



## THEOLOGICAL EDUCATION BY EXTENSION COLLEGE (NPC)

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# PAIA Manual

Compiled in compliance with Section 51 of  
The Promotion of Access to Information Act  
(Act 2 of 2000)

**DIRECTORS Executive:** CV Dunsmuir (acting CEO) **Non-executive:** DA Forster PJ Lee (Chair) VNN Mtshiselwa DP van der Water

**PARTICIPATING CHURCHES** Anglican Church of Southern Africa, Evangelical Lutheran Church in Southern Africa, Methodist Church of Southern Africa, Roman Catholic Church, The Salvation Army Southern Africa Territory, United Congregational Church of Southern Africa, Uniting Presbyterian Church in Southern Africa.

The Theological Education by Extension College is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act 101 of 1997 (Registration Certificate No. 2008/HE08/002), Non-Profit Company Registration No: 2007/030481/08.



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## Introduction

The Promotion of Access to Information Act, 2 of 2000 ("the Act") gives effect to the right of access to information in records held by public or private bodies that is required for the exercise or protection of any rights as enshrined in the Bill of Rights in The Constitution of The Republic of South Africa, 1996 ("the Constitution"). The Act sets out the requisite procedural issues attached to such request, the requirements with which such a request must comply as well as the grounds for refusal of such request.

This manual informs requesters of the procedural and other requirements with which a request must comply in terms of the Act.

The Act recognizes that the right to access of information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- 1.1. Limitations aimed at reasonable protection of privacy;
- 1.2. Commercial confidentiality;
- 1.3. Effective, efficient and good governance.

The right of access to information must also be balanced against any other rights contained in the Constitution.

The **Theological Education by Extension College (TEE College)**, established in 1976, is a registered Non-profit Company (in terms of the Companies Act, 71 of 2008) and is an accredited Private Higher Education Institution (PHEI) (in terms of the Higher Education Act, 101 of 1997). The College's primary objective is: The provision of "higher education" by a "higher education institution" as defined in the Higher Education Act, 1997, and in particular theological education by extension through distance learning to equip students for ordained or lay Christian ministries.

## Contact details and general information

All requests for information in terms of the Act must be in writing and addressed to the Information Officer of the Theological Education by Extension College NPC using the prescribed form given at the end of this document.

Company Name: Theological Education by Extension College NPC

Company registration no: 2007/030481/08

Registered address: 20 Gantner street, Haddon, 2091

Postal address: PO Box 74257, Turffontein, 2140

Telephone: +27.11.683 3284

Facsimile: +27.11.683 3522



Email: admin@tee.co.za  
Website: www.tee.co.za  
Head: Rev Craig Dunsmuir (Director)  
Information Officer: Mrs Gill Oosthuizen (Academic Administrator)

## Section 10 Guide

A guide on how to use the Act in order to obtain information is available in various languages from the South African Human Rights Commission.

They can be contacted at:

Postal address: Private Bag X2700, Houghton, 2041  
Telephone: +27.11.877 3600  
Facsimile: +27.11.877 3750  
Email: PAIA@sahrc.co.za  
Website: www.sahrc.org.za

## Records available in terms of other legislation

Records available in terms of other legislation, as amended:

- Income Tax Act, 58 of 1962
- Value Added Tax Act, 89 of 1991
- Compensation of Occupational Injuries and Diseases Act, 130 of 1993
- Labour Relations Act, 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997
- Higher Education Act, 101 of 1997
- Employment Equity Act, 55 of 1998
- Skills Development Act, 9 of 1999
- Unemployment Insurance Act, 63 of 2001
- Companies Act, 71 of 2008

## Schedule of records

(a) Automatic disclosure

The following information is publically available from the College website in electronic formats:

- Rules, Regulations & Policies booklet, plus related forms
- Programme brochures
- Programme Yearbooks – including programme and course descriptions, company directors, senior staff and office holders, and academic staff



- Programme Study Aids
- Electronic copies of published newsletters

(b) Records that may be requested

The following documents are made freely available in hardcopy or electronic formats (as appropriate) to registered students:

- Rules, Regulations & Policies booklet
- Programme Yearbooks
- Programme Study Aids
- Assignment booklets
- Confirmation of Registration Letters (database generated)
- Student Financial Statement (database generated)
- Notification of Exam Centres (database generated)
- Private study group lists (only for consenting students)
- Graduate Academic Record

The following documents are made available to students in line with relevant College policy and regulations and may not be requested via a PAIA request:

- Final Results
- Academic Record
- Qualification Certificate
- Duplicate Qualification Certificate

The following documents are made freely available in hardcopy or electronic formats to contracted part-time staff:

