



General Information:

ORT SA Operational Trust /

ORT South Africa (ORT SA)

Tel: 011-728-7154

Email: info@ortsa.org.za

Web: www.ortsa.org.za

NPO Registration: 030-521-NPO

IT 5022/99

Date of compilation: 23/06/2021

PAIA MANUAL

(Promotion of Access to Information Act)

Registration No: IT5022/11 and 030-521-NPO

The ORT SOUTH AFRICA OPERATIONAL TRUST

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

As at 23 June 2021

INDEX

Contents

| | |
|--|---|
| 1. INTRODUCTION TO PAIA | 3 |
| Objectives of PAIA | 3 |
| 2. ABOUT ORT SOUTH AFRICA | 3 |
| 3. CONTACT DETAILS | 4 |
| Persons designated/duly authorised persons:..... | 4 |
| 4. AVAILABILITY OF PAIA MANUAL..... | 4 |
| 5. RECORDS YOU CAN OBTAIN FROM ORT SA WITHOUT A PAIA REQUEST | 5 |
| 6. RECORDS THAT WE HOLD THAT ARE NOT FREELY AVAILABLE | 5 |
| 7. HOW TO MAKE A PAIA REQUEST TO RECORDS HELD BY ORT SA | 6 |
| 8. THE PERSONAL INFORMATION THAT WE PROCESS | 7 |
| 9. THE PURPOSE FOR PROCESSING THE INFORMATION | 8 |
| 10. CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED (where applicable)..... | 8 |
| 11. PLANNED TRANS-BORDER FLOW OF PERSONAL INFORMATION | 8 |
| 12. GENERAL DESCRIPTION OF SECURITY | 8 |
| 13. PRESCRIBED FEES | 9 |
| 14. ANNEXURES: | 9 |

1. INTRODUCTION TO PAIA

The **Promotion of Access to Information Act, 2000** (or **PAIA**; Act No. 2 of 2000) is a freedom of information law in South Africa which was established to promote the right of access to information and promotion of transparency and accountability both within the public and private sectors of society. This allows individuals to fully exercise and protect their rights.

ORT SA PAIA Manual has been published in accordance with the requirements of section 51 of the Act and is aimed at facilitating access to records held, in terms of the Act.

The PAIA manual provides information on:

- Details on request for information as well as contact details of the Information Officer and Deputy Information Officer
- Background on ORT South Africa
- Records held by ORT South Africa
- Categories of records held by ORT South Africa where request is needed to obtain information
- Records that are available without request
- Procedures to be followed in order to get access to any records.
- Fees

Objectives of PAIA

- To promote transparency, accountability and effective governance of all public and private bodies
- To assist members of the public to effectively scrutinize and participate in decision making by public bodies
- To ensure that the state promotes a human rights culture and social justice
- To encourage openness
- To establish voluntary and mandatory mechanisms or procedures which give effect to the right of access to information in a speedy, inexpensive and effortless manner

2. ABOUT ORT SOUTH AFRICA

ORT South Africa (ORT SA) is a Non-profit Developmental Organization that is locally and internationally recognised by governments and large corporations. Each year, ORT SA helps to build South Africa through education, assisting thousands of South Africans to benefit by learning skills, growing, or starting a successful business, or receiving cutting - edge training and support in the areas of Maths, Science, Technology and ICT.

ORT's vision is **"Educating for Life"** and its mission is: **"Making People Employable and Creating Employment Opportunities"**.

This mission is fulfilled through community development in previously disadvantaged communities through a number of anti-poverty initiatives. These include:

- community-based projects through capacity building of schools and businesses;

- providing of mentoring and support for teachers, learners, job seekers and entrepreneurs;
- quality education in maths, science, ICT and technology;
- skills development and employment readiness;
- enterprise development for financial sustainability to emerging micro enterprises and SMEs.

3. CONTACT DETAILS

ORT House
44 Central Street, Cnr. 10th Avenue
Houghton
Johannesburg
2198

P O Box 95090
Grant Park
2051

 011-728-7154 email: info@ortsa.org.za www.ortsa.org.za

Persons designated/duly authorised persons:

The Chief Executive Officer of ORT SA is its **Information Officer** in terms of the POPI Act.
The Office Manager of ORT SA is its **Deputy Information Officer**.

