



KINGSWOOD COLLEGE

T +27 46 603 6600 E info@kingswoodcollege.com W www.kingswoodcollege.com

1 Burton Street, Makhandla (Grahamstown), 6139

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FOR KINGSWOOD COLLEGE (IT 129/2005E)

1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer;
1.3	“IO“	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended;
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa

Kingswood College is one of South Africa’s leading independent, co-educational schools. We welcome boys and girls from all over the world as boarders and day pupils from Grade 000 in Pre-Primary to Grade 12, including a Bridging Year (Post Matric). Kingswood College is situated in Grahamstown, South Africa and is registered as a Public Benefit Organisation.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;



- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;
- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body 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;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body 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
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. CONTACT DETAILS FOR ACCESS TO INFORMATION

SECTION 51(1)(A)

Name: Kingswood College
Postal Address: 1 Burton Street
Grahamstown
6139
Tel No: 046 6036600
College Head: headmaster@kingswoodcollege.com



Chief Information Officer

Name: Mr Leon Grové
Tel: 046 -603 6644
E-mail: L.Grove@kingswoodcollege.com

Deputy Information Officer

Name: Mrs Soné Griesel
Tel: 046-603 6601
E-mail: s.griesel@kingswoodcollege.com

Website: <http://www.kingswoodcollege.com>

SECTION 51(1)(B)

To gain access to the Human Rights Commission's guide to the Act:

Website: <http://www.sahrc.org.za>
Email: PAIA@sahrc.org.za
Tel: 086 012 0120

SECTION 51(1)(C)

Records are kept in accordance with such other legislation as is applicable to Kingswood College, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Pensions Fund Act No. 24 of 1956



- Regional Services Council Act No. 109 of 1985

SECTION 51(1)(D)

Most of this information is not for public disclosure, but availability will be determined upon written request:

- **Employment contracts:** Availability to be determined upon receipt of request
- **Domain Name Registration:** Availability to be determined upon receipt of request
- **School Registration:** Availability to be determined upon receipt of request
- **Agreements with Suppliers:** Availability to be determined upon receipt of request
- **Data Base of Pupils & Parents:** Availability to be determined upon receipt of request
- **Website Information:** Freely available at www.kingswoodcollege.com
- **Annual Financial Statements:** Availability to be determined upon receipt of request
- **Trust Deed & Constitution:** Availability to be determined upon receipt of request
- **Minutes of all Trust, Council, Executive and Sub-Committee Meetings:** Availability to be determined upon receipt of request
- **Parents' Association Constitution:** Availability to be determined upon receipt of request
- **School Policy Documents:** Freely available at www.kingswoodcollege.com
- **Names of Trustees & Council Members:** Availability to be determined upon receipt of request
- **Admission/Application Forms:** Freely available from the Admissions office
- **School Fees:** Freely available on Website or on request from the Admissions office
- **Licenses:** Availability to be determined upon receipt of request

SECTION 51(1)E

Form of Request

The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c) and (e)].

The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].



If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

SECTION 51(3) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)

Availability of Manual:

The manual is available on the Kingswood College website (www.kingswoodcollege.com)

Form for Application of Information:

Request for access to records of a private body: the application form attached to this policy, may be downloaded from the Kingswood College website (www.kingswoodcollege.com).

A copy of the manual is also available in English, for public inspection during normal office hours.

Categories of records of Kingswood College which are available without a person having to request access:

Category of records	Types of the Record	Available on Website
Website Information		X
School Policy Documents	Policies	X
Admission/Application Forms		X
School Fees		X



KINGSWOOD COLLEGE

T +27 46 603 6600 E info@kingswoodcollege.com W www.kingswoodcollege.com
1 Burton Street, Makhanda (Grahamstown), 6139

Application Form

REQUEST FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FROM KINGSWOOD COLLEGE TRUST (IT129/2005E)

Form with sections: APPLICANT'S DETAILS, INFORMATION REQUESTED, and DECLARATION. Includes fields for Name, Organisation, Contact Information, and Purpose of Request.



<ol style="list-style-type: none">1. I confirm that all the particulars that I may furnish or that have been furnished on this form shall, to the best of my knowledge and belief, be full, true and accurate.2. I undertake to advise the College in writing of any changes to the details included herein.3. I, do hereby declare that I have read, understood and agree to abide by the Kingswood College manual, "MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO2 OF 2000". I undertake to abide by the regulations and rules laid down in this manual.4. I undertake to pay the fees for the requested information, as laid down in the above-mentioned manual.		
Signed (applicant):	Date:	
APPROVAL: Signed (on behalf of Kingswood College):	Date:	Fee:

UPDATING OF THE MANUAL

The Deputy Information Officer will on a regular basis update this manual.

Issued by

Mr Leon Grové

Kingswood College: College Head