



African Leadership Academy
Developing the next generation of African leaders

PROMOTION OF ACCESS TO INFORMATION MANUAL FOR AFRICAN LEADERSHIP ACADEMY NPC

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1. Introduction and Definitions

This manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act 2 of 2000 (**PAIA**) and the Protection of Personal Information Act 4 of 2013 (**POPIA**) in respect of African Leadership Academy registration number 2005/005377/08 a non-profit organization duly incorporated in according to the laws of South Africa (**African Leadership Academy**).

African Leadership Academy is a private body as defined in section 1 of PAIA, and this manual contains the information specified in section 51 of PAIA, which is applicable to such a private body. This information is as follows:

- the contact details of the head of African Leadership Academy (section 51(1)(a)(i) of PAIA);
- a description of the guide referred to in section 10 of PAIA (section 51(1)(b)(i) of PAIA);
- a description of the records of African Leadership Academy which are available without a requester having to request access in terms of PAIA (section 51(1)(b)(ii));
- a description of the records of African Leadership Academy which are available in terms of any legislation other than PAIA (section 51(1)(b)(iii) of PAIA); and
- a description of the subjects on which African Leadership Academy holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record (section 51(1)(b)(iv) of PAIA).

African Leadership Academy is a responsible party as defined in section 1 of POPIA and this manual contains the information stipulated in section 51(1)(c) of PAIA. This information is as follows:

- the purpose of the Processing (section 51(1)(c)(i) of PAIA);
- a description of the categories of Data Subjects and Personal Information Processed by African Leadership Academy in relation to these Data Subjects (section 51(1)(c)(ii) of PAIA);
- a description of the categories of recipients to whom that Personal Information is provided (section 51(1)(c)(iii) of PAIA);
- actual and/or planned instances when Personal Information held by African Leadership Academy may be transferred outside of South Africa (section 51(1)(c)(iv) of PAIA); and
- a description of the information security measures implemented by African Leadership Academy to ensure the confidentiality, integrity and availability of the Personal Information which is to be or is being Processed (section 51(1)(c)(iv) of PAIA).

The manual will be updated at least every twelve months or at such intervals as may be necessary in accordance with the requirements of section 51(2) of PAIA.

The manual facilitates requests for access to records of African Leadership Academy as provided for in sections 53 and 54 of PAIA and sets out how to access Personal Information held by African Leadership Academy in terms of sections 23 and 25 of POPIA.

In this manual, the following words bear the meaning set out below:

African Leadership Academy

means African Leadership Academy NPC (registration number: 2005/005377/08), a company registered in South Africa in accordance with the Companies Act 71 of 2008, with its

registered place of business at 1050 Printech Avenue, Laser Park, Honeydew, 2040;

Data Subject	means the person to whom Personal Information relates, as defined in section 1 of POPIA. In the context of African Leadership Academy, this primarily but without limitation means clients /students, employees and Operators / suppliers, other persons and third parties;
Deputy Information Officer	means any person designated by the Head of African Leadership Academy in terms of section 56 of POPIA and as registered with the Information Regulator;
Employee	means any person who works for or provides services to or on behalf of African Leadership Academy, and receives or is entitled to receive remuneration;
Guide	means the guide compiled by the SAHRC, and updated and made available by the Information Regulator in terms of section 10 of PAIA;
Head of African Leadership Academy	means the CEO of African Leadership Academy, or any person duly authorised by him or her to carry out the duties ascribed to the "head" of a private body by PAIA.
Information Officer	means the Head of African Leadership Academy, or any person duly appointed by the Head of African Leadership Academy to act in this capacity, registered with the Information Regulator in terms of section 55(2) of POPIA;
Information Regulator	means the regulatory body established in terms of section 39 of POPIA;
Manual	means this manual which is published in accordance with section 51 of PAIA and " this manual " shall have the same meaning;
Minister	means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Correctional Services;
Operator	means a person who Processes Personal Information for African Leadership Academy in terms of a contract or mandate, without coming under the direct authority of African Leadership Academy, as provided for in section 1 of POPIA, and Operators has a corresponding meaning;
Personal Information	<p>has the meaning given in section 1 of POPIA, being personal information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:</p> <ul style="list-style-type: none">(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the persons;(b) information relating to the education or the medical, financial, criminal or employment history of the person;(c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;(d) biometric information of the person;(e) personal opinions, views, or preferences of the person;(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further

	<p>correspondence that would reveal the contents of the original correspondence;</p> <p>(g) views or opinions of another individual about the persons; and</p> <p>(h) the name of the person if it appears with other Personal Information relating to the person, or if the disclosure of the name itself would reveal information about the person;</p>
Processing	<p>has the meaning given in section 1 of POPIA and includes any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including –</p> <p>a) collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, or use;</p> <p>b) dissemination by means of transmission, distribution or making available in any other form; or</p> <p>c) merging, linking, as well as restriction, degradation, erasure, or destruction of information;</p> <p>and Process and Processed have corresponding meanings;</p>
PAIA Regulations	<p>means the Regulations relating to the Promotion of Access to Information, 2021;</p>
Requester	<p>Means any person or entity requesting access in terms of PAIA to a record that is under the control of African Leadership Academy or any Data Subject requesting details of any Personal Information relating to that Data Subject or a copy of the Personal Information in terms of POPIA;</p>
SAHRC	<p>means the South African Human Rights Commission;</p>
Special Personal Information	<p>has the meaning given in section 1 of POPIA and includes any Personal Information of a Data Subject, concerning –</p> <p>(a) the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of the Data Subject; or</p> <p>(b) the criminal behaviour of the Data Subject to the extent that such information relates to –</p> <ol style="list-style-type: none"> i. the alleged commission by the Data Subject of any offence; or ii. any proceedings in respect of any offence allegedly committed by the Data Subject or the disposal of such proceedings.

2. **Contact details (section 51(1)(a)(i) of PAIA)**

The CEO of African Leadership Academy is Mr. Hatim Eltayeb (**Mr. Eltayeb**). Mr Eltayeb is the Head of African Leadership Academy for the purposes of PAIA. Mr Eltayeb is the information officer and has designated Ms. Cynthia Mangaba (**Ms. Mangaba**) to act as the deputy Information Officer for the African Leadership Academy and is registered for this purpose in terms of POPIA.

Requests for access to records or Personal Information in terms of either PAIA or POPIA should be addressed to the Information Officer and/or Deputy Information Officer using the following contact details:

Physical address:

1050 Printech Avenue
Honeydew,
South Africa
2170

Postal address:

Postnet Suite 413
Private Bag X1 Northcliff
2115
South Africa

Telephone: +27 11 699 3000

Email: heltayeb@africanleadershipacademy.org

3. Section 10 Guide on how to use PAIA (section 51(1)(b)(i) of PAIA)

The Information Regulator has, in terms of section 10(1) of PAIA, as amended, updated the PAIA Guide, as initially compiled by the SAHRC.

The purpose of the aforesaid Guide is to provide information that is needed by any person who wishes to exercise any right contemplated in PAIA and POPIA.

A request for the Guide can be made to the Information Regulator in the prescribed form (Form 1 of Annexure B). A copy of the form is attached as **Annexure B** to this manual. Any person wishing to obtain the Guide may either access it through the website of the Information Regulator at <https://inforegulator.org.za/paia-guidelines/> or should contact:

The Information Regulator

Physical address:

JD House, 27 Stiemens Street, Braamfontein,
Johannesburg, 2001.

Telephone: (010) 023 5200

Email: enquiries@inforegulator.org.za

Alternatively, members of the public can inspect or make copies of the Guide from the offices of the Information Regulator, at no fee, during normal working hours (regulation 2(3) of the PAIA Regulations).

The Information Officer must have a copy of the Guide available in at least two of the official languages in South Africa at its address available for inspection, at no fee, during normal working hours (regulation 3(3) of the PAIA Regulations).

The Information Officer must make available the Guide, upon request in the prescribed form (Form 1 of Annexure B), the number of copies of the Guide requested (regulation 3(2) of the PAIA Regulations). A copy of the form is attached as **Annexure B** to this manual.

4. Records available in terms of any other legislation (section 51(1)(b)(iii) of PAIA)

Certain records held by African Leadership Academy are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991
- South African Schools Act 84 of 1996

5. Description of the subjects on which African Leadership Academy holds records and the categories of records held on each subject (section 51(1)(b)(iv) of PAIA)

The following is a list of the subjects on which African Leadership Academy holds records and the broad categories into which these records fall. The procedure in terms of which such records may be requested from African Leadership Academy is set out in Section 7 of this manual. The records listed below will not in all instances be provided to a requester who requests them in terms of PAIA. The requester must show that he or she has the right in terms of PAIA to be given access to the records in question.