Information Officer: Ariellah Rosenberg
Postal Address: P.O. Box 95090, Grant Park, 2051
Street Address: 3 Kingsgate, John Avenue, Bedford Park, 2007
Telephone Number: 082-852-0411
Email: arielah@ortsa.org.za

Deputy Information Officer: Ora Stollar
Postal Address: P.O. Box 95090, Grant Park, 2051
Street Address: 81 Greenway, Greenside, 2194
Telephone Number: 082-894-3313
Email: ora@ortsa.org.za

4. AVAILABILITY OF PAIA MANUAL

For guidance on how to complete a PAIA request, Section 10 of PAIA has instructed the South African Human Rights Commission (“SAHRC”) to prepare a guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”).

This guide is available in all official South African languages.

For any queries relating to exercising your right to privacy OR to obtain a copy of the Guide, please contact the SAHRC directly:

South African Human Rights Commission PAIA Unit – The Research and Development Department
Braampark Forum 3,
33 Hoofd Street
Braamfontein

Private Bag 2700,
Houghton 2041

Tel: +27 11 877 3803 Email: paia@sahrc.org.za website: www.sahrc.org.za

A copy of the ORT manual is available from:

- Our Information Officer via email: ariellah@ortsa.org.za
- Our Deputy Information Officer via email: ora@ortsa.org.za
- On our website: www.ortsa.org.za

5. RECORDS YOU CAN OBTAIN FROM ORT SA WITHOUT A PAIA REQUEST

All information available on our website at www.ortsa.org.za, including the ORT financial statements, annual reports, BBBEE SED certificate, ORT CV, brochures and publications, upcoming webinars, press releases, and events are available and disclosed, without you needing to make a PAIA request.

6. RECORDS THAT WE HOLD THAT ARE NOT FREELY AVAILABLE

For records that are not automatically available, you will be required to submit a PAIA request. Requests will only be considered subject to relevant laws (e.g. Labour Relations, EE and BCEA). These include the following:

| CATEGORY | RECORD |
|------------------------------|--|
| LEGAL MATTERS | <ul style="list-style-type: none">• BBBEE compliance (QSE Affidavit)• Internal auditing and risk• Policies and procedures |
| CORPORATE GOVERNANCE MATTERS | <ul style="list-style-type: none">• Minutes of all ORT entities• Private information of our governing body |
| HUMAN RESOURCES | <ul style="list-style-type: none">• HR Policies manual• Personal information of employees, including medical information (only available to HR personnel)• Training and development information• Disciplinary hearings (only available to HR personnel)• General files containing information on employee benefits and employee recruitment and selection information (only available to HR personnel) |
| FINANCE | <ul style="list-style-type: none">• Financial records |

| | |
|-------------------------|--|
| | <ul style="list-style-type: none"> • Budgets • Management accounts • Debtors and creditors • Salary information • Fixed asset register |
| RISK MANAGEMENT | <ul style="list-style-type: none"> • Insurance Policies • Security information |
| OFFICE MANAGEMENT | <ul style="list-style-type: none"> • Building plans |
| INFORMATION TECHNOLOGY | <ul style="list-style-type: none"> • Usage statistics • Information systems • Network security • Equipment details • Hardware and software |
| ORGANISATION DOCUMENTS | <ul style="list-style-type: none"> • ORT SA Constitution • ORT SA Operational Trust Deed • ORT Trustees • ORT NEC members |
| PROCUREMENT | <ul style="list-style-type: none"> • Delivery and collection sheets • List of suppliers |
| SUPPLY CHAIN MANAGEMENT | <ul style="list-style-type: none"> • Agreements and contracts • Compliance documents of service providers • Service provider records |
| PROJECTS | <ul style="list-style-type: none"> • Agreements with sponsors • Personal information on beneficiaries • Project information • Beneficiaries personal information • ORT Alumni |
| MARKETING | <ul style="list-style-type: none"> • Documents relating to PR events |

7. HOW TO MAKE A PAIA REQUEST TO RECORDS HELD BY ORT SA

- Requests for access to records held by ORT SA must be made on the request forms that are available from our website or office, or from the SAHRC (www.sahrc.org.za) or from the Department of Justice ([main-form-c1.pdf \(justice.gov.za\)](#)) and attached hereto as **Annexure B (Request Form)**.
- The request must be addressed to our Information Officer.
- When a record is requested, the following will apply:
 - A fee or fees which are prescribed by the Act and regulations may be payable. The current fee schedule is attached to this document as **Annexure C**. Kindly note that fees can change from time to time as and when the laws are amended.
 - The Requester must complete all the details on the Request Form, including the right the requester wants to exercise or protect by requesting the information and the reason for the access to the information.
 - If the requester is acting on behalf of someone else, the person on whose behalf he / she is acting must sign the form, authorising the request to be made, in

order for us to verify the validity of the request. Further proof may be required by ORT SA.