- Markers manual
- Course material
- Course-writing guides

(c) Records that may be requested via a PAIA request

Complete a request form for the following records:

- Company records, including CIPC documents, Governance Manual, the Directors Register, Conflict of interest register, and minutes of Board meetings
- Policy documents
- Financial records, including bank statements, management accounts, tax documents, pay roll, and audited accounts
- Employment records, including contracts, and job descriptions

*Note that requests are not automatically honoured, but are evaluated on a case-by-case basis in the light of the requesting motivation and the confidentiality / public interest requirements of the Act. The Theological Education by Extension College NPC reserves its right to decline requests for access to information in accordance with the provisions of the Act.*



## Request procedure

Any person or entity wishing to access information ("the requester") must use the prescribed form at the end of this document. The request must be in writing and directed to the Information Officer using the contact details above.

The requester MUST:

- Provide sufficient detail in the application so that the Information Officer can clearly identify:
  - (1) the requester
  - (2) the requested record
- Indicate in which form the record is required
- Specify a means by which the requested record can be transmitted to the requester (postal / fax / email)
- Clearly IDENTIFY the right that the requester is seeking to exercise or protect, AND provide an explanation as to why the requested record is required for the exercise or protection of that right

If the request is being made on behalf of another person then the requester must provide proof of the capacity in which the requester is making the application for access to the satisfaction of the Information Officer.

### FEES

The fees associated with a request are determined by statutory regulation and can be found in part 3.2 of the SAHRC Section 10 guide.

1. The fee for making a request of a Private body is R50.00. Where the requester is requesting personal information then this fee is waived, but the access fee is still payable.
2. The access fee is determined both by (1) the time taken to carry out the request, and (2) the requested format for supplying the requested information, and these are detailed in section 3.2.1 of the SAHRC Section 10 guide or in Part III of Annexure A of the Regulations for this Act. If any exemption of the access fee applies (as per section 3.2.1) then the requester must supply appropriate supporting information when making the request.

When satisfying the request will require more than six hours of work then the requester will need to make an advance deposit as per s54(2) of the Act.

Any delivery costs, such as postage or courier, are for the requesters account.

## Appeal

A requester (or third party) who is dissatisfied with the Information Officer's refusal to grant access to any record may:



- Within 30 days of being informed that the request was not granted lodge an internal appeal
- Within 180 days of notification of the decision apply to a court for relief

### **Availability of this manual**

This manual is available for inspection at the registered address, and for download from the College website.

### **Prescribed form**

The prescribed form for submitting requests (Form C) is attached. This form is compiled in compliance with section 10 of the regulations and satisfies the requirements of s53(1) of the Act. Requests made in any other format, or where required information is missing or incomplete, will not be considered.

Manual last updated: May 2017



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## FORM C

### REQUEST FOR ACCESS TO RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2 of 2000

Regulation 10

#### A. Particulars of the Private body:

The Information Officer  
Theological Education by Extension College NPC

#### B. Particulars of the Person requesting access to the record

(a) The particulars of the person who requests access to the record must be given below.  
(b) The postal address / fax number in the Republic to which the information is to be sent must be given. Alternatively an email address will suffice for electronic records.  
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names & Surname:

Identity number:

Postal address:

Telephone number:

Facsimile number:

Email address:

Capacity in which the request is made, when made on behalf of another person:

#### C. Particulars of the person on whose behalf the request is made

This section must be completed ONLY if a request for information is made on behalf of another person

Full names & Surname:

Identity number:

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#### D. Particulars of record

1. Description of the record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:



## E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for an exemption of the payment of any fee, you must state the reason for exemption.

Reason for exemption of payment of fees:

## F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which the record is required:

### NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

Mark the appropriate box below with an **X**

1. If the record is in written or printed form			
<input type="checkbox"/>	copy of the record *	<input type="checkbox"/>	inspection of the record
2. If the record consists of visual images (photographs, video, slides, etc.)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images *
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images *
3. If the record consists of recorded words or information which can be reproduced in sound			
<input type="checkbox"/>	listen to the soundtrack	<input type="checkbox"/>	transcription of the soundtrack *
4. If the record is held on computer or in an electronic or machine-readable form			
<input type="checkbox"/>	printed copy of record *	<input type="checkbox"/>	printed copy of information derived from the record *
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form *

\* If you requested a copy or transcription of a record (above), do you wish the copy or transcription be posted to you (circle ONE): **YES** – **NO**. (Postage is payable).



### G. Particulars of right to be exercised or protected

If the provided space is inadequate, continue on separate pages and attach them to this form. **The requester must sign the additional pages.**

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

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### H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide any necessary details to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE