



PAIA MANUAL

Prepared in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 **(as amended)**



**LET'S DO MORE,
TOGETHER.**

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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	"SG"	Secretary General
1.2	"DIO"	Deputy Information Officer;
1.3	"IO"	Information Officer;
1.4	"Minister"	Minister of Justice;
1.5	"PAIA"	Promotion of Access to Information Act No. 2 of 2000(as Amended;
1.6	"PFMA"	Public Finance Management Act No.1 of 1999 as Amended;
1.7	"POPIA"	Protection of Personal Information Act No.4 of 2013;
1.8	"Regulator"	Information Regulator.
1.9	ANC	African National Congress
1.10	NEC	National Executive Committee
1.11	NWC	National Working Committee
1.12	PEC	Provincial Executive Committee

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 1.1 check the nature of the records which may already be available at ANC, without the need for submitting a formal PAIA request;
- 1.2 have an understanding of how to make a request for access to a record of the ANC;
- 1.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 1.4 know all the remedies available from the ANC regarding request for access to the records, before approaching the Regulator or the Courts;
- 1.5 the description of the services available to members of the public from the ANC and how to gain access to those services;
- 1.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 1.7 if the ANC will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.8 know if the ANC has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 1.9 know whether the ANC has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. ESTABLISHMENT OF THE ANC

The African National Congress (ANC) was founded in 1912 as a liberation movement and is registered as a political party with the Independent Electoral Commission (IEC) as per Electoral Commission Act, 1996 (Act No. 51 of 1996).