- The requester must specify the format (inspection of copy, paper copy, electronic copy, transcript, etc.) in which he / she wants to access the information.
- If the record is part of another record, the requester will only be given access to the part/s that are relevant to the information he is entitled to and not the entire record.

All requests will be evaluated against the provision of the Act. And the Information Officer may refuse access on the basis or grounds provided by the Act. For example, access to data subject's personal information may be refused.

ORT SA may respond to a request for information within 30 (thirty) days of the request, in accordance with the Act, and if not granted, and the requester is not satisfied, he may approach the courts within 30 days of the decision to decline the request.

8. THE PERSONAL INFORMATION THAT WE PROCESS

A detailed spreadsheet of information stored by ORT is included on **Annexure A** and can be requested from the office.

ORT SA hold records in the following categories:

Internal records relating to our organisation, including minutes of meetings, annual and other reports, financial records, operational records, policies and procedures, contracts, licenses, intellectual property, marketing records, internal correspondence, statutory records, etc.

Personnel records, including information relating to full time employees, fixed term employees and interns. It includes personal files and similar records, records provided by third parties regarding their personnel, employment contracts, conditions of employment, workplace policies, disciplinary records, termination records, performance management records, and all employment related records and correspondence.

Supplier, service providers, sponsors records, which may include supplier registrations, contracts and agreements, communications, logos, delivery records, deliverables / outputs of the agreements / contracts.

Technical records – which may include submission of tenders / proposals to government and private bodies.

Trustees and National Executive Committee Members Records – which may include personal information of our board membership as is relevant to the trustees and ORT NEC board members.

Beneficiary information – these include personal information of our beneficiaries and ORT alumni as is required by our sponsors and for BBBEE purposes, as well as for historical and archive purposes.

Third party information – there may be 3rd parties processed such as World ORT, SABJE and Herzlia.

9. THE PURPOSE FOR PROCESSING THE INFORMATION

- Employment records and agreements as per labour law
- EE reports as per labour law
- For purpose of communication with our sponsors and donors
- Agreements with sponsors and donors for legal matters plus contractual requirement
- To run research and conduct surveys on how to improve our offerings
- Use of quality assurance of our delivery of training
- For board membership as per constitutional requirements
- Trusteeship as per requirement of the Master of the High Court
- For historical / archive purposes
- To track professional development of our beneficiaries

10. CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED (where applicable)

- ORT SA NEC and ORT SA Operational Trustees
- The Master of the High Court
- SA ORT Bursary Trustees
- Sponsors
- BBBEE verification agencies
- Medical schemes
- Pension fund
- HR for EE purposes, Department of Labour
- Finance for SARS purposes
- Banks
- Auditors
- Services Seta
- MICT Seta

11. PLANNED TRANS-BORDER FLOW OF PERSONAL INFORMATION

ORT SA does not have any planned trans-border flow of personal information.

12. GENERAL DESCRIPTION OF SECURITY

Records that are held by ORT SA are stored as follows:

- **All electronic information**
Electronic information is stored as per security protocol. Details can be requested on PAIA request form.
- **Paper documents** are in a locked office or in cupboards which are accessible only to the relevant personnel of ORT SA.

13.PRESCRIBED FEES

- A request to access a record, other than a record pertaining to personal information about yourself, will be processed only after a **request fee** has been paid.
- The standard fee required for basic information is R50 excluding computer media that may be required for storage (e.g USB flash drives)
- If you qualify for exemption of the standard fee, please state the reason for exemption:

Reason for exemption from payment of fees:

.....

.....

14.ANNEXURES

- Annexure A (detailed records stored by ORT)
- Annexure B: Request form
- Annexure C: Fees payable in terms of the Act