



**FOREST FARM CENTRE NPO**  
**Registration Number (NPO 017-813)**  
**("Forest Farm")**

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, NO 2 OF 2000**

**COMPLETED: 24 June 2021**

**UPDATED: 24 June 2021**

**INDEX:**

- 1. INTRODUCTION**
- 2. PURPOSE OF THE MANUAL**
- 3. CONTACT DETAILS**
- 4. APPLICABLE LEGISLATION (PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000,  
(Section 51(1)(b))**
- 5. NOTICES (Section 51(1)(c))**
- 6. RECORDS WE HOLD**
- 7. SCHEDULE OF RECORDS (Section 51(1)(d))**
- 8. RECORDS HELD BY THE NPO**
- 9. REQUEST PROCEDURE (Section 51(1)(e))**
- 10. REQUEST PROCEDURE**
- 11. INFORMATION SECURITY**
- 12. UPDATES TO THIS MANUAL (Section 51(4))**
- 13. LEGISLATIVE AND REGULATORY FRAMEWORK**

## 14. FEES IN RESPECT OF PRIVATE BODIES

- Annexure A

### PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

#### 1. INTRODUCTION

This Manual is published in terms of Section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

#### 2. PURPOSE OF THE MANUAL

- 2.1. Who will deal with a request for information and the contact details of the information officer,
- 2.2. The structure and functions of Forest Farm;
- 2.3. The subjects and categories of records that are held by Forest Farm;
- 2.4. Records that are automatically available, without a person having to request access;
- 2.5. Records that are available in terms of any other legislation; and
- 2.6. The procedure that needs to be followed to obtain access to a record.

#### 3. CONTACT DETAILS (Section 51(1)(a))

The Director of the Forest Farm Centre is the Information Officer in terms of the Promotion of Access to Information Act as well as the Protection of Personal Information Act.

<b>Director:</b>	Deon Joseph Smith
<b>Information Officer:</b>	Deon Joseph Smith
<b>Postal Address:</b>	P.O. Box 68519, Bryanston, 2021
<b>Street Address:</b>	Forest Farm Centre, William Nicol Drive, Bryanston, Johannesburg, 2191
<b>Telephone Number:</b>	011 789 3008
<b>Email Address:</b>	<a href="mailto:info@forest-farm.org">info@forest-farm.org</a>

#### 4. THE PAIA MANUAL (Section 51(1)(b))

This Manual has been compiled in accordance with Section 10 of PAIA by the South African Human Rights Commission.

The Manual is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:  
PAIA Unit, the Research and Documentation Department  
Telephone  
+27 11 484-8300 Number:  
Fax: +27 11 484-0582  
Website [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
Postal Address: Private Bag X2700, Houghton, 2041

#### 5. NOTICES (Section 51(1)(c))

Notice(s) in terms of PAIA:

At this stage, no notice(s) has/have been published by the Minister on the categories of information available without a person having to request access in terms of PAIA. However, certain records / information is freely available on our website.

#### 6. RECORDS WE HOLD

Categories of information collected about you or your dependants or employees may include:

- General identification and contact information.
- Your name, address, e-mail address, telephone number, gender, marital status (Forest Farm employees and residents only).
- Special Personal Information (employees and residents only).
- Financial information and bank account details.
- Medical condition and health status (Forest Farm employees and resident only).
- Other sensitive information (Forest Farm employees and residents only).
- We may obtain information about your criminal record or civil litigation history in the process of preventing, detecting and investigating fraud or in the employment process. We may also obtain sensitive information if you voluntarily provide it to us (for example, if you express preferences regarding medical treatment based on your religious beliefs) (Forest Farm employees and residents only).
- Information to investigate crime, including fraud and money laundering (for example, we will share information with insurers who are investigating an insurance claim or with the SAPS who are investigating a criminal matter).

In terms of records that may be requested, the mere fact that the information of the NPO is listed in the Manual does not mean that the information will be made available. The NPO in terms of Chapter 4 of PAIA, has the right to refuse a request for information should any of the grounds of refusal as set out in Chapter 4 of the Act, exist.

For instance, we may have to refuse you access to certain records in terms of PAIA to protect:

- someone else's privacy;
- Forest Farm's confidential information;
- Information that by agreement between Forest Farm and a third party, is confidential (for example the content of a confidential agreement);
- another company's personal, commercial or confidential information;
- someone else's confidential information;
- the safety of individuals and property;
- records privileged from production in legal proceedings; or
- research information;

We will notify you in writing whether your request has been approved or denied within 30 (thirty) calendar days after we have received a completed Request for Access form. If we cannot find any requested record or it does not exist, then we will notify you that it is not possible to give access to that particular record.

#### Categories of Records Held by Forest Farm

##### Legal and Compliance

- BBBEE Compliance
- Internal auditing and risk
- Legislation compliance
- Regulatory reports
- Policies and procedures

##### Financial

- Audit management
- Budgets
- Creditors control
- Funders and donors
- Insurance
- Management accounts
- Salary administration
- Tax management
- Treasury management

##### Governance

- Board and sub-committee administration
- Agenda and minutes of meetings
- Letter of authority
- NPO registration
- Strategic management

##### Human Resources

- Disciplinary actions
- Job profiles
- Performance management
- Staff benefits and incentives
- Staff list
- Training and skills development

- Leave records

#### Operations and Programme Management

- Annual business plan
- Strategic plan
- Project management charter or framework
- Project files
- Occupational, Health and Safety policy
- Regulatory reports

#### Information Technology

- Information systems
- Network security
- Software licences
- Technology assets

#### Supply Chain Management

- Agreements and contracts
- Compliance documentation of service providers
- Procurement proposals and tenders
- Service provider records

#### Web Page

The Web Page ([www.Forest-Farm.org](http://www.Forest-Farm.org)) is accessible to anyone who has access to the Internet.