3.1. The aims and objectives of the ANC are:

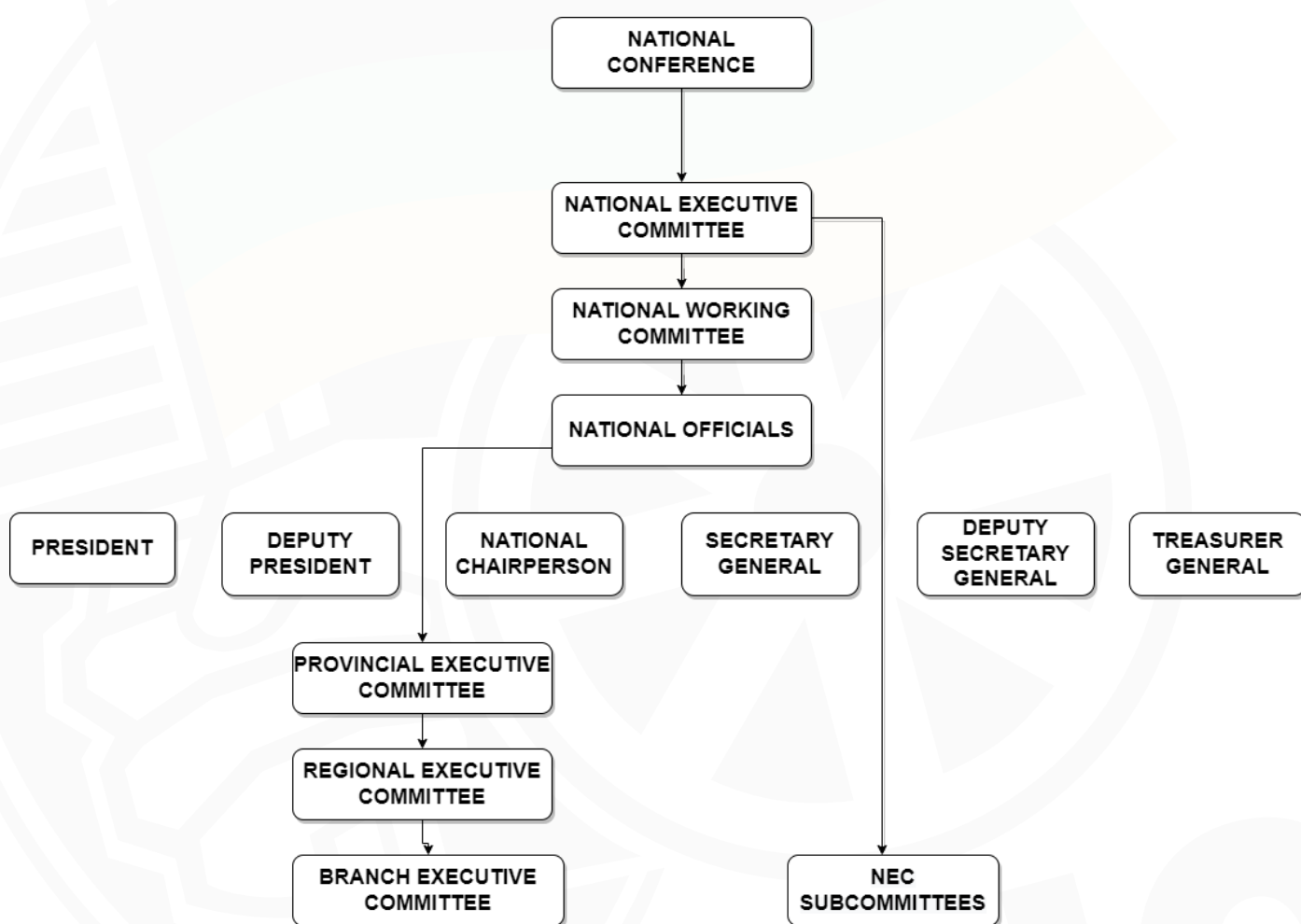
- 3.1.1. To unite all the people of South Africa, Africans in particular, for the complete liberation of the country from all forms of discrimination and national oppression;
- 3.1.2. To end apartheid in all its forms and transform South Africa as rapidly as possible into a united, non-racial, non-sexist and democratic country based on the principles of the Freedom Charter and in pursuit of the National Democratic Revolution;
- 3.1.3. To defend the democratic gains of the people and to advance towards a society in which the government is freely chosen by the people according to the principles of universal suffrage on a common voters' roll;
- 3.1.4. To fight for social justice and to eliminate the vast inequalities created by apartheid and the system of national oppression;
- 3.1.5. To build a South African nation with a common patriotism and loyalty in which the cultural, linguistic and religious diversity of the people is recognised;
- 3.1.6. To promote economic development for the benefit of all;
- 3.1.7. To support and advance the cause of women's emancipation;
- 3.1.8. To support and advance the cause of national liberation, development, world peace, disarmament and environmentally sustainable development; and
- 3.1.9. To support and promote the struggle for the rights of children and the disabled.

