

McAuley House School
PROMOTION OF ACCESS TO INFORMATION
MANUAL



Vincit Veritas

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 14
OF THE PROMOTION
OF ACCESS TO INFORMATION ACT NO.2 OF 2000**

COMPILED ON 21 June 2021

Contents

1. OVERVIEW OF THE SCHOOL	3
3. THE ACT AND SECTION 10 GUIDE	4
4. APPLICABLE LEGISLATION	4
6. FORM OF REQUEST	6
7. FEES.....	6
8. ANY OTHER INFORMATION	7
9. AVAILABILITY.....	7
10. APPROVAL AND ADOPTION	7
ANNEXURE A PRESCRIBED FORM FOR ACCESS TO RECORDS	8
ANNEXURE B PRESCRIBED FEES	10

1. OVERVIEW OF THE SCHOOL

a) Legal status

McAuley House School is an independent subsidised school located in Gauteng, established in 1907. In terms of the South African Schools Act the school is a juristic person whose functions are described in the Act. The professional management of the school is performed by the principal under the authority of Sisters of Mercy and operate in conjunction with the norms and standards set by the Gauteng provincial department of education.

b) Core functions of the school

McAuley House is a Mercy School based on the person of Jesus Christ, where our love of God is celebrated as a school family. Priority is given to the living of Christian values and respect and kindness for all, especially those neglected by the world. Each young person is encouraged to develop fully within an atmosphere of care, respect and joy.

The vision of McAuley House is to produce strong, confident, compassionate women and young boys who will strive to serve the needs of the South African community, and the world with dignity, humility and integrity.

VALUES WHICH UNDERPIN ALL THAT WE DO AT McAULEY HOUSE

- Faith and Spirituality
- Respect for oneself, neighbour and the environment
- Tolerance
- Justice
- Loyalty
- Truth
- Mercy and Compassion
- Excellence in all we do

c) Structure/organisation of the school

At the helm of the school is the Sisters of Mercy. Reporting to them is the Board of Governors. The principal of both the high and primary school are both accountable to the board. The primary school principal also reports to the high school principal.

d) The language of learning and teaching of the school is English.

2. CONTACT DETAILS (Section 51 (1) (a))

- a) Name of school: **McAuley House School**
- b) Physical address: **Napier Road, Parktown West, Johannesburg, 2198**
- c) Postal address: **PO Box 91008, Auckland Park, 2006, South Africa**
- d) Telephone numbers: **011 726 1310**
- e) Website address: **www.mcauleyhouse.co.za**

f) Information Officer:
Ross Davis : principalh@mcauleyhouse.co.za

g) Deputy information Officer

Nichola Humphreys : principalp@mcauleyhouse.co.za

3. THE ACT AND SECTION 10 GUIDE

In terms of section 14(1)(c) of the Protection of Personal Information Act 4 of 2013 (PAIA), please note that the South African Human Rights Commission has compiled a guide as required by section 10 of PAIA, and to which this manual must refer. The guide is available on the website of the Human Rights Commission at <http://www.sahrc.org.za/home/index.php?ipkContentID=116>

A hard copy of the guide is also available at the school, and an electronic version on the website of the school, at **www.mcauleyhouse.co.za**

A printed copy may also be directly obtained from:

The South African Human Rights Commission:
PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700
Houghton
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 1360
Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

4. APPLICABLE LEGISLATION

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

- Basic Conditions of Employment Act 75 of 1997
- Compensation of Occupational Injuries & Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Constitution of the Republic of South Africa 108 of 1996
- Copyright Act no. 98 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Intellectual Property Laws Amendment Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Compensation of Occupational Injuries & Diseases Act 130 of 1993
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- South African Schools Act of 1996
- Unemployment Insurance Act 30 of 1966
- Unemployment Contributions Act 4 of 2002

- Gauteng Education Policy Act

a) **SCHEDULE OF RECORDS** Most records are not automatically available. Those that are, are generally placed on the school website.

	Operational area	Subject	Availability
a)	Governance	Constitution of the SGB Minutes of meetings Minutes of SBG committees Details of members of the school governing body	On the website Available on request Available on request Available on request
b)	Finance	Annual audited financial statements Monthly management accounts Invoices Credit notes Receipts Payment schedules PAYE, SDL, UIF reports Insurance policies and claims Petty cash book School fees Software licences Assets register	Available on request Available on request Available on request Available on request Available on request Available on request Available on request Available on request Available on request Available on request Available on request Available on request
c)	School policies	All policies	Available on request
d)	Learners' academic and extra-curricular activities records, disciplinary record	Quarterly progress report Annual promotion schedules Copies of NSC certificates/statement of results Academic awards Sports awards Culture awards Other awards Learners' personal files (profiles)	Available on request but learners who require their own records may make verbal applications. As above As above As above As above As above As above As above
e)	Personnel records	Contracts of employment Personal files Discipline register Staff meeting minutes Attendance register Workman's Compensation claims Appraisals Applications and interview materials	Employees who require their own records may make verbal requests. Available on request Available on request Available on request Available on request Available for only six months after the appointment process
f)	School Suppliers and service providers	Contracts Invoices	Available on request Available on request
g)	Statutory compliance	PAIA Manual Skills Development Plan Employment equity plan	Hard copy in reception office and on website Available on request Available on request
h)	Data base of parents and learners	Application forms and updates Admission register	Available on request Available on request

