

**MANUAL COMPILED IN ACCORDANCE WITH SECTION 51 of the
PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) (Act 2 OF 2000) and the
PROTECTION OF PERSONAL INFORMATION ACT (POPIA) (Act 4 of 2013)**

for

The South African Wildlife College Trust

("the Trust")

Trust Registration number IT12499/2000

Edition 5, Jan 2022

TABLE OF CONTENTS		Page
1	Introduction	2
2	Overview	2
3	Contact Details	2
4	The Guide on how to use the Act as described in section 10	3
5	Categories of records of the Trust which are available without a person having to request access in terms of the Act	3
6	Records available in terms of any other legislation: Acts that are applicable	3
7	Access to records held by the Trust	3
	7a How to request a record	3
	7b Fees	4
	7c Categories of records held by the Trust	4
8	Processing of Personal Information	5
	8a Categories of Data Subjects and Information	5
	8b Recipients to whom Personal Information may be supplied	5
	8c Actual or planned trans-border flows of Personal Information	5
	8d Information security measures	5
	8e Objection to the processing of Personal Information	6
	8f Request for correction or deletion of Personal Information	6
9	Availability of the Manual	6
10	Prescribed fee structure and application form in respect of Private Bodies	6
ANNEXURE A	List of Prescribed Fees	7
ANNEXURE B	Request for Access to a Record	8
ANNEXURE C	Form for Objection to processing of Personal Information	13
ANNEXURE D	Form for Correction, Deletion or Destruction of Personal Information	14

1. INTRODUCTION

The aim of this Manual is to assist potential requestors in requesting access to information (documents or records) from the Trust as contemplated under the Promotion of Access to Information Act no 2 of 2000 (“the Act”) and the Protection of Personal Information Act no 4 of 2013 (“POPIA”).

This Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with the Act.

A requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.

2. OVERVIEW

a. Name

The Southern African Wildlife College Trust (“the Trust”)
(previously known as The Southern African Conservation Education Trust)

b. Brief History & Legal Personality

The Southern African Wildlife College Trust is a Trust, registration number **IT2499/2000**.
The Trust was founded by WWF-SA in 2000.

c. Objectives

The primary aim of this capital trust fund is to provide funding for education and training in nature conservation management at the Southern African Wildlife College (“the College”). While the College is the Trust’s primary beneficiary for the moment, the overall aim of the Trust is to:

- Subsidise the costs of education and training of natural resource managers in SADC countries
- Help environmental education and training institutions reduce their dependence on donors
- Help reduce costs to students, funders and employing agencies
- Provide bursaries for students.

d. Managed by WWF South Africa

The Trust is managed by WWF South Africa and all records relevant to the Trust are kept by WWF-SA. The Trust has no employees.

e. Auditors of the Trust

PricewaterhouseCoopers
Stellenbosch
South Africa

3. CONTACT DETAILS OF THE TRUST

(Information required under Section 51(1)(a) of the Act)

Physical Address	The South African Wildlife College Trust Care of WWF South Africa First Floor, Bridge House, Boundary Terraces, 1 Mariendahl Lane, Newlands 7700 South Africa
-------------------------	---

Postal Address

P O Box 23273
CLAREMONT
7735
South Africa

Phone number

+27 21 657 6600

Fax number

+27 86 535 9433(SA only) / +27 (0) 21 671 0274

Website

not applicable

Information Officer / Contact Person

Mrs Jodie Johnson	Legal & Risk Manager
Phone number	+27 21 657 6600
Fax number	+27 86 535 9433(SA only) / +27 (0) 21 671 0274
e-mail address	paia.request@wwf.org.za

4. THE GUIDE ON HOW TO USE THE ACT AS DESCRIBED IN SECTION 10

(Information required under Section 51(1)(b) (i) of the Act)

A guide on how to use the Act is available from the Information Regulator. Any queries or complaints should be directed to:

JD House, 27 Stiemens Street
Braamfontein
Johannesburg
2001

General Enquiries: enquiries@inforegulator.org.za

PAIA Complaints: PAIAComplaints@inforegulator.org.za

POPIA Complaints: POPIAComplaints@inforegulator.org.za

5. CATEGORIES OF RECORDS OF THE TRUST WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT

(Information required under Section 51(1)(b) (ii) of the Act)

Annual Financial Statements

6. RECORDS AVAILABLE IN TERMS OF THE FOLLOWING LEGISLATION:**Acts that are applicable to the Trust**

(Information required under Section 51(1)(b)(iii) of the Act)

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

Trust Property Control Act (Act 57 of 1988)
Income Tax Act (No 58 of 1962)
Value Added Tax Act (No 89 of 1991)
Protection of Personal Information Act (No 4 of 2013)
Electronic Communications and Transactions Act, (No. 25 of 2002).

