

Manual
Of
The Child Accident Prevention
Foundation of Southern Africa
operating as ChildSafe SA
(Private Body)

Prepared and compiled on 2022-09-16 in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (as amended) in respect of The Child Accident Prevention Foundation of Southern Africa operating as ChildSafe SA.

Registration number: NPO number 003-467
PBO number 18/11/13/4312

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1. INTRODUCTION

ChildSafe is an registered Non-Profit Organisation registered as The Child Accident Prevention Foundation of Southern Africa.

The FOUNDATION operates in the area of Southern Africa, but will focus on activities within South Africa.

Vision:

To create a safer world for children.

Mission:

- To promote the child's right to safety through research, education and environmental change and recommendations for legislation.
- To be a recognised source for national research data on child accidents and injuries.
- To be recognised as a national point of reference and a provider of child safety information.
- To work in close cooperation with government, the corporate and business sectors, industry, NGO's, academic and other educational institutions and societal communities.

The Head Office:

The Head Office of the FOUNDATION is situated on the premises of the Red Cross War Memorial Children's Hospital, Klipfontein Road, Rondebosch, Cape Town or such other address as the Executive Committee may determine from time to time.

Interventions to achieve the objectives will include *inter alia*:

As accidents involving children under the age of 18 can be prevented to a large extent, and such prevention requires co-operations between many disciplines and professions as well as close liaison with the community, the FOUNDATION will endeavour, given its capacity and resource constraints, to achieve its main objectives:

It will include:

- Scientific research based on the analysis of local statistics of the extent, causes, patterns and results of injuries and accidents involving children under 18 years;
- Calculated preventative programmes based on local research findings; develop and implement injury prevention measures;
- Education and promotion of public awareness; about child safety and injury prevention;
- Consulting with representatives of the community;
- Serving as a resource centre to the communities, providing meaningful information and resources regarding childhood injuries and their prevention;
- Increasing levels of participation from all sectors of the community (government and private organisations) to develop and implement injury prevention measures; and
- To lobby and motivate for standards and legislation regarding children's products and safer environments. The encouragement of legislation to promote the safety of children.

2. THE ACT

The Promotion of Access to Information Act, No 2 of 2000 ("The Act") was enacted on 3 February 2000, giving effect to the right of access to any information held by Government, as well as any information held by another person who is required for the exercising or protection of any rights. This right is entrenched in the Bill of Rights in the Constitution of South Africa. Where a request is made in terms of The Act, the body to which the request is made is not obliged to release the information, except where The Act expressly provides that the information may or must be released. The Act sets out the requisite procedural issues attached to such request.

3. PURPOSE OF THE MANUAL

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of The Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of The Act, however, recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

And in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to "Private Body" in this manual, it will refer to The Child Accident Prevention Foundation of Southern Africa operating as ChildSafe SA.

This PAIA Manual assist you to-

- 3.1 check the categories of records held by The Child Accident Prevention Foundation of Southern Africa operating as ChildSafe SA which are available without a person having to submit a formal PAIA request;
- 3.2 have a sufficient understanding of how to make a request for access to a record of The Child Accident Prevention Foundation of Southern Africa operating as ChildSafe SA, by providing a description of the subjects on which The Child Accident Prevention Foundation of Southern Africa operating as ChildSafe SA holds records and the categories of records held on each subject;
- 3.3 know the description of the records of The Child Accident Prevention Foundation of Southern Africa
- 3.4 operating as ChildSafe SA which are available in accordance with any other legislation;
- 3.5 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist you with the records you intend to access;
- 3.6 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.7 know if The Child Accident Prevention Foundation of Southern Africa
- 3.8 operating as ChildSafe SA 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;

- 3.9 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.10 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.11 know if The Child Accident Prevention Foundation of Southern Africa
- 3.12 operating as ChildSafe SA 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
- 3.13 know whether The Child Accident Prevention Foundation of Southern Africa
- 3.14 operating as ChildSafe SA has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. CONTACT DETAILS:

Information Officer:
Chiedza Mujeni
info@childsafes.org.za

Postal Address:
P O Box 791
Rondebosch
7701
Cape Town

Physical Address:

Woolworths ChildSafe Research and Education Centre
Red Cross Children's Hospital
Klipfontein Road
Rondebosch
7700

Telephone No:
+27 21 685 5208
+27 21 685 0114

E-mail:
info@childsafes.org.za

Deputy Information Officer:

Zaitoon Rabaney

GENERAL INFORMATION:

Name of **Private Body:**
**The Child Accident Prevention Foundation of Southern Africa
operating as ChildSafe SA**

Registration No:
NPO number 003-467
PBO number 18/11/13/4312

Postal Address:
P O Box 791
Rondebosch
7701
Cape Town

Physical Address (or principal place of business):

Woolworths ChildSafe Research and Education Centre
Red Cross Children's Hospital
Klipfontein Road
Rondebosch
7700