Categories of records	Description of records held
<u>Administration</u>	<ul style="list-style-type: none"> — Member records — Member register — Minutes of Annual General Meeting — Directors' records — Minutes of board meetings — Resolutions of the directors of African Leadership Academy

- Records relating to the incorporation of African Leadership Academy
- Minutes of meetings of committees and sub-committees

Management

- Minutes of meetings of Executive Committee
- Internal correspondence relating to or containing personal information

Finance

- Accounting records
- Tax records
- Debtors' records
- Creditors' records
- Insurance records
- Auditors' reports
- Interim and annual financial statements
- Bank statements and other banking records for business and trust accounts
- Invoices issued in respect of debtors and billing information
- Records regarding African Leadership Academy's financial commitments

Human Resources

- List of employees
- Statistics regarding employees
- Employment contracts
- Conditions of employment
- Curriculum vitae of employees, including qualifications
- Information relating to prospective employees, including their curriculum vitae
- Personnel records including personal details, disciplinary records, performance, and internal evaluation records
- Employee tax information
- Records of Unemployment Insurance Fund contributions
- Records regarding group life assurance and disability income protection
- Pension fund records
- Payroll records
- Health and safety records
- Workplace skills plans
- Codes of conduct
- Disciplinary code and procedure
- Grievance procedure
- Appeal procedure

- Remuneration policy
- Internal policies and procedures regarding dismissals, performance appraisal, recruitment, selection, advertising of positions, appointments, retirement, promotions, leave, extended sick leave, study leave, salaries, overtime, bonuses, medical aid, health and safety, adoption leave and benefits, broad-based black economic empowerment (BBBEE) procurement, loans, working parents, black economic empowerment, smoking, use of company resources including telephones, motor vehicles and computers, sexual harassment, HIV-Aids and *Pro Bono* policy.
- Training schedules and material
- Correspondence relating to personal information of African Leadership Academy personnel

Suppliers

- Supplier lists and details of suppliers
- Agreements with suppliers

Information Technology

- Computer software
- Support and maintenance agreements
- Records regarding computer systems and programmes
- Information technology asset register

Property

- Fixed assets registers
- Lease agreements in respect of immovable property
- Records regarding insurance in respect of movable property
- Records regarding insurance in respect of immovable property

Students and Alumni

- Biographic information – including full name, date of birth, nationality, or country of residence, language
- Contact information – including home and business addresses, phone numbers, email addresses, and social media contact information
- Demographic information – including gender, language, and citizenship
- Photographs
- Family information- including the names of students' parents, children, or other familial relationships, marital status, and the names of students' spouses/partners
- Educational and employment information – including other education history, transcripts, exam results, professional qualifications, company names, job titles, and industry information

- Student directory information obtained from African Leadership Academy program records
- Students' use of African Leadership Academy resources
- Student participation in the African Leadership Academy network
- Information relating to disability affecting certain students.

Miscellaneous

- Information about donors and prospective donors
- Internal correspondence relating to or containing personal information
- School publications

6. Processing of Personal Information by African Leadership Academy (section 51(1)(c) of PAIA)

Details about the Processing of Personal Information undertaken by African Leadership Academy are set out in **Annexure A**.

7. Categories of records which are available without request (section 51(1)(b)(ii) of PAIA)

No notices relating to African Leadership Academy have been published by the Minister in terms of section 52(2) of PAIA.

Certain records are available without needing to be requested in terms of the request procedures set out in PAIA and detailed in Section 7 of this manual. This information may be inspected, collected, purchased, or copied (at the prescribed fee for reproduction) at the offices of African Leadership Academy. Certain information is also available on African Leadership Academy's website: <https://www.africanleadershipacademy.org/>. The records include:

- Marketing brochures
- Contact information
- Annual Reports that include financial overview
- Strategic Plan
- Services Provided
- Project information
- Career information
- Media releases

8. Request procedure in terms of PAIA (section 53 of PAIA)

A request for access to records held by African Leadership Academy in terms of section 50 of PAIA must be made in the prescribed form (Form 2 of Annexure C) the **PAIA Regulations** (section 53(1) of PAIA). A copy of the form is attached as **Annexure C** to this manual. The request must be made to African Leadership Academy at the address, or email address, specified in Section 2 above.