	Operational area	Subject	Availability
i)	Safety	Safety committee members' details Incident register Accident register Safety committee quarterly meeting minutes Safety reports	Available on request Available on request Available on request Available on request Available on request
k)	Professional management	Circulars and instructions from the Gauteng department of education Official school logbook Copies of all examination question papers and accompanying memoranda School timetable Class registers	Available on request Available on request Available on request Available on request Available on request
l)	News	Newsletters Special letters to parents D6 electronic communicator School magazine School newspaper (learners' activity)	Available on request Available on request Available on request Available on request Available on request

5. FORM OF REQUEST

- a) The requester of information must comply with all the procedural requirements contained in the Act relating to the request for access to a record. In this regard:
 - i. The requester must use the prescribed form to make the request for access to a record. For ease of reference this prescribed form is attached (Annexure A) to this manual.
 - ii. The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should further also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
 - iii. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
 - iv. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- b) McAuley House School will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time period cannot be complied with.
- c) The requester shall be informed whether access is granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- d) Requests for information which are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources will be refused.

6. FEES

- a) A requester who seeks access to a record containing personal information about him/herself (the requester) is not required to pay a request fee.
- b) Every other requester, who is not a personal requester, must pay the prescribed request fee:
 - i. The Information Officer will must notify the requester (other than a personal requester) to pay the prescribed fee (if any) before further processing the request.
 - ii. The fee that the requester is required to pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.

- iii. After the Information Officer has made a decision on the request, the requester must be notified in the prescribed form.
 - iv. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure.
 - v. Records may be withheld until the access fee has been paid.
- c) The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za. (See Annexure B.)

7. ANY OTHER INFORMATION

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

8. AVAILABILITY

- a) This PAIA Manual is available in hard copy in the Reception and Finance Offices.
- b) The Manual is published on the school website.
- c) The Manual can be accessed from the Human Rights Commission.

9. APPROVAL AND ADOPTION

This PAIA Manual was approved and adopted by the McAuley House Board of Governors on 20 June 2021.

SIGNED:

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____

SECRETARY _____ DATE _____

POLICY REGISTER DETAILS

TITLE OF POLICY	PAIA Manual
POLICY NUMBER	
DATE APPROVED BY SGB	
EFFECTIVE DATE	
EXPIRY DATE	This PAIA Manual remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	
AMENDMENT HISTORY	

ANNEXURE A PRESCRIBED FORM FOR ACCESS TO RECORDS

REQUEST FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT



REQUEST FOR ACCESS TO INFORMATION FROM MCAULEY HOUSE SCHOOL

(Section 18 (1) of the Promotion of Access to Information Act, 2000) (regulation 6)

FOR OFFICE USE ONLY

Reference number: _____ Request received by: _____ on (date) _____

Request fee (if any): _____ Deposit (if any): _____ Access Fee _____

Signature of information officer: _____

1. Particulars of the person to whom this request must be sent:

Ross Davis
PO Box 91008,
Auckland Park,
2006,
South Africa

2. Particulars of person requesting access to information

Full names and surname: _____

Identity number: _____

E-mail address: _____

Telephone numbers: _____ and _____

Postal address: _____

Request on behalf of another person:

If the request is made on behalf of another person, please indicate the capacity in which you are making this request:

AND

Please complete the following details:

Full names and surname: _____

Identity number: _____

E-mail address: _____

Telephone number: _____ and _____

Postal address: _____

3 Particulars of request (basic reference information)

Please provide full particulars of the information to which access is requested, including a reference number, date or some other identifying aspect, so as to enable the record to be located. (If the space provided is inadequate, please attach a separate page to this form.)

4 Description of information (further description of the particular contents required if necessary)

5 Format

Please note that information can be provided only in one of the following formats: please indicate in which format you would like it forwarded to you:

Printed copy E-mailed copy

Please note further that McAuley House School School's records are at this stage all stored only in English.

6 Notice of decision

You will be notified by e-mail whether your request has been approved or not. If you wish to be informed in another manner, please specify the manner, and provide the necessary particulars to enable compliance with your request.

7 Signatures

Signature of requester: _____

Signature of person on whose behalf request was made (if applicable): _____

Date submitted: _____

ANNEXURE B PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 1 A requester is required to pay the prescribed fees (R35.00) before a request will be processed.
- 2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted)
- 3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 4 Records may be withheld until the fees have been paid.
- 5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.justice.gov.za/paia/PAIA-brochure.pdf

Current Published Fees(updated 2017) **Our Information Only**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R2,00 for every photocopy of an A4 size or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-sized page or part thereof R2,00
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R2,00.
 - (c) For a copy in a computer-readable form on
 - (i) Stiffy Disk R50
 - (ii) Compact Disk R70,00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - 4.1
 - (a) For every photocopy of an A4-sized page or part thereof R2,00
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine readable form R2,00.
 - (c) For a copy in a computer-readable form on
 - (i) Stiffy Disk 50.00
 - (ii) Compact Disk R70,00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60,00
 - (e) To search for and prepare the record for disclosure, for each hour or part of an hour R30,00
 - 4.2 For purposes of section 54(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.
 - 4.3 The actual postage is payable when a copy of a record must be posted to a requester.