



SAFE CITIZEN CAMPAIGN

ACCESS TO INFORMATION MANUAL (PRIVATE BODY)

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

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 Safe Citizen Campaign.

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 Mr. Jonathan Kent Fuller Deal 076 838 5150 or jonathan.deal@safecitizen.co.za.**

(2) If the request for access is granted;

(a) the access fee will be R50 (fifty rand);

(b) Access will be given in electronic format on PDF.

(c) If the requester can provide sufficient reason to not pay the access fee, (and lodges an appeal to Safe Citizen) then and in that event, Safe Citizen may in its sole discretion choose to waive the access fee.

(d) If the access fee is not waived and not paid the requester may lodge an appeal or an application with a court, against the access fee to be paid or the form of access granted, and/or the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, Safe Citizen will provide reasons for the refusal, including the provisions of this Act relied upon; and

(a) exclude, from such reasons, any reference to the content of the record; and

(b) 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

Unique terms will be defined in the appropriate section of related text.

- Terms defined in the act shall have the meaning set out therein;
- Reference to sections shall be a reference **to sections in the Act**

4. Background of Safe Citizen Campaign

A non-profit organisation concerned with community safety and civil rights pertaining to the right to be free of all forms of violence, both public and private.

5. Organisation Details

- a. Safe Citizen Campaign
- b. Gecko Rock Private Nature Reserve, Touwsrivier, Western Cape
- c. c/o Quenets Hunting & Fishing, Q Square, 72 High Street, Worcester 6850
- d. Jonathan Deal – National Co-Ordinator – jonathan.deal@safecitizen.co.za
- e. <https://safecitizen.co.za>

6. Details of the information officer

Mr. Jonathan Kent Fuller Deal 076 838 5150 or jonathan.deal@safecitizen.co.za

7. Section 51(1) (c)

In terms of Section 52, a private body may, on a voluntary and periodic 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 this 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)

There are no such records submitted as at update of this manual (Version 1 of 2020) 1/12/20 2:03 PM

8. Section 51(1) (d)

Legislation which may have a bearing on records to be made available may include the following Acts:

- Close Corporations amendment Act 25 of 2005
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Intellectual Property Laws Amendments Act 38 of 1997
- Interception and Monitoring Prohibition Act 127 of 1992
- Non-profit Organisations Act 71 of 1997.
- The Fund-Raising Act 107 of 1978

9. Section 51(1) (e)

Description of the subjects on which Safe Citizen does or may hold records in the usual course of operations:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Member Databases
- Internal Phone lists
- Policies
- Directives
- Minutes of Meetings
- Administrative information

10. Requesting Procedure

A person who wants access to the records must complete the necessary request form, as set out in Annexure A, and the completed form must be sent to the address (jonathan.deal@safecitizen.co.za) provided in this manual and marked for the attention of the information officer.

The requester must indicate which form of access is required (PDF) electronic format and identify the right that is sought to be exercised or protected and provide an explanation of what the requested record is that is required for the exercise or protection of that right. The requester must also provide proof of the capacity in which the requester is requesting the information.

10.2 Availability of the Manual

Any person may request from the Safe Citizen information Officer, or simply access a copy of this manual on the Safe Citizen website.

10.2.1 This manual is thus available for inspection by the general public having access to the Safe Citizen website at any time and for any reason, without the need to furnish a reason.

10.3 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:

10.3.1 A fee will be required by the Information Officer before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R50 must be paid, this amount will be refunded should the request for access be refused. This fee must be paid into the registered bank account of Safe Citizen Campaign;

Safe Citizen

Standard Bank

Branch code: 051001

Account number: 310839688

and a suitable proof of payment should be emailed to the Information Officer.

10.3.2 A portion of the access fee is not required before the request is considered

10.3.3 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act

10.3.4 The head may withhold a record until the requester has paid the applicable fees

10.4 Details of the SAFE CITIZEN CAMPAIGN

Any queries with regard to this manual should be directed to:

Safe Citizen Campaign, PAIA Management

Jonathan.deal@safecitizen.co.za

Or c/o Quenets Hunting & Fishing, Q Square, 72 High Street Worcester 6850,

Western Cape

Phone: 023 358 9902

Email: jonathan.deal@safecitizen.co.za

Website: <https://www.safecitizen.co.za>