#### 7. RECORDS AVAILABLE IN TERMS OF LEGISLATION (Section 51(1)(d))

Records available in terms of any other legislation applicable to our business:

Broad Based Black Economic Empowerment Act 53 of 2003(as amended)

Basic Conditions of Employment Act 75 of 1997(as amended)

Companies Act, 71 of 2008

Compensation for Occupational Injuries and Diseases Act, 130 of 1993

Consumer Protection Act, 68 of 2008

Constitution of RSA Act 108 of 1996 (as amended)

Copyright Act, 98 of 1978

Electronic Communications and Transactions Act 25 of 2002

Employment Equity Act, 55 of 1998

Employment Services Act 4 of 2014

Employment Tax Incentive Act 26 of 2013

Environment Conservation Act 73 of 1989

Financial Intelligence Centre Act 38 of 2001 (FICA) (as amended)

Further Education and Training Colleges Act 16 of 2006 (as amended by Higher Education and Training Laws Amendment Act.)

Income Tax Act, 58 of 1962

Labour Relations Act 66 of 1995(as amended)

Occupational Health and Safety Act, 85 of 1993

Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000

Protected Disclosures Act 26 of 2000

Protection of Personal Information Act, 4 of 2014  
Regulation of Interception of Communications and Provisions of Communications-related Information Act, 70 of 2002  
South African Revenue Services Act, 34 of 1997  
Skills Development Levies Act, 97 of 1998  
Tax Administration Act 16 of 2016  
Unemployment Insurance Act, 63 of 2001  
Unemployment Insurance Contributions Act 4 of 2002  
Value Added Tax Act, 89 of 1991

## 9. REQUEST PROCEDURE

Should you request information in terms of PAIA, please complete the prescribed form.

The request form can be accessed on [www.justice.gov.za](http://www.justice.gov.za). (A copy of the form is attached as Annexure A)

Remember to indicate the following on the form:

- Form of access required;
- Identify the right you want to exercise or protect and give an explanation why the record is needed for that purpose;
- Specify a postal address or fax number in South Africa or an e-mail address;
- Proof of the capacity in which you are acting, if requesting access on behalf of a third party.

## 10. INFORMATION SECURITY

We secure our data by maintaining reasonable measures to protect personal information from loss or misuse and unauthorized access, disclosure, alteration and destruction. We also take reasonable steps to keep personal information accurate, current, complete and reliable for its intended use.

## 11. UPDATES TO THIS MANUAL (Section 51(4))

This Manual will be updated and amended from time to time.

## 12. LEGISLATIVE AND REGULATORY FRAMEWORK

This Manual should be read in conjunction with the following legislative framework:

- Promotion of Access to Information Act 2 of 2000; -  
Protection of Personal Information Act 4 of 2014.

## 13. AVAILABILITY OF THE MANUAL

In accordance with the Regulations to the Act, the Manual has been made available to the South African Human Rights Commission (SAHRC). It can be accessed on their website

([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette. The Manual is also published on Forest Farm's website at [www.Forest-Farm.org](http://www.Forest-Farm.org), together with the prescribed form and the fees applicable.

#### 14. FEES IN RESPECT OF PRIVATE BODIES

You must pay the requested fee as required by law when submitting a request for access to information.

The prescribed fees are set out in the Fee Schedule which is available from SAHRC, alternatively access the following link:

<https://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

You must pay the fees before Forest Farm hands over the requested information. You have to pay a further access fee if we grant the request for any time that has exceeded the prescribed hours to search and prepare the records for disclosure.

**ANNEXURE A**

**PRESCRIBED FORM C**

**REQUEST FOR ACCESS TO RECORDS OF**

**FOREST FARM CENTRE (Non-Profit Organisation)**

**(and its affiliated Public Benefit Organisation/s)**

**SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT  
NO. 2 OF 2000))**

**A. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD**

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

Full names and surname:

\_\_\_\_\_

Identity number:

\_\_\_\_\_

Postal address:

\_\_\_\_\_

Fax number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

E-mail address:

\_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_

\_\_\_\_\_



B. 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*

Full names and surname:

\_\_\_\_\_

Identity number:

\_\_\_\_\_

C. PARTICULARS OF RECORD

*(a) 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.*

*(b) 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: \_\_\_\_\_
2. Reference number, if available: \_\_\_\_\_
3. Any further particulars of record: \_\_\_\_\_

D. FEES

*(a) 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.*

*(b) You will be notified of the amount required to be paid as the request fee.*

*(c) 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.*

*(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

\_\_\_\_\_

\_\_\_\_\_

E. 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 hereunder, state your disability and indicate in which form the record is required.*

Disability:	Form in which record is required
-------------	----------------------------------

*Mark the appropriate box with an X.*

**NOTES:**

(a) *Compliance with your request in the specified form may depend on the form in which the record is available.*

(b) *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.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

<b>1. If the record is in written or printed form:</b>			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images of the images	<input type="checkbox"/>	Copy of the images* <input type="checkbox"/> Transcription
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>			
<input type="checkbox"/>	Listen to the sound track (audio cassette)	<input type="checkbox"/>	Transcription of sound track* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine readable form:</b>			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record* <input type="checkbox"/> Copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcript of a record (above), do you wish the copy or transcription to be posted to you?			YES      NO
<b>Postage is payable.</b>			

F. 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.***

Indicate which right is to be exercised or protected.

---

---

---

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

---

---

---

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

*You will be notified in writing whether your request has been approved/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?

SIGNED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE