



UBUNYE FOUNDATION

Registration Number: IT15/2002

MANUAL

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1 INTRODUCTION

Ubunye Foundation is a rural development trust based in the Eastern Cape with a reputation for innovative programmes led by rural communities.

1.1 AVAILABILITY OF THIS PAIA MANUAL

This manual is published on the Company website at www.ubunyefoundation.co.za

2 COMPANY CONTACT DETAILS

Persons designated/duly authorised persons:

Directors:	Dr Katy Pepper
Office Manager/CEO:	Dr Katy Pepper
Postal Address:	PO Box 448, Makhanda 6140
Street Address:	Unit 7, The Workshop, 1 Rautenbach Road Makhanda 6139
Telephone Number:	
Fax Number:	+27 46 622 7889
Email:	+27 46 622 7896



3 THE ACT

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.

Requests in terms of the *Act* shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the *Act*.

Requesters are referred to the Guide in terms of Section 10 of the *Act* 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

4 PROCESSING OF PERSONAL INFORMATION

Ubunye Foundation takes the privacy and protection of personal information very seriously and will only process personal information in accordance with the current legislation regulating privacy.

Accordingly, the relevant personal information privacy principles relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion) will be applied to any personal information processed by Ubunye Foundation.



5 APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment Act
9	No 69 of 1984	Close Corporations Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 4 of 2013	Protection of Personal Information Act



6 SCHEDULE OF RECORDS

Records	Subject	Availability
	Media releases	Freely available on website www.ubunyefoundation.co.za
Financial	Financial Statements	Request in terms of PAIA
	Financial and Tax Records (Company & Employees) Management Accounts	
	Asset Register	
Marketing	Market Information	Limited information available on website www.ubunyefoundation.co.za
	Public Customer Information <ul style="list-style-type: none"> • Product Brochures • Owner Manuals 	
	Field Records	Request in terms of PAIA
	Performance Records	
	Product sales records	
	Marketing Strategies	
	Customer Database	
	Dealer Franchise Documents	



7 PRESCRIBED REQUEST FORMS AND FEES

7.1 Form of request

To facilitate the processing of your request, kindly:

- Use the prescribed form on the Company website.
- Address your request to the Head of the Company (CEO).
- Provide sufficient detail to enable the Company to identify:
 - a) The record(s) requested.
 - b) The requestor (and, if an agent is lodging the request, proof of capacity).
 - c) The South African postal address, email address or fax number of the requestor.
 - d) The form of access required.
 - e) The South African postal address, email address or fax number of the requestor.
 - f) If the requestor wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof.

7.2 Prescribed fees

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

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 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).
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- Records may be withheld until the fees have been paid.
- The detailed Fee Structure is available on the website of the Company, at the following address: www.ubunyefoundation.co.za

7.3 Access to prescribed forms and fees

Prescribed forms and fees are published on the Company website or, alternatively, copies can be requested from the CEO of the Company (see contact details in section 2).

Prescribed forms and fees can be found on the Company website as follows:

- Forms: Prescribed fees.
- Fees: Request for access to record of private body.



8 REMEDIES

The company does not have an internal appeal procedure regarding PAIA and POPI *Act* requests. As such, the decision made by the duly authorised persons in section 2, is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator (once established), for relief.