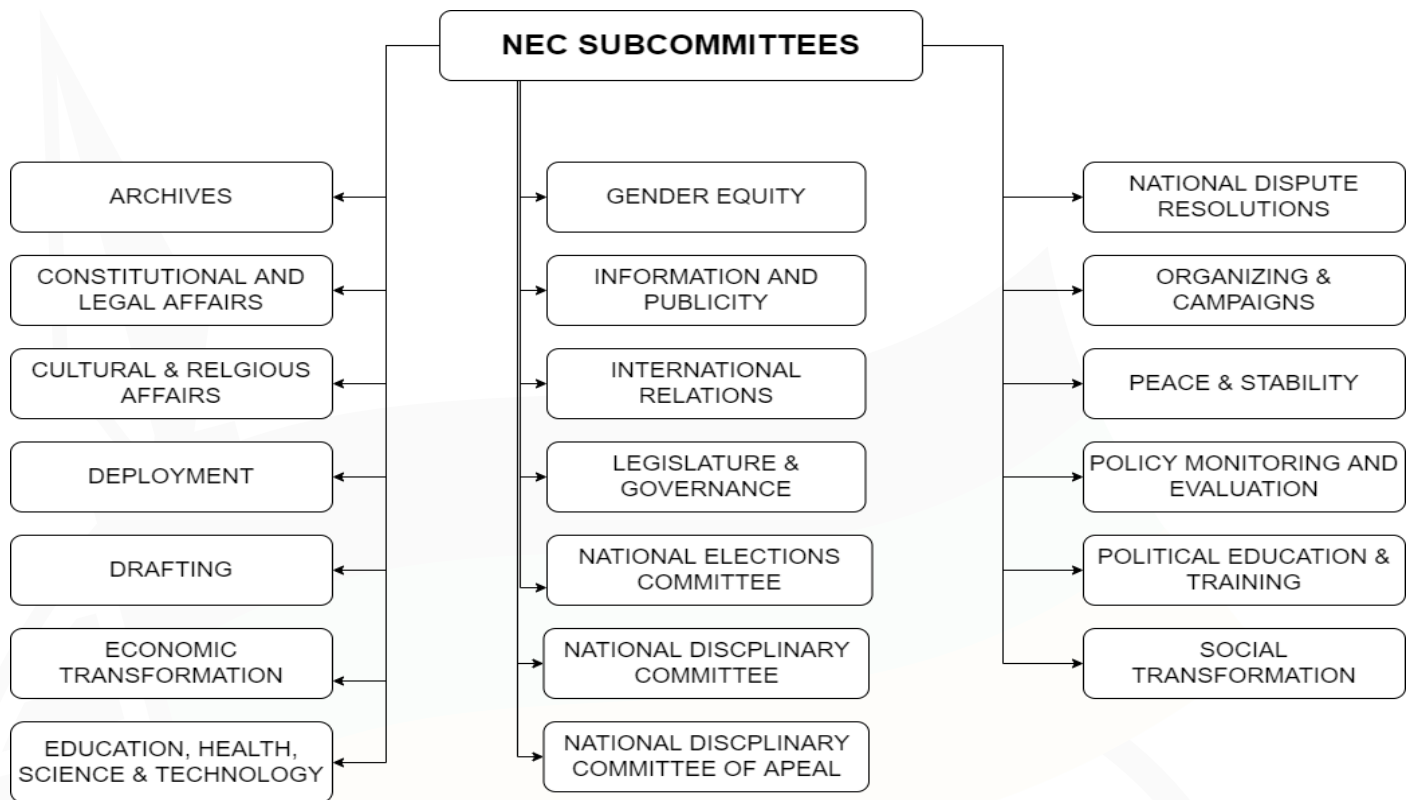
4. STRUCTURE OF THE ANC AND FUNCTIONS

4.1. Structure

The ANC consists of the following organs:

- The National Conference which elects the National Executive Committee;
 - The Provincial Conference which elects the Provincial Executive Committee;
 - The Regional Conference which elects the Regional Executive Committee;
 - The Branch Biennial General Meeting which elects the Branch Executive Committee.
- » Branches may be grouped together in zones and may be subdivided, for the purpose of co-ordination, into smaller units such as street committees, voting districts and zones may be grouped





4.2. Functions

- To review and adopt policies
- To implement policies through the public representatives and governance systems
- To conduct political, civic and international campaigns
- To contest elections

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE ANC

5.1. Chief Information Officer

Name: Fikile Mbalula (**Secretary General**)

Tel: (011) 376 1000

Email: zodwa@anc1912.org.za

5.2. Deputy Information Officer

Name: Patrick Flusk

General Manager

Tel: (011) 376 1000

Email: pflusk@anc1912.org.za

1.1. Access to information general contacts

Email: paia@anc1912.org.za

1.2. National / Head Office

Postal Address: PO Box 61884
Marshalltown 2107

Physical Address: 54 Pixley Isaka Ka Seme Street
Chief Albert Luthuli House
JOHANNESBURG 2000

Telephone: (011) 376 1000

Email: paia@anc1912.org.za

Website: www.anc1912.org.za

1.3 Provincial Offices

Provincial Secretaries has been delegated to serve as Deputy Information Officers of their respective provinces to share information pertaining to their province.

EASTERN CAPE Mr Lulama Ngcukayitobi James Arthur Calata House, 48 Alexandra Road, King Williamstown Tel: (079) 754 0666 Email: phumza.mbula@yahoo.com	FREE STATE Mr Polediso Hubert Motsoeneng Kaizer Sebothelo Building, Cnr Charles Fichards Street, Bloemfontein Tel: (081) 525 6011 Email: bgqwabane@gmail.com
GAUTENG Mr Thembinkosi Lionel Nciza Walter Sisulu House, 94 Commissioner Street, Johannesburg Tel: (010) 446 0555 Email: ancgppso@gmail.com	KWAZULU NATAL Mr Bhhekinkosi Michael Mtolo 190 Stalwart Simelane, Durban Tel: (031) 100 0728 Email: anckzpso@gmail.com
LIMPOPO MR Reuben Madadzhe 78 Biccard Street, Polokwane Tel: (072) 073 3579 Email: lindamorula3@gmail.com	MPUMALANGA Mr Muzi Gibson Chirwa January "Che" Masilela House Cnr Nel & Brenda Streets, Mbombela Tel: (013) 752 5671 Email: msithinisz@gmail.com
NORTH WEST Mr Louis Diremelo 4 Cnr Molopo & Main Street , Maheking Tel: (079) 715 8657 Email: romeomoremi@yahoo.com	NORTHERN CAPE Deshi Ngxanga Amaqhawwe Building, 42 Du toitspan Road, Kimberley Tel: (083) 730 9151 Email: managing.anc@gmail.com
WESTERN CAPE Mr Neville Delpport 57 Cnr Burg and Shortmaerket Street, Leadership House, Cape Town Tel: (087) 807 8800 Email: ancwc@anc1912.org.za	

6. CONFIDENTIALITY OF INFORMATION

- 1.1. The ANC undertake to follow POPI and PAIA at all relevant times and to process personal information lawfully and reasonably, so as not to infringe unnecessarily on the privacy of our members, supporters, and members of the general public.
- 1.2. The ANC will protect the confidentiality of information provided to it by its members, supporters and the general public, subject to its obligations to disclose information in terms of any applicable law or regulation or court order requiring disclosure of information.
- 1.3. If access is requested to a record that contains contacts information about its members, supports and the general public, the ANC is obliged to attempt to contact the member, supporter or general public to inform him of such request.
- 1.4. The ANC will also not collect any information from people below the age of 18 without parental consent.
- 1.5. A member, supporter or member from the general public may request that his/her information be removed or edited from or on any of the ANC's databases.

7. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 7.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 7.2. The Guide is available in each of the official languages.
- 7.3. The aforesaid Guide contains the description of-
 - 7.3.1. the objects of PAIA and POPIA;
 - 7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - the Information Officer of every public body, and
 - every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
 - 7.3.3. the manner and form of a request for-
 - access to a record of a public body contemplated in section 11³; and

1 Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

2 Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

3 Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- access to a record of a private body contemplated in section 50⁴;
- 7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - an internal appeal;
 - a complaint to the Regulator; and
 - an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 7.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 7.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 7.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 7.3.10. the regulations made in terms of section 92¹¹.

4 Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

5 Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

6 Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

7 Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

8 Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

9 Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

10 Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

11 Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

7.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

- 7.4.1. upon request to the Information Officer;
- 7.4.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

8. PROCEDURE TO REQUEST DOCUMENTS/RECORDS FROM THE ANC

8.1. The procedure outlined below should be followed when requesting access to records or information from the ANC:

- 8.1.1. The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 8.1.2. Form 2 attached as Annexure A should be completed by the Requestor to obtain access to information or records from the ANC.
- 8.1.3. The request can be made in person at the ANC Head Office situated at 54 Pixley Isaka Ka Seme Street, Chief Albert Luthuli House, Johannesburg or it can be emailed to paia@anc1912.org.za or it can be posted to PO Box 61884, Marshalltown, 2107 for the attention of the Deputy Chief Information Officer
- 8.1.4. The request should be submitted with an administration fee of R 35,00.
- 8.1.5. If an acknowledgement of receipt for the request is not received within 14 days, the Requestor should contact the Deputy Information Officer on (011) 376 1000.
- 8.1.6. The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right (section 53(2)(d)).
- 8.1.7. Some important points to remember when completing the request form:
 - Each section of the form contains instructions that should be followed to improve the likelihood of the request being granted with minimal delay being experienced.
 - If records are requested on behalf of another person, please provide a copy of the mandate authorising you to act on behalf of another person.
 - A detailed description of the records being requested must be provided to enable the Deputy Information Officer to identify it accurately. If any difficulties are experienced in completing the request form or if a disability prevents the requester from completing it, please do not hesitate to contact the Deputy Information Officer for assistance.

9. DURATION TO OBTAIN ACCESS TO DOCUMENTS/RECORDS FROM THE ANC

- 9.1. The Deputy Information Officer is required to take a decision on the request within 30 days of receipt of the request, failing which the request is deemed to have been refused.
- 9.2. The Deputy Information Officer may extend the period for taking a decision to 60 days under the following circumstances:
 - 9.2.1. If the request is for large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the ANC;
 - 9.2.2. If the requested records are not situated in the same town or city as the ANC offices that the request cannot reasonably be completed within 30 days;
 - 9.2.3. Where consultation among the organs of the ANC is necessary or desirable to decide upon the request and which consultation cannot be reasonably completed within 30 days;
 - 9.2.4. Where more than one of the circumstances contemplated in paragraphs I, II, and III above exist in respect of the request making compliance with the 30- day period not reasonably possible; or
 - 9.2.5. If the requester consents in writing to the extension.
- 9.3. Should the 30-day period be extended, the Deputy Information Officer will notify the requester of the extension as well as provide the requester with the reasons for the extension.

10. GROUNDS FOR REFUSAL FOR ACCESS TO DOCUMENTS/RECORDS

- 1.1 The Information Officer/ Deputy Information Officer may refuse a request for access to information where the PAIA allows her/him to do so. The PAIA has provided certain grounds (in sections 7, 12 and Chapter 4 of PAIA) upon which a request may be refused and these grounds of refusal include the following:-
 - 1.1.1 Records of an opinion, advice, report or recommendation, consultation, discussion, including minutes of a meeting, to formulate a policy or take a decision.
 - 1.1.2 Mandatory protection of personal information, special personal information or privacy of a third party who is a natural person (including children), if such disclosure would involve the unlawful or unreasonable disclosure of Personal Information about a third party, including a deceased individual or child, subject to the provisions of Section 63(2) of PAIA or any section or regulation of Protection of Personal Information Act 4 of 2013.
 - 1.1.3 Mandatory protection of the safety of individuals and the protection of property, where such disclosure could endanger the life or physical safety of an individual.
 - 1.1.4 Information related to elections strategy, that may be used by other political parties or organisations aligned to political parties, and which may amount to trade secrets.
 - 1.1.5 Information supplied in confidence by a third party and where disclosure of such information

could reasonably be expected to put the organisation at a disadvantage in contractual or other negotiations, or prejudice the organisation in electoral competition.

- 1.1.6 If disclosure will amount to breach of a duty of confidence owed to a third party in terms of an agreement or contract.
- 1.1.7 Protected information in legal proceedings.
- 1.1.8 A request for access to records if their disclosure could reasonably be expected to prejudice the defence, security or international relations of the Republic.

1.2 The Information Officer/ Deputy Information Officer is required to inform the requester of her/his decision, whether or not access is granted, within thirty (30) calendar days. However the period may be extended by another thirty (30) calendar days and, if the period is extended, the requester shall be informed.

11. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE ANC.

- 1.1 An ANC member, supporter or member from the general public have the right to withdraw their consent to process personal information by the ANC.
- 1.2 Any person has the right to object to processing of his/her information if the ANC has process such information without his/her consent by completing Form 1-Annexure B.
- 1.3 A members, supporter, or member from the general public is entitled to require the ANC to correct or delete personal information that it has, which is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or which has been obtained unlawfully.
- 1.4 Any person will