A requester must provide sufficient detail on the prescribed form to allow African Leadership Academy to identify the record or records which have been requested and the identity of the requester (section 53(2) of PAIA). If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to African Leadership Academy (section 53(2)(f) of PAIA). The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa (sections 53(2)(b) and (c) of PAIA).

The requester must identify the right that he, she, or it is seeking to exercise by accessing records held by African Leadership Academy and must explain why the particular record or records requested is or are required for the exercise or protection of that right (section 53(2)(d) of PAIA).

African Leadership Academy may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include:

- that access would result in the unreasonable disclosure of Personal Information about a third party,
- to protect the commercial information of a third party or of African Leadership Academy itself, that it is necessary to protect the confidential information of a third party,
- to protect the safety of individuals or property,
- that a record constitutes privileged information for the purpose of legal proceedings,
- to protect the research information of a third party or African Leadership Academy itself.

Access to documents may also be refused on the basis of professional privilege.

African Leadership Academy is required to inform a requester in writing of its decision in relation to a request (section 56 of PAIA). If the requester wishes to be informed of African Leadership Academy's decision in another manner as well, this must be set out in the request and the relevant details included, to allow African Leadership Academy to inform the requester in the preferred manner.

African Leadership Academy will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in PAIA. African Leadership Academy will notify the requester if the 30-day period for processing a request is to be extended.

Where a request is refused, a requester may apply to the High Court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The High Court will determine whether the records should be made available or not.

9. Fees payable (section 54 of PAIA read with regulation 8 and Annexure B of the PAIA Regulations)

A requester has to pay a **request fee** of R140.00. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on African Leadership Academy's behalf may notify the requester that he, she or it needs to pay the request fee before processing the request any further. A requester may apply to Court to be exempted from the requirement to pay the request fee.

Where a request for access to a record or records held by African Leadership Academy is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the

preparation of the records for disclosure. African Leadership Academy is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

	Action taken	Fee
i.	The request fee payable by every requester	R140.00
ii.	Photocopy / printed black & white copy of an A4-size page	R2.00 per page or part thereof
iii.	Printed copy of an A4-size	R2.00 per page or part thereof
iv.	For a copy in a computer-readable form on -	
	Flash drive (to be provided by requestor)	R40.00
	compact disc: <ul style="list-style-type: none"> ○ if provided by requestor ○ if provided to the requestor 	R40.00 R60.00
v.	For a transcription of visual images, per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
vi.	Copy of visual images	
vii.	Transcription of an audio record, A4-size page	R24.00
viii.	Copy of an audio record on:	
	• Flash drive (to be provided by requestor)	R40.00
	• Compact disc <ul style="list-style-type: none"> ○ If provided by the requestor ○ If provided to the requestor 	R40.00 R60.00
ix.	To search for an prepare and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed the total cost of:	R435.00
x.	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items ii to viii.
xi	Postage, e-mail, or any other electronic transfer	Actual expense, if any.

If African Leadership Academy is of the opinion that the search for and the preparation of the records requested will require more than six hours, African Leadership Academy is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make

an application to the Court or lodge a complaint with the Information Regulator to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

10. Request procedure in terms of POPIA (sections 23 and 25 of POPIA)

A request for access in terms of section 23 of POPIA must be made in manner and form set out in section 8 of this manual above (section 25 of POPIA).

No fee is payable where a requester asks African Leadership Academy to confirm whether or not African Leadership Academy holds his, her, or its Personal Information (section 23(1)(a) of POPIA).

A prescribed fee, if any, as set by the Minister after consultation with the Information Regulator may be payable if a requester asks for a copy of the Personal Information held by African Leadership Academy, or a description of the records held by African Leadership Academy that contain the requester's Personal Information (section 23(1)(b)(ii) read with section 111(1)(a) of POPIA). African Leadership Academy must give the requester a written estimate of the fee beforehand and may require the requester to pay a deposit for all or part of the estimated fee (section 23(3) of POPIA).

11. Information or records not found (section 55 of PAIA)

If all reasonable steps have been taken to find a record that is requested under PAIA, and the requested record cannot be found or does not exist, then African Leadership Academy will notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.

The affidavit or affirmation will provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by African Leadership Academy with every person who conducted the search.

If the record in question should later be found, the requester will be given access to the record in the manner stipulated by the requester unless access is refused by African Leadership Academy as permitted by PAIA (as dealt with in Section 8 above).

