACTS

Material agreements concerning provision of services or materials; Joint venture agreements, subsidiary agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements; Acquisition or disposal documentation; Agreements with contractors and suppliers; Agreements with customers; Warranty agreements; Sale agreements; Distributor and agency agreements; Purchase or lease agreements.

LEGAL

Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation; Settlement agreements; Material licenses and authorizations.

INSURANCE

Insurance policies; Claim records; Details of insurance coverages, limits and insurers. Information relating to the FPD's insurance is held by its broker. Access is, however, to be obtained via the FPD.

INFORMATION TECHNOLOGY

All information technology and information systems are held in terms of valid sales-, user-, rental, maintenance- or similar agreements, which agreements may prohibit information- and/or the system from being accessed by third parties in any manner whatsoever. Information is made available on the website of the FPD, and certain sections may be closed off for Alumni of the FPD. Categories of IT information held include: Hardware; Operating Systems; Telephone Exchange Equipment; Telephone Lines, Leased Lines and Data Lines; LAN Installations; Software Packages; Disaster Recovery; Internal Systems Support and Programming/Development; Capacity and Utilization of Current Systems; Agreements; Licenses; Audits.

SALES, SERVICES AND MARKETING

Products, including but not limited to- publications, study guides; information leaflets; pro forma contracts and agreements; etc. Certain products and services are available only to registered learners with the FPD;

Brochures, Newsletters, Course registration Form;

Foundation for Professional Development (Pty) Ltd Policy Statements;

Press statements

6. Information available in terms of other legislation

Where applicable to our operations, information is also available, and we retain records, in terms of certain provisions of the following statutes: Basic Conditions of Employment Act No. 75 of 1997; Companies Act No. 71 of 2008; Compensation for Occupational Injuries and 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; Legal Deposit Act No. 54 of 1997; Occupational Health and Safety Act No. 85 of 1993; Unemployment Insurance Act No. 63 of 2001; Value Added Tax Act No. 89 of 1991; Skills Development Act 9 of 1999; National Health Act No 61 of 2003.

7. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying. Request forms for these categories of information are also available from our Information Officer, whose contact details appear on the first page of this manual:

Registration forms; pamphlets and brochures, as produced from time to time; annual reports and FPD's certificate of registration as higher education institution.

8. Request for information process

The following are required for a request for information from FPD:

- 8.1 **Completed Form C:** A request for information made in terms of PAIA must be made in writing on the prescribed Form C which is available on the website of the Information Regulator at www.justice.gov.za and is also attached here in **Appendix A**. If a question does not apply or there is nothing to be entered in the applicable space "N/A" should be stated in response. The request form must be addressed to the Information Officer using the contact details set out in 2 above.
- 8.2 **Proof of Identity:** The requestor must provide an acceptable proof of identity such as a certified copy of their Identity Document or card or other legal form of identification.
- 8.3 **Proof of Capacity:** If the request is made on behalf of another person, the requestor must provide an affidavit to prove the capacity in which the requestor is making the request.
- 8.4 **Proof of Payment:** The requestor must provide proof of payment of the prescribed fees (Refer to 9 below).
- 8.5 Requests which are not complete in full or are not accompanied by the above documents will be referred back to the requester. Should the requester fail to submit adequate documentation within 30 days after the request has been referred back to them, the request will be discarded.
- 8.6 Request outcome notification

If the **request for access is granted** FPD will advise the requestor within 30 days on the following:

- a) The access fee to be paid upon access as well as the deposit and balance outstanding
- b) The form in which access will be given
- c) That the requester may lodge an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging the application.

If the **request for access is refused** FPD will advise the requestor within 30 days on the following:

- a) The reasons for refusal of access. Such reasons according to Chapter 4 of Part 3 of the Act could be protection of:
 - a. privacy of third party who is natural person
 - b. commercial information of third party
 - c. certain confidential information of third party
 - d. safety of individuals, and protection of property
 - e. records privileged from production in legal proceedings
 - f. commercial information of FPD
 - g. research information of a third part or of FPD
- b) State that the requester may lodge an application with the Information Regulator or a Magistrate's court against the refusal of the request, and the procedure (including the period) for lodging the application. The Information Regulator will investigate the complaint and reach a decision - which may include a decision to investigate, to take no further action or to refer the complaint to the Enforcement Committee established in terms of POPIA. The Information Regulator may serve an enforcement notice confirming, amending or setting aside the impugned decision, which must be accompanied by reasons.

8.7 Personal Information Concerns relating to POPIA

Matters related to FPD handling privacy (transborder transfers and processing of information, information security measures, etc.) are covered in our FPD Privacy Policy. The policy is available on the www.foundation.co.za website.

9. Prescribed fees

Section 54 of PAIA entitles a Private Body to levy a prescribed request fee to a requester before further processing of the request. The fee structure is available on the website of the SAHRC at www.sahrc.org.za and is also attached here in Appendix B.

The following applies to requests:

- 9.1 A requestor (other than a personal requestor in terms of POPIA) is required to pay the prescribed fees as set out in the fee structure before a request is processed.
- 9.2 If the Information Officer deems that the preparation of the record requested requires more than the prescribed hours (six), the requestor will need to pay a deposit. The deposit is equal to one third of the access fee.
- 9.3 Records may be withheld until the fees have been paid.

10. General

The Foundation for Professional Development's mission is to ensure the availability of skilled professionals, allied workers and managers who will be able to deliver a service to the public that is affordable, evidence based and congruent with international best practice. FPD prides itself on being one of the few private higher educational institutions that fully engages in all three areas of higher educational scholarship namely: teaching and learning, community engagement and research. It runs its operations funded through sponsorship and registration fees and to the benefit of its enrolled learners, delegates and communities it serves.

- **Teaching and Learning** – FPD's learning programmes are designed to be cutting edge and customised to meet the specific needs of our participants. Both formal qualifications and short-course training offerings are developed within the regulatory requirements of the Department of Higher Education and Training (DHET), Council on Higher Education (CHE) and the South African Qualifications Authority (SAQA). In the case of training programmes for healthcare professionals, the relevant programmes adhere to the requirements of the Health Professions Council of South Africa (HPCSA).
- **Community Engagement** – This is a critical component of our work and targets areas such as: the development of grassroots NGOs; AIDS and TB treatment and care; and developing institutional capacity within the public sector utilising a public-private-initiative model. FPD conducts community engagement projects as a core function.
- **Research** – FPD's research priorities focus on promoting action research, clinical research and research on educational practice.

APPENDIX A – Attached

APPENDIX B – Attached