

## **PAIA MANUAL**

This PAIA manual has been prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 for

Verney College (Verney)  
63 Garden Street  
Rosettenville

Telephone : 011 435 4214  
eMail : [verney@icon.co.za](mailto:verney@icon.co.za)

### **1. Introduction**

- 1.1. Verney, operates a school from Grade 00 to Grade 12 from its premises at 65 Garden Street Rosettenville
- 1.2. Verney was established in 1974 and it is a registered independent school provider.
- 1.3. This PAIA Manual is available at its premises: 65 Garden Street as well as on its website: [www.verney.co.za](http://www.verney.co.za)

### **2. Purpose of this manual**

The purpose of this manual is to ensure compliance with the Protection of Personal Information Act, 4 of 2013 (POPI) and the Promotion of Access to Information Act, 2000 for

### **3. Information Officer**

The school Board has appointed as its information officer

Mrs Corlize Bishop  
eMail : [corlize@verney.co.za](mailto:corlize@verney.co.za)  
Telephone : 011 435 4214

All requests for access to information in terms of the Act must be addressed to the information officer.

### **4. Description of guide referred to in Section 10**

- 4.1. A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission which contains information required by a person wishing to exercise any right, contemplated by PAIA. This Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at

Braampark Forum 3, 33 Hoofd St, Braampark, Johannesburg, 2017, Gauteng, South Africa and:

Website: [www.sahrc.org.za](http://www.sahrc.org.za) .

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Postal address: Private Bag 2700, Houghton, Gauteng, South Africa, 2041

Telephone: +27 (0)11 877 3600

## **5. Subjects and categories of records held**

- 5.1. Records relating to the structures and functioning of Verney College as a legal entity as well as financial records pertaining thereto
- 5.2. Employment records including relevant financial records pertaining the Employee
- 5.3. Learner records of a personal and academic nature.
- 5.4. Parental / Guardian records of both a financial nature and records pertain to the learners parental relationship.
- 5.5. Records relating to IT and data storage
- 5.6. Marketing and related activities
- 5.7. Records relating to external suppliers

## **6. Data subjects and processing of information**

Verney process's data subjects information in compliance with relevant legislation in respect of the following parties.

- 6.1. Employees.
- 6.2. Learners and Parents / Guardians
- 6.3. Third party Contractors/ Suppliers
- 6.4. Education Departments and providers relevant thereto
- 6.5. SARS and other relevant governmental organizations

## **7. Planned recipients of personal information**

In compliance with its obligations in respect of the relevant legislation Data Subject information will be supplied to recipients lawfully entitled to receive the same.

## **8. Security measures to protect personal information**

**Verney** has implemented security measures to protect personal information processed by Verney as the Responsible Party in terms of the POPI Act.

**9. Details on how to make a request for access to information in terms of the Act**

9.1. The requester must complete Form C (Appendix 1) and submit this form to the information officer of Verney.

9.2. The requester must provide sufficient detail on the request form to enable the information officer to identify the record and the requester

9.3. 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.

9.4. 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 designated head of the private body.

9.5. The information officer of Verney will then notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

**Request for access to record of private body (POPI Act: Form C)**

Full Names

ID

Mobile number

Landline

Postal Address

Email Address

Capacity in which request is made

Specify exactly what information is required and on what basis you believe you are entitled to such information ie what right do you intend to inspect or request.

If information is require by a third party, specify on behalf of who the request is made

Signature of Requestor  
Date\_\_\_\_\_