12. Information requested about a third party (Chapter 5 of Part 3 of PAIA)

Where any information that relates to a third party is requested in terms of PAIA from African Leadership Academy, African Leadership Academy is required to notify the third party of the request (section 71 of PAIA). The third party has an opportunity to grant their consent to the disclosure of the record or to make representations as to why the requested record should not be disclosed to the requester (section 72 of PAIA). If African Leadership Academy decides to grant access to the record, it will notify the affected third party again (section 73 of PAIA). The third party is entitled to apply to court in relation to that decision. The court will then determine whether the record should be disclosed by African Leadership Academy or not.

13. Other prescribed information (section 51(1)(a)(ii) of PAIA)

The Minister has not prescribed that any further information must be contained in this manual.

ANNEXURE A: PROCESSING OF PERSONAL INFORMATION

African Leadership Academy takes the privacy and protection of Personal Information seriously and will only Process Personal Information in accordance with POPIA or any other applicable legislation which deals with privacy rights. Accordingly, the relevant Personal Information privacy conditions and requirements relating to the Processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion of Personal Information) will be applied to any Personal Information Processed by African Leadership Academy.

Purpose of Processing Personal Information

African Leadership Academy uses and collects the Personal Information under its care in the following ways:

- Staff administration
- Keeping of accounts and records
- Complying with tax laws
- Furtherance of business activities
- To participate in procurement processes
- For client registration processes

Categories of Data Subjects and their Personal Information that African Leadership Academy Processes

Data Subjects

Clients – juristic persons/entities

Beneficiaries – Students, alumni, and others

Personal Information Processed

- Names of contact persons;
 - Name of legal entity;
 - Physical and postal address and contact details;
 - Financial information;
 - Registration number;
 - Founding documents;
 - Tax related information;
 - Authorized signatories;
 - Beneficiaries;
 - Ultimate beneficial owners
 - Information about donors and prospective donors
-
- Names;
 - Contact details;
 - Physical and postal addresses;
 - Confidential correspondence
 - Social media contact information
 - Demographic information
 - Family information
 - Educational information
 - Employment information
 - Letters of recommendation from previous school leadership or employers
 - Student directory information obtained from ALA program records
 - Information about your use of African Leadership Academy resources

- Information about your participation in African Leadership Academy programs

Intermediary/Advisor

- Names of contact persons;
- Name of legal entity;
- Physical and postal address and contact details;
- Financial information;
- Registration number;
- Founding documents;
- Tax related information;
- Authorized signatories;
- Beneficiaries;
- Ultimate beneficial owners

Contractors

- Names of contact persons;
- Name of legal entity;
- Physical and postal address and contact details;
- Financial information;
- Registration number;
- Founding documents;
- Tax related information
- Authorized signatories;
- Beneficiaries;
- Ultimate beneficial owners

Employees/Directors

- Gender;
- Pregnancy;
- Marital status;
- Race;
- Age;
- South African Revenue Service (**SARS**) issued tax number;
- South African Council of Education (SACE) registration information;
- Language;
- Education information;
- Financial information;
- Employment history;
- ID number;
- Passport number
- Visa/Immigration status
- Physical and postal address;
- Contact details;
- Reference opinions from previous employers;
- Criminal behavior;
- Well-being;
- Medical scheme information;
- Disability
- Biometric information
- Full names
- Contact details
- Car registration number
- Identification numbers

External Personnel

Categories of Recipients to whom Personal Information may be supplied

African Leadership Academy may supply or share the Personal Information to service providers who render the following services:

- Capturing and organizing data;
- Storing data;
- Analyzing data to surface learnings & findings;
- Sending of emails and other correspondence to clients;
- Events and programming
- national and international tertiary institutions for the purposes of student applications.

African Leadership Academy will conclude appropriate agreements with any service providers that Process Personal Information on its behalf to require service providers to protect Personal Information in line with the requirements of POPIA.

African Leadership Academy does not share the Personal Information of its Data Subjects with any third parties, except if:

- It or the third party has a legitimate interest in the Personal Information being shared, and an appropriate balance has been struck between that interest and protecting Data Subjects rights;
- It is necessary to conclude or implement a contract with a Data Subject;
- It is obliged to provide such information for legal or regulatory purposes;
- It is required to do so for purposes of existing or future legal proceedings;
- It is involved in the prevention of fraud, loss, bribery, or corruption; the third party performs services and Processes Personal Information on African Leadership Academy's behalf as its Operator; or
- The third party performs services and Processes Personal Information on African Leadership Academy's behalf as its Operator.

