

PALPRAC

The Association of Palliative Care Practitioners South Africa
Registration Number of Company: 215-486 (PBO 930068846)

PAIA MANUAL

Prepared in terms of Section 51 of the Promotion of Access to Information Act
2 of 2000 (as amended)

(the "ACT")

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1. INTRODUCTION

PALPRAC is a registered Non-Profit Company (215-486 NPO). We are also a registered Non-Profit Organization with the Department of Social Development (**PBO 930068846**). We also have S18A tax exemption status.

Our vision is that all Southern Africans have sustainable access to quality, integrated palliative care. We provide national leadership and advocacy for the equitable provision of palliative care through appropriate frameworks, standards of care and technical support. We train, mentor and connect healthcare providers in a collaborative network.

2. DEFINITIONS

A **private body** means:

- A natural person who carries on any trade, business or profession but only in such capacity;
- A partnership which carries or has carried on any trade, business or profession; or
- Any former or existing juristic person, but excludes a public body.

POPIA: refers to the Protection of Personal information Act No. 4 of 2013

PAIA: refers to the Promotion of Access to Information Act No. 2 of 2000

IO: Information Officer

Regulator: Information Regulator

Republic: Republic of South Africa

3. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- check the categories of record of the body which are available without a person having to submit a formal PAIA request;
- have a sufficient understanding of how to make a request for access to a record of the Body, by providing description of the subjects on which the body holds records and the categories of records held on each subject;\
- know the description of the records of the body which are available in accordance with any other legislation;
- access all the relevant contact details of the Information Officer and Deputy Information Officers who will assist the public with the records they intend to access;
- know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- know if the Body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- know the description of the categories of data subjects and of the information or categories of information relating thereto;

- know the recipients or categories of recipients to whom the personal information may be supplied;
- know if the Body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- know whether the Body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF PALPRAC

Chief Information Officer:

Name: Dr Shannon Odell
Email: shannon.odell@palprac.org

Access to information general contact:

Office Executive: Cathy Hugo
Postal Address: 6 Krige Road, Stellenbosch, 7600
Street Address: 6 Krige Road, Stellenbosch, 7600
Email: info@palprac.org
Website: www.palprac.org

Persons designated/duly authorised persons:

Directors:

- Dr Julia Ambler (Chair)
- Dr Shannon Odell (Vice-Chair)
- Dr Jayne Cunningham (Secretary)
- Fanie Nothnagel (Treasurer)
- Dr Pelisa Ford (Board Member)
- Dr Raksha Balbadhur (Board Member)
- Dr Lois Tarwa (Board Member)
- Dr Mfanelo Sobekwa (Board Member)
- Dr Craig Howes (Board Member)
- Dr Margie Venter (Clinical Lead)
- Dr Jesne Kistan (Clinical Lead)

5. THE ACT (Section 51(1) (b))

1. The ACT grants a requester access to records of a private body if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.
3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
 Telephone Number: +27-11-877 3600
 Fax Number: +27-11-403 0625
 Website: www.sahrc.org.za

6. APPLICABLE LEGISLATION (Section 51 (1) (c))

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electronic Communications and Transactions Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act

7. SCHEDULE OF RECORDS (Section 51 (1) (d))

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none"> ● Public Product Information ● Public Corporate Records ● Media Releases 	Freely available on website www.palprac.org
Financial	<ul style="list-style-type: none"> ● Financial Statements ● Financial and Tax Records (NPO Exec and Board Members) ● Asset Register and Management Accounts 	PALPRAC NPO - Request in terms of PAIA. Not available.
Marketing	<ul style="list-style-type: none"> ● Marketing/event Information ● Membership Information: <ul style="list-style-type: none"> ■ Membership Correspondence ■ Newsletters 	Limited Information available on website www.palprac.org and in newsletters

8. FORM OF REQUEST (Section 51 (1) (e))

To facilitate the processing of your information request, kindly:

1. Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
2. Address your request to the Head of the Company (Executive Director).
3. Provide sufficient details to enable the COMPANY to identify:
 - a) The record(s) requested;
 - b) The requester (and if an agent is lodging the request, proof of capacity);
 - c) The form of access required;
 - d) (i) The postal address or fax number of the requester in the Republic;
 (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

9. PRESCRIBED FEES (Section 51 (1) (f))

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

1. A requestor is required to pay the prescribed fees (R50.00) 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

10. AVAILABILITY OF THE MANUAL

A copy of the Manual is available-

- On the website www.palprac.org
- At the head office of PALPRAC for public inspection during normal business hours
- to any person upon request and upon the payment of a reasonable amount.

11. UPDATING OF THE MANUAL

The Chief Information Officer of PALPRAC will on a regular basis update this manual.