

**PROMOTION OF ACCESS TO INFORMATION  
MANUAL  
OCTOBER 2021**

**PREPARED IN TERMS OF SECTION 51 OF  
THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF  
2000  
(PAIA)**

## **1. Purpose of the Manual in terms of PAIA**

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from the Kolisi Foundation.

## **2. Request for access to information**

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact the Kolisi Foundation Operations Administrator.

Section 25(2) and (3) of the Act states that:

If the request for access is granted, the notice in terms of subsection (1)(b) must state:

- The access fee (if any) to be paid upon access;
- The form in which access will be given; and
- That the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

If the request for access is refused, the notice in terms of subsection (1)(b) must:

- State adequate reasons for the refusal, including the provisions of this Act relied upon;
- Exclude, from such reasons, any reference to the content of the record; and
- State that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

## **3. Terms used in this document**

Terms defined in this Manual shall have the meaning set out therein and reference to Sections shall be a reference to the sections in the Promotion of Access to Information Act, 2 of 2000.

#### **4. Background of the Kolisi Foundation**

The Kolisi Foundation was founded by Siya and Rachel Kolisi with a vision to change narratives of inequality in South Africa. By working alongside others, adding our story to the stories of communities and individuals who are changing the world. By “remembering the one, one by one” we will impact the nation.

The Kolisi Foundation’s vision is to change narratives of inequality in South Africa.

The Kolisi Foundation seeks to support people living in under-resourced communities in South Africa, by providing relief resources, facilitating capacity-building and horizontal learning exchanges, and mobilizing and advocating for systemic change.

We do this by:

- Mobilising resources to meet opportunities.
- Connecting people and organizations to one another.
- Learning from and with others.
- Amplifying the good work of individuals and organizations as they serve their communities.
- Inspiring individuals, organisations and companies to get involved.

The Kolisi Foundation’s mission is shaped around the following three focus areas: Food Security, Gender-Based Violence, and Education and Sports Development.

**Food Security:** Our projects include distribution of substantial food parcels through partner organizations, strengthening our school nutrition programme, serving 15,000 pupils daily, and piloting a micro-supply chain model for moving community garden produce to supermarkets.

**Gender-Based Violence:** We serve alongside established partners, chosen for their documented work and track-records within the GBV field, who are striving to change the narrative of gender-based violence in South Africa. Our response includes providing Power2You packs through places of safety, resourcing protection shelters and empowerment centers, providing trauma support to Family Violence, Child Protection and Sexual Offenses units nationally, and much more.

**Education and Sports Development:** We have a dream to see all children given an equal opportunity to learn and thrive in their academic and sporting abilities. In 2021, our projects include identifying and supporting women’s sporting teams with kit and equipment, creating an intern development and placement programme, and developing sports and recreation centers. We will continue to develop our Education and Sports

Development Programme by conducting research on education, equity in sports, and youth unemployment, to build our strategy going forward.

In order to perform these tasks the Kolisi Foundation must collect various forms of information: These include:

- Partner organisation details: To best support and serve the organisations we invest in, to promote collaboration between organisations, and to amplify the work of organisations and individuals as they serve their communities.
- Beneficiary lists: To ensure that social investment is being spent in an effective, efficient, responsible and transparent manner.
- Social investor, donor and supporter details: To promote the work of the Kolisi Foundation and to raise funds to ensure the sustainability of the Kolisi Foundation.

All information is collected, processed, stored in compliance with the POPI Act 2013.

## **5. Organisation details**

Trading Name: Kolisi Foundation NPC

Postal Address:

25 Parkchester Avenue

Pinelands

7405 Cape Town

Tel: n/a

Office Address:

Stoep Startup

3 Tiverton Road

Plumstead

7801 Cape Town

Website: [kolisifoundation.org.za](http://kolisifoundation.org.za)

Email: [info@kolisifoundation.org.za](mailto:info@kolisifoundation.org.za)

## **6. Details of the Information Officer(s)**

Information Officer: Mahlatse Mashua

Deputy Information Officer: Valerie Anderson

Deputy Information Officer: Anica diMonte

(All information officers may be contacted through the Kolisi Foundation details listed above).

## **7. Section 51(1)(c)**

In terms of Section 52, a private body may, on a voluntary and period basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of the Act. This includes records which are available:

- For inspection;
- For purchase or copying from the private body; and
- From the private body free of charge.