African Leadership Academy will send its Data Subjects appropriate notifications or communications of its Processing if it is obliged to do so by law, or in terms of its contractual relationship with Data Subjects.

Actual or planned transfers of Personal Information outside of South Africa

African Leadership Academy may transfer Personal Information under its control to organisations in other countries in order to:

- liaise with other national and international educational organisations,
- provide information to prospective clients and students,
- analyze data to surface learnings & findings; or
- store data with third party cloud storage providers.

African Leadership Academy will take steps to ensure that Operators in foreign countries are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection of Personal Information and uphold the principles for reasonable and lawful processing of Personal Information, in terms of POPIA.

[Where electronic data is stored in the cloud, Personal Information may be stored outside South Africa. African Leadership Academy has appropriate contracts in place with service providers to ensure that Personal Information is appropriately secured.]

General description of information security measures implemented by African Leadership Academy

African Leadership Academy employs up to date technology to ensure the confidentiality, integrity, and availability of the Personal Information under its care. Such measures include:

- Minimising the collection of personal information and limit its use to the purpose for which it is collected.
- Administrative, technological, and physical security measures
- Role-based access requirements
- Cybersecurity awareness training for all employees
- Logical and physical access control
- Requiring Operators who Process Personal Information on behalf of African Leadership Academy to implement security controls in terms of African Leadership Academy's contract with them.

ANNEXURE B

FORM 1
REQUEST FOR A COPY OF THE GUIDE
 [Regulations 2 and 3 of the PAIA Regulations]

TO: *The Information Regulator
 P.O Box 31533
 Braamfontein
 2017
 Email address: infoereg@justice.gov.za
 Tel. number: +27 (0) 10 023 5200

OR

The Information Officer

I,

Full names:			
In my capacity as (mark with "X"):	Information Officer		Other
Name of *public / private body (if applicable)			
Postal address			
Street address			
Email address			
Facsimile			
Contact numbers	Tel (W):		Cellular:

hereby request the following copy(ies) of the Guide:

Language (mark with "X")		No of copies	Language (mark with "X")		No of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Manner of collection (mark with "X"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
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Signed at _____ this _____ day of _____ 20____.

SIGNATURE OF REQUESTER

**Delete whichever is not applicable*

ANNEXURE C

FORM 2 **REQUEST FOR ACCESS TO RECORD** [Regulation 7 of the PAIA Regulations]

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation must be attached to this form.

TO: The Information Officer

Email address:

Fax number:

Mark with an "X":

- ☐ Request is made in my own name ☐ Request is made on behalf of another person.

PERSONAL INFORMATION			
Full names:			
Identity number:			
Capacity in which request is made (when made on behalf of another person):			
Postal address			
Street address			
Email address			
Contact numbers	Tel (W):		
	Cellular:		
Full names of person on whose behalf request is made (if applicable)			
Identity number			
Postal address			
Street address			
Email address			
Contact numbers	Tel (W):		Tel (W):
	Cellular:		
PARTICULARS OF RECORD REQUESTED			
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record			

Reference number, if available		
Any further particulars of record		
TYPE OF RECORD		
(Mark the applicable box with an "X")		
Record is in written or printed form		
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)		
Record consists of recorded words or information which can be reproduced in sound		
Record is held on a computer or in an electronic, or machine-readable form		
MANNER OF ACCESS		
(Mark the applicable box with an "X")		
Personal inspection of record at registered address of public / private body (including listening to recorded words, information, which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)		
Postal services to postal address		
Postal services to street address		
Courier service to street address		
Facsimile of information in written or printed format (including transcriptions)		
Email of information (including soundtracks if possible)		
Cloud share / file transfer		
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)		
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED		
If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.		
Indicate which right is to be exercised or protected.		
Reason		

FEES	
(a)	<i>A request fee must be paid before the request will be considered.</i>
(b)	<i>You will be notified of the amount of the access fee to be paid.</i>
(c)	<i>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.</i>
(d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption.</i>

You will be notified in writing whether your request has been approved or denied and, if approved, the costs relating to your request, if any. Please indicate your preferred manner of correspondence (mark with an "X").

Postal address	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20__.

**SIGNATURE OF REQUESTER / PERSON
ON BEHALF OF WHOM REQUEST IS MADE**

FOR OFFICIAL USE

Reference number:	
Request received by: (State rank, name and surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

**SIGNATURE OF INFORMATION
OFFICER**