

HEIN WAGNER ACADEMY NPO

Registration Number: 2019 / 025161 / 08

Section 51

PAIA Manual



PREPARED WITH THE ASSISTANCE OF



Phone: 023 342 4668

E-mail: jn@inaudelaw.co.za

Web: www.inaudelaw.co.za

Table of Contents

1.	CONTACT DETAILS OF THE HEAD OF THE ACADEMY, INFORMATION OFFICER, AND IT MANAGER.....	2
2.	GUIDE OF THE INFORMATION REGULATOR (SECTION 10 OF PAIA)	3
3.	RECORDS AUTOMATICALLY AVAILABLE WITHOUT FORMAL REQUEST	3
4.	CATEGORIES OF RECORDS HELD AT THE ACADEMY	4
5.	LEGISLATION IN TERMS OF WHICH RECORDS ARE HELD	5
6.	PROCEDURE FOR REQUESTING ACCESS TO RECORDS	6
7.	AVAILABILITY OF THE MANUAL	7
8.	EXECUTION AND SIGN-OFF	7

1. CONTACT DETAILS OF THE HEAD OF THE ACADEMY, INFORMATION OFFICER, AND IT MANAGER

1.1 Head of Hein Wagner Academy NPC:

1.1.1 Name / Title: Managing Director / Chief Executive Officer

1.1.2 Physical Address: 20 Adderley Street, Worcester, Western Cape, 6850

1.1.3 Postal Address: 20 Adderley Street, Worcester, Western Cape, 6850

1.1.4 Telephone Number: 023 347 7760

1.2 Information Officer:

1.2.1 Name: Frederika Manefeldt

1.2.2 Physical Address: 20 Adderley Street, Worcester, Western Cape, 6850

1.2.3 Postal Address: 20 Adderley Street, Worcester, Western Cape, 6850

1.2.4 Telephone Number: 023 347 7760

1.2.5 E-mail Address: frederika@heinwagneracademy.org

1.3 Deputy Information Officer:

Status: The formal designation and appointment of a Deputy Information Officer in terms of PAIA is currently under consideration by the Academy.

1.4 IT Manager:

1.4.1 Name: Philip Crouse

1.4.2 Physical Address: 20 Adderley Street, Worcester, Western Cape, 6850

1.4.3 Telephone Number: 023 347 7760

1.4.4 E-mail Address: philip@heinwagneracademy.org

2. GUIDE OF THE INFORMATION REGULATOR (SECTION 10 OF PAIA)

2.1 The Information Regulator has compiled a guide containing information to assist any person wishing to exercise any right contemplated in PAIA or POPIA.

2.2 The Guide is available in all official South African languages on the Information Regulator's website (www.inforegulator.org.za).

2.3 Any queries regarding the Guide or access to information should be directed to the Information Regulator:

2.3.1 Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

2.3.2 Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

2.3.3 General Enquiries Email: enquiries@inforegulator.org.za

2.3.4 PAIA Complaints Email: PAIAComplaints@inforegulator.org.za

3. RECORDS AUTOMATICALLY AVAILABLE WITHOUT FORMAL REQUEST

The following records are available automatically on the Academy's website (www.heinwagneracademy.org) or upon informal request, without submitting a formal PAIA request form:

3.1 Marketing material, public brochures, and newsletters;

- 3.2 Publicly available course modules and educational program outlines;
- 3.3 General institutional information regarding non-profit initiatives; and
- 3.4 Public CIPC corporate filings.

4. CATEGORIES OF RECORDS HELD AT THE ACADEMY

The following subjects and categories of records are held at the physical address of the Academy and require a formal request under Section 51 of PAIA:

4.1 Governance & Corporate Records:

- 4.1.1 Memorandum of Incorporation (MOI) and CIPC registration certificates;
- 4.1.2 Board resolutions, minutes of meetings, and organizational governance structures;
- 4.1.3 Non-Profit Organisation (NPO) certificates and Section 18A tax-exempt registration records.