## **8. Section 51(1)(d)**

Certain legislation mandates the Kolisi Foundation to allow certain person(s) access to specified information, upon request. Legislation that may be consulted to establish the type of information or record and the person(s) having access thereto is as follows:

- Arbitration Act 42 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Closed Corporation Act 69 of 1984
- Close Corporations Amendment Act 25 of 2005
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992
- Labour Relations Act 66 of 1995
- Non-profit Organisations Act 71 of 1997.
- Occupational Health and Safety Act 85 of 1993

- Prevention of Organised Crime Act 121 of 1998
- Protection of Businesses Act 99 of 1978
- Regional Services Councils Act 109 of 1985
- SA Schools Act 84 of 1996
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- The Fund-Raising Act 107 of 1978
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

### **9. Section 51(1)(e)**

General information about the Kolisi Foundation can be accessed through the internet on [kolisifoundation.org.za](http://kolisifoundation.org.za), which is available to all persons who have access to the internet. The subjects on which the Kolisi Foundation hold records and the categories on each subject in terms of Section 51(1)(e) are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act: the Kolisi Foundation holds the following categories of information, records and documentation:

- Accounting Records
- Information Technology Details
- Intellectual Property
- Human Resources Records
- Marketing Records
- Statutory Company Records
- Beneficiary Database and/or other Databases
- Organisational Records
- Internal Phone Lists
- Policies
- Procedures
- Minutes of Meetings
- Administrative Information
- Contracts and Service Level Agreements
- Memorandums of Understanding
- Monitoring and Evaluation Records
- Social Investor, Donor and Supporter Information

## **10. Requesting Procedure**

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or contact details set out in clause 5 of this Manual and marked for the attention of the Information Officer.

The requester must indicate which form of access is required and identify the right that is sought to be exercised or protected and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information must also be provided.

## **11. Description of personal information processing in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)**

The Kolisi Foundation processes personal information<sup>1</sup> and special personal information<sup>2</sup> as follows:

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<sup>1</sup> **“personal information”** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

- (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 person;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) the biometric information of the person;
- (e) the 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 correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the person; and
- (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;

<sup>2</sup> **“special personal information”** means personal information concerning-

- (a) the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or
- (b) the criminal behaviour of a data subject to the extent that such information relates to-
  - (i) the alleged commission by a data subject of any offence; or
  - (ii) any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings.

Subject	Category
Purpose of processing <sup>3</sup>	<ul style="list-style-type: none"> <li>• To establish and verify the identity and/or update data subjects' details;</li> <li>• to administer and manage our service to clients / beneficiaries;</li> <li>• to measure impact, and improve our operations through monitoring, evaluation and reporting;</li> <li>• to notify you of news and /or developments that may be of interest to you;</li> <li>• to promote the work of the Kolisi Foundation;</li> <li>• to receive and process donations or grants;</li> <li>• to comply with any legal and regulatory requirements; and</li> <li>• for other activities and/or purposes which are lawful, reasonable and adequate, relevant and not excessive in relation to the provision of our services, or such other purpose for which it was collected.</li> </ul>
Data subject categories and their personal information	<ul style="list-style-type: none"> <li>• Employees: record of employee life cycle, name and job title, contact information, title, birth date, demographic information (post code, preferences, and interests), next of kin, identity number or passport number, SARS income tax number, marital status, dependents, financial and employment history</li> <li>• Volunteers and board members : name and job title, contact information, title, birth date, demographic information (post code, preferences, and interests), general enquiries and viewing the company website, identity number or passport number; SARS income tax number, financial and employment history</li> <li>• Supporters and benefactors of the Kolisi Foundation: name, address, contact information, record of donations</li> <li>• Service providers: name, registration number, financial information such as bank account details or VAT registration numbers</li> <li>• Beneficiaries of the Kolisi Foundation services/clients: name, age, contact information, title, birth date,</li> </ul>

<sup>3</sup> “**processing**” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including-

- (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- (b) dissemination by means of transmission, distribution or making available in any other form; or
- (c) merging, linking, as well as restriction, degradation, erasure or destruction of information



	demographic information (post code, preferences, and interests), identity number or passport number, national origin, physical or mental health, dependents, photographs
Recipients of personal information	<ul style="list-style-type: none"> <li>• Data subjects</li> <li>• Operators (service providers, including consultants)</li> <li>• Statutory authorities</li> <li>• Beneficiaries of the Kolisi Foundation's services / clients</li> <li>• Employees of the Kolisi Foundation</li> <li>• Financial institutions</li> <li>• Industry bodies</li> <li>• Supporters and benefactors of the Kolisi Foundation</li> </ul>
Expected transnational transfer of personal information	Any transnational transfer of personal information intended by the organisation will be in accordance with the provisions of POPIA
Security measures to protect personal information	<ul style="list-style-type: none"> <li>• Any data collected via paper is processed and entered into the relevant platform for data management and the paper record is destroyed, unless required for legislative reasons.</li> <li>• The organisation regularly reviews its security controls which will include regular testing of protocols and measures put in place to combat cyber-attacks on the organisation's IT network.</li> <li>• The organisation ensures that all paper and electronic records comprising personal information are securely stored and made accessible only to authorised individuals.</li> <li>• IT infrastructure, filing systems and any other devices used for processing personal information meet acceptable security standards.</li> <li>• All electronically stored personal information is backed-up and tested on a regular basis.</li> <li>• All servers and computers containing personal information are protected by the latest security software.</li> <li>• All back-ups containing personal information are protected from unauthorised access, accidental deletion and malicious hacking attempts.</li> </ul>