7. ACCESS TO RECORDS HELD BY THE TRUST

(Information required under Section 51(1)(b)(iv) of the Act)

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

a. How to request access to a record

The requestor must make use of the prescribed form to make the request, a copy of which is attached as ANNEXURE B to this manual. The request must be made to the Information Officer at the address of WWF-SA provided herein.

The requester must

- i. Provide sufficient detail in the request to enable the Information Officer to identify the record or records requested and the requester.
- ii. Indicate which form of access is required.
- iii. Specify a postal address or fax number in South Africa, or an e-mail address. The requestor 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.
- iv. 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.
- v. submit proof, to the satisfaction of the head of the private body, of the capacity in which the requester is making the request if a request is made on behalf of another.

Completed request forms together with the request fee (if applicable) should be submitted to the Information Officer as described under item 3: CONTACT DETAILS.

The request for access to records will deem to have been made once the form has been received by our offices.

b. Fees

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

- The information officer must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that a requester must pay to a private body is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the Information Officer has made a decision on the request, the requester must be notified in the form he or she required.
- If the request is granted, then a further access fee must be paid for reproduction and for search and preparation to search and prepare the record for disclosure.

Should you require greater clarity, we refer you to the Guide on how to use the Promotion of Access to Information Act available from the Information Regulator on the website <https://www.justice.gov.za/infoereg/index.html>

c. Categories of records held by WWF-SA on behalf of the Trust

i. Administration & Operational Records

(as may be required for the day to day running of the Trust)

- Address Lists
- Correspondence
- General Housekeeping information
- Minutes of meetings

ii. Other Records and Information pertaining (but not limited) to

- **Financial Management** including Budgets, Banking, Investment statements & reports, Quarterly and Annual Financial reports,

Accounting records, Auditor's reports and Annual Reviews, Tax Returns and VAT reports.

- **Governance**, such as the Trust Deed, Registration of trustees with the Master of the High Court.
- **Legal and Compliance**, Funding agreements and Memoranda of Understanding.

8. PROCESSING OF PERSONAL INFORMATION

(Information required under Section 51(1)(c) of the Act)

Not applicable. At this stage the Information Regulator has not prescribed any other categories of records that is automatically available without having to request access in terms of PAIA.

a. Categories of data subjects and information include:

Data Subject	Personal Information which may be processed
Directors / Trustees	Names and surnames, email addresses, phone numbers, ID numbers, employment history, social media handles,
Service providers / Consultants / Contractors / Partners	Names and surnames, email addresses, phone numbers, registration number, bank account details,

b. Recipients to whom Personal Information may be supplied

- i. Government and Regulatory bodies;
- ii. Financial Institutions;
- iii. Suppliers and Service Providers;
- iv. Agents.

c. Trans-border flows of Personal Information

- i. The Trust may transfer the Personal Information of a data subject to a third party in a foreign country, if:
 - The third party receiving the information is subject to a law, binding corporate rules or a binding agreement which provides adequate protection of the Personal Information; or
 - The data subject consents to the transfer; or
 - The transfer is necessary for the performance of a contract between the data subject and the Trust or the implementation of pre-contractual measures taken in response to the data subject's request; or
 - The transfer is necessary for the conclusion or performance of a contract in the interest of the data subject between the Trust and the third party; or
 - The transfer is for the benefit of the data subject and it is not reasonably practicable to obtain consent of the data subject, and if it were reasonably practicable to obtain consent, the data subject would be likely to give consent.

d. Information security measures

- i. IT – data security systems in place;
- ii. Physical access control;
- iii. Policies and procedures in place.

- e. **Objection to the processing of Personal Information**
Any person to whom Personal Information in the possession of the Trust relates (the “data subject”), may at any time submit an objection to the processing of their Personal Information by completing the prescribed form attached as Annexure C hereto. The Information Officer will provide reasonable assistance as necessary to the data subject, free of charge, to enable the data subject to make the objection.
- f. **Request for correction or deletion of Personal Information**
A data subject may at any time request the correction or deletion of their Personal Information or the deletion or destruction of a record of Personal Information by completing the prescribed form attached as Annexure D hereto. The Information Officer will provide reasonable assistance as necessary to the data subject, free of charge to enable the data subject to complete the form.

9. AVAILABILITY OF THE MANUAL

(Information required under Section 51(3) of the Act)

A copy of this manual is available on the website of WWF South Africa at https://www.wwf.org.za/access_to_information/; and is also available for inspection at the reception desk of WWF South Africa and available to any person upon request for which copies can be made at a charge of R1.10 (one rand ten cents) per A4 page.

10. PRESCRIBED FEE STRUCTURE AND APPLICATION FORM IN RESPECT OF PRIVATE BODIES

The fee structure and the application form are prescribed under the Act and are attached to this manual. It is also available from:

- the Government Gazette,
- the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (section: "regulations")
- the Information Regulator website (<https://info regulator.org.za/docs.html>).

11.

**ANNEXURE A
FEES IN RESPECT OF PRIVATE BODIES**

Item	Description	Amount
1	The request fee payable by every requester	R140.00
2	Photocopy / printed black and white copy of each A4-size page (per page or part thereof)	R 2.00
3	Printed copy of A4-size page (per page or part thereof)	R 2.00
4	For a copy in a computer-readable form on: (i) Flash drive (to be provided by the requestor). (ii) Compact disc <ul style="list-style-type: none"> • If provided by the requestor; • If provided to the requestor. 	R 40.00 R 40.00 R 60.00
5	For the transcription of visual images per A4-size page.	Service to be outsourced, dependent on quotation from Service Provider
6	Copy of visual images	
7	Transcription of an audio record, per A4-size page	R 24.00
8	Copy of an audio record on: (i) Flash Drive (to be provided by requestor). (ii) Compact disc <ul style="list-style-type: none"> • If provided by the requestor; • If provided to the requestor. 	R 40.00 R 40.00 R 60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed the total cost of	R145.00 R435.00
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer.	Actual expense, if any.

12.

**ANNEXURE B
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

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

[Regulation 10]

A. Particulars of private body

**THE SOUTH AFRICAN WILDLIFE COLLEGE TRUST
care of WWF SOUTH AFRICA**

Mail to:

P O Box 23273,
Claremont 7735
South Africa

Or deliver to:

First Floor, Bridge House,
Boundary Terraces,
1 Mariendahl Lane,
Newlands 7700
South Africa

Or fax to

086 535 9433(SA only) / +27 (0) 21 671 0274

Or e-mail to

paia.request@wwf.org.za (as an attachment)

Attention:

**The Information Officer
Mrs Jodie Johnson**

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in South Africa to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Postal Code _____

Telephone number: _____

Fax number: _____

E-mail address: _____

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

C. 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: _____

D. Particulars of record

(a) *Provide full particulars / details 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 page and attach it to this form. **The requester must sign all the additional pages.***

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

2. Reference number, if available: _____

3. Any further particulars of record:

E. 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 of R140.00** has been paid.
- (b) 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.
- (c) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. 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:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			

	listen to the soundtrack (audio cassette)		transcription of the soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information derived from the record*
			copy in computer readable form (stiffy or compact disc)*
*If you requested a copy or transcription or stiffy / compact disc of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES
			NO

G. Particulars of right to be exercised or protected

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

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

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

H. 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

**13. ANNEXURE C
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]**

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	
	Code()
Contact numbers(s):	
Fax number / E-mail Address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code()
Contact number(s):	
Fax number / E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for objection)

Signed atthisday of20.....

.....
Signature of data subject / designated person

14.

ANNEXURE D

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in this form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as applicable.

Mark the appropriate box with an "x"

Request for:

Correction or deletion of the personal information about a data subject which is in possession or under control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of the information.

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	
	Code()
Contact numbers(s):	
Fax number / E-mail Address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / Registered name of responsible party:	
Residential, postal or business address:	
	Code()
Contact number(s):	
Fax number / E-mail address:	
C	INFORMATION TO BE CORRECTED / DELETED / DESTROYED / DESTROYED

C	REASONS FOR CORRECTION OR DELETION FO THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(B) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed atthisday of20.....

.....
Signature of data subject / designated person