Telephone No:
+27 21 685 5208
+27 21 685 0114

E-mail:
info@childsafes.org.za

Website:
www.childsafe.org.za

5. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 5.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 5.2. The Guide is available in each of the official languages and in braille.
- 5.3. The aforesaid Guide contains the description of-
 - 5.3.1. the objects of PAIA and POPIA;
 - 5.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 5.3.2.1 the Information Officer of every public body, and
 - 5.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 5.3.3 the manner and form of a request for-
 - 5.3.3.1 access to a record of a public body contemplated in section 11 of PAIA; and
 - 5.3.3.2 access to a record of a private body contemplated in section 50 of PAIA;
 - 5.3.4 the assistance available from the IO of a public body in terms of PAIA and POPIA;
 - 5.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;

- 5.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 5.3.6.1 an internal appeal;
 - 5.3.6.2 a complaint to the Regulator; and
 - 5.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 5.3.7 the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 5.3.8 the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 5.3.9 the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 5.3.10 the regulations made in terms of section 92 of PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 5.5 The Guide can also be obtained-
 - 5.5.1 upon request to the Information Officer;
 - 5.5.2 from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).
- 5.6 A copy of the Guide is also available in two official languages, for public inspection during normal office hours.

6. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC

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Category of records	Types of the Record	Available on Website	Available upon request
Organizational	Constitution		X
	PAIA Manual	X	X
	Informational Brochures relating to child safety	X	X
	Annual Report	X	X

7. RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the **Private Body** holds in order to facilitate a request in terms of **The Act**.

The information is classified and grouped according to records relating to the following subject and categories: It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

Subjects on which the body holds records	Categories of records
Governance	Registration Documentation Constitution Minutes of Board Meetings / Staff Meetings Board Member information Agreements with Stakeholders
Financial	VAT Records Tax Records PAYE Records UIF Records Audited Financial Statements Payroll & Salary Records Group Risk Benefit Records

	<p>Donor / Funder Applications & Reports</p> <p>Programme Concepts - Intellectual Property</p> <p>Project Budgets & Reports</p>
Training & Education	<p>Training Material</p> <p>Training Records & Statistics</p> <p>Training Agreements</p>
Human Resources	<p>Pay / Salary Status</p> <p>Leave Records</p> <p>Educational History</p> <p>Letter of Appointment / Employment contract</p> <p>Legal Documentation</p> <p>Disciplinary Records</p> <p>Performance Management Records</p> <p>Medical History of Employees</p> <p>Tax Records</p> <p>Training Records</p> <p>Training Manuals</p> <p>Incident Records</p> <p>Records of Corrective Action</p> <p>OHS Records</p> <p>Provident Funs & UIF Records</p> <p>Identification records for security purposes</p>
Operations	<p>Programme Participants' Records</p> <p>Programme Reports</p> <p>Project Concept Notes</p> <p>Executive Director Reports to the Board</p> <p>Internal Operational Policies & Guidelines</p>
Information Systems	<p>Software Licences</p> <p>Software Programmes</p> <p>Software Applications</p> <p>Internal Company e-mails</p>

	Internet Connectivity Reports
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8. RECORDS REQUIRED IN TERMS OF LEGISLATION

Records are kept in accordance with legislation applicable to The Child Accident Prevention Foundation of Southern Africa operating as ChildSafe SA, which includes but is not limited to, the following –

Category of Records	Applicable Legislation
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Employee contracts, policies & procedures	Labour Relations Act 66 of 1995 Basic Conditions of Employment Act 97 of 1997
UIF Records	Unemployment Insurance Act 63 of 2001
Workmen's Compensation Records	Compensation for Occupational Injuries & Diseases Act 130 of 1993
OHS Records	Occupational Health & Safety Act 85 of 1993
Personal Records	Protection of Personal Information Act 4 of 2013
Electronic Communications & Signatures	Electronic Communications & Transactions Act 36 of 2005
NPO Registration/Compliance	Non Profit Organisations Act 71 of 1997
VAT Records	Value Added Tax Act 89 of 1991
Tax Records	Income Tax Act 58 of 1962
Employment Equity Records	Employment Equity Act 55 of 1998
Skills Development	Skills Development Act 97 of 199
Police Clearance & Check on sexual offenders register	Childrens Act 38 of 2005

Reference to the above-mentioned legislation shall include subsequent amendments and secondary legislation to such legislation.

9. PROCESSING OF PERSONAL INFORMATION

9.1 Purpose of Processing Personal Information

We process the personal information of:

Donors/Funders:

- to comply with contractual obligations, which includes but is not limited to programme reporting and database management.

Members and supporters:

- Individuals signing as a member in support of ChildSafe's mission;
- For newsletter and other information such as annual report sharing;
- Engaging with members/supporters in terms of recruiting for programme activities and training.