4.2 Financial & Operational Records:

- 4.2.1 Financial statements, banking records, audit reports, and accounting ledgers;
- 4.2.2 Asset registers, supplier agreements, procurement documentation, and operational correspondence.

4.3 Human Resources Records:

- 4.3.1 Employment contracts, personnel profiles, performance evaluations, and internal policies;
- 4.3.2 Statutory payroll records, PAYE, UIF, and COIDA submissions (if applicable);
- 4.3.3 SETA accreditation files and Workplace Skills Plans (WSP).

4.4 Academic & Student Records:

- 4.4.1 Student enrolment applications, identification records, and admission agreements;
- 4.4.2 Academic transcripts, assessment portfolios, examination results, and attendance registers;
- 4.4.3 Katie van Rensburg and Seminarie hostel residence records;
- 4.4.4 Parent / Competent Person consent records for minor learners under 18 years;
- 4.4.5 Partner institution agreements (e.g., Boland College).

5. LEGISLATION IN TERMS OF WHICH RECORDS ARE HELD

The Academy maintains records in accordance with the following primary South African legislation:

- 5.1 Basic Conditions of Employment Act, No. 75 of 1997;
- 5.2 Children's Act, No. 38 of 2005;
- 5.3 Companies Act, No. 71 of 2008;
- 5.4 Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- 5.5 Continuing Education and Training Act, No. 16 of 2006;
- 5.6 Copyright Act, No. 98 of 1978;
- 5.7 Cybercrimes Act, No. 19 of 2020;
- 5.8 Electronic Communications and Transactions Act, No. 25 of 2002;
- 5.9 Income Tax Act, No. 58 of 1962;
- 5.10 Labour Relations Act, No. 66 of 1995;
- 5.11 Non-profit Organisations Act, No. 71 of 1997;
- 5.12 Promotion of Access to Information Act, No. 2 of 2000;
- 5.13 Protection of Personal Information Act, No. 4 of 2013;
- 5.14 Regulation of Interception of Communications and Provision of Communication-Related Information Act, No. 70 of 2002; and

5.15 Skills Development Act, No. 97 of 1998.

6. PROCEDURE FOR REQUESTING ACCESS TO RECORDS

6.1 To request access to any record listed in Section 4, the requester must complete the prescribed Form 2 (Request for Access to Record) under the PAIA Regulations.

6.2 Form 2 can be accessed via the Information Regulator's website (www.inforegulator.org.za) or by contacting the Information Officer.

6.3 The completed Form 2 must be submitted to the Information Officer via email (frederika@heinwagneracademy.org) and must:

6.3.1 Contain sufficient detail to enable the Information Officer to identify the requester and the specific record(s) sought;

6.3.2 Identify the precise right that the requester is seeking to exercise or protect;

6.3.3 Provide a clear explanation of why the requested record is required to exercise or protect that right;

6.3.4 Specify the preferred form or format of access required;

6.3.5 Provide the postal address and email address of the requester; and

6.3.6 Include formal proof of capacity if the request is submitted on behalf of another person.

6.4 Request Fees: A non-refundable request fee of R100.00 is payable upon submission of Form 2 (excluding personal requesters seeking their own personal data). Access to records may be withheld pending payment of prescribed search and reproduction fees.

6.5 Response Time: The Information Officer will notify the requester of the decision within 30 calendar days of receipt of a fully completed request and proof of payment.

7. AVAILABILITY OF THE MANUAL

This Manual is available for inspection at the administrative offices of Hein Wagner Academy NPC, 20 Adderley Street, Worcester, free of charge, and is published on the official Academy website (www.heinwagneracademy.org).

8. EXECUTION AND SIGN-OFF

Adopted and approved at WORCESTER on _____ 2026.

.....

FREDERIKA MANEFELDT

(Information Officer)

Hein Wagner Academy NPC