For more information on how we process personal information, please see our privacy notice available at [www.kolisifoundation.org/privacy-policy\\_2021/](http://www.kolisifoundation.org/privacy-policy_2021/)

## **12. Availability of the Manual**

This Manual is available for inspection by the general public on [kolisifoundation.org.za](http://kolisifoundation.org.za) or upon request during office hours at the office address of the organisation at the address as stated in clause 5 of this Manual. Copies of the Manual may be made available subject to the prescribed fees.

Copies may also be requested from the South African Human Rights Commission at the address indicated below.

## **13. Fees**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

- A fee will be required by the Information Officer before further processing of the request in terms of Section 54 of the Act;
- A requester fee of R250.00 should be paid, this amount will be refunded should the request for access be refused;
- A portion of the access fee (not more than one third) may be required before the request is considered;
- The requester may lodge an application with a court against the payment of the request fee in terms of Section 54(3)(b) of the Act;
- The Information Officer may withhold a record until the requester has paid the applicable fees.

## **14. Details of the South African Human Rights Commission**

Any queries regarding this Manual should be directed to:  
The South African Human Rights Commission; PAIA Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Phone: 011 484 8300  
Fax: 011 484 0582  
Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)



Signed at Cape Town this 01st day of October 2021.

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Mahlatse Mashua  
CEO – Kolisi Foundation Information Officer

**REQUEST FOR ACCESS TO RECORD OF THE KOLISI FOUNDATION FORM**

(Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

**1. Particulars of the Kolisi Foundation**

Trading Name: Kolisi Foundation NPC  
 Postal Address:  
 25 Parkchester Avenue  
 Pinelands  
 7405 Cape Town  
 Tel: n/a  
 Office Address:  
 Stoep Startup  
 3 Tiverton Road  
 Plumstead  
 7801 Cape Town  
 Website: [kolisifoundation.org.za](http://kolisifoundation.org.za)  
 Email: [info@kolisifoundation.org.za](mailto:info@kolisifoundation.org.za)

**2. Details of the Information Officer(s)**

Information Officer: Mahlatse Mashua  
 Deputy Information Officer: Valerie Anderson  
 Deputy Information Officer: Anica diMonte

**3. Particulars of person requesting access to the record**

- The particulars of the person who requests access to the record must be given below.
- The address and/or fax number in the Republic to which the information is to be sent must be given.
- Proof of the capacity in which the request is made, if applicable must be attached.

<b>Full names and surname:</b>	
<b>Identity number:</b>	
<b>Postal address:</b>	
<b>Telephone number:</b>	
<b>Fax number:</b>	
<b>E-mail address:</b>	
<b>Capacity in which request is made,</b>	

<b>when made on behalf of another person:</b>	
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**3. Particulars of person on whose behalf request is made**

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

<b>Full names and surname:</b>	
<b>Identity number:</b>	

**4. Particulars of record**

- 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 folio and attach it to this form. The requester must sign all the additional folios.

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

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2. Reference number if available:

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3. Any further particulars of record:

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**5. Fees**

- 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.
- You will be notified of the amount required to be paid as the request fee.
- 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.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fee:

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**6. 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 below, state your disability and indicate in which form the record is required.

Disability		Form in which record is required	
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Note:

- Compliance with your request for access in the specified form may depend on the form in which the record is available.
- 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.
- 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 with an X.

<b>1. If the record is in written or printed form:</b>			
Copy of record *		Inspection of record	
<b>2. If record consists of visual images –</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
View images		Copy of the images *	Transcription of the images *

<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	Printed copy of record *		Printed copy of information derived from the record *		Copy in computer readable form * (memory stick)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable	<b>Yes</b>	<b>No</b>
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**7. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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

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**8. Notice of decision regarding request for access**

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

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

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Signed at \_\_\_\_\_ this day \_\_\_\_\_ of \_\_\_\_\_ year  
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\_\_\_\_\_  
Signature of requester /  
Person on whose behalf request is made