Programme Participants:

- to liaise with participants for monitoring and evaluation purposes;
- in order to report back to funders;
- to issue certificates of attendance of trainings;
- for statistical purposes;
- and as otherwise directed by the data subject.

Independent Contractors / Employees:

- for payroll purposes;
- to comply with contractual and lawful obligations;
- and as otherwise directed by the data subject.

Service Providers:

- for payment purposes.

9.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Funders/Donors	name, contact details, address, company registration number or identity numbers, VAT registration numbers and bank details.
Programme Participants	name, contact details, address, identity number and pertinent and in some instances, medical information.
Service Providers	names, company registration number, VAT registration number, address and bank details.
Stakeholders / Partners	name, contact details, address, banking details and VAT registration number.
Board Members	name, identity number, contact details and address
Employees	name, identity number, contact details, address, bank details, qualifications, gender, next of kin information.

9.3 The recipients or categories of recipients to whom the personal information may be supplied

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Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
names & identity number of Board Members for funding /grant application purposes	Funders
Programme Participant information on a designated programme for evaluation and monitoring purposes	Funder
Employee Information for labour related matters/disiplinaryies	Labour Consultant
ChildSafe Accounting records	Finance service provide
Accounting Database for auditing purposes	Auditor

9.4 Planned transborder flows of personal information

Not Applicable

9.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

Physical Safeguards:

- premises is access controlled;
- perimeter monitored by CCTV cameras
- files stored in the administrative offices to which access is restricted to authorised persons only.

IT Safeguards:

- devices are password protected;
- antivirus and malware programmes have been installed on devices
- access controlled folders on cloud based platforms.

10. REQUEST PROCEDURE FOR OBTAINING INFORMATION

Access to records held by the PRIVATE BODY

Records held by the **Private Body** may be accessed by request only once the prerequisites for access have been met.

The requester must fulfil the prerequisites for access in terms of **The Act**, including the payment of a requested access fee.

The requester must comply with all the procedural requirements contained in **The Act** relating to the request for access to a record.

The requester must complete the prescribed Form and submit same as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail address as stated herein.

The prescribed form must be filled in with enough particulars to at least enable the Information Officer to identify –

- The record or records requested;
- The identity of the requester,
- Which form of access is required, if the request is granted;
- The postal address or fax number or email address of the requester.

The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right to be exercised or protected is. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

The **Private Body** will process the request within 30 days, unless the requester has stated a special reason that would satisfy the Information Officer that circumstances dictate that the above time periods are not complied with.

The requester shall be informed whether access has been granted or denied. If, in addition, the requester requires the reason for the decision in any other manner, he / she must state the manner and the particulars so required.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requesters making the request, to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

The requester must pay the prescribed fee before any further processing can take place.

11. FEES

When the Information Officer receives the request, such Officer shall by notice require the requester to pay the prescribed request fee (if any), before any further processing of the request.

If the search for the record has been made in the preparation of the record for disclosure, including arrangements to make it available in the requested form, and it requires more than the hours prescribed in the regulation for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

The Information Officer shall withhold a record until the requester has paid the Fees as indicated.

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangements to make it available in the requested form.

If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

12. GROUNDS FOR REFUSAL OF ACCESS TO INFORMATION

The main grounds for the **Private Body** to refuse a request for information relates to the:

Mandatory protection of the privacy of a third party that is a natural person that would involve the unreasonable disclosure of personal information of that natural person;

Mandatory protection of the commercial information of a third party, if the record contains:

- Trade secrets of that third party;
- Financial, commercial, scientific or technical information, disclosure of which could likely cause harm to the financial or commercial interests of that third party;
- Information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition

Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;

Mandatory protection of confidential information of the protection of property;

Mandatory protection of records that would be regarded as privileged in legal proceedings;

The commercial activities of the **Private Body**, which may include:

- Trade secrets of the **Private Body**;
- Financial, commercial, scientific or technical information, disclosure which could likely cause harm to the financial or commercial interest of the **Private Body**;
- Information which, if disclosed could put the **Private Body** at a disadvantage in negotiations or commercial competition;
- A computer program, owned by the **Private Body**, and protected by copyright.

The research information of the **Private Body** or a third party, if its disclosure would reveal the identity or the **Private Body**, the researcher or the subject matter of the research and would place the research at a serious disadvantage;

Requests for information that are clearly frivolous or vexatious, or which would involve an unreasonable diversion of resources shall be refused.

13. DECISION

The **Private Body** will within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The 30 day period within which the **Private Body** has to decide whether to grant or refuse the request, may be extended for further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the **Private Body** and the information cannot

reasonably be obtained within the original 30 day period. The **Private Body** will notify the requester in writing should an extension be sought.

AVAILABILITY OF THE MANUAL

The manual of the **Private Body** is available at the premises of the Private body as well as on the website of the **Private Body**.

Signed by: _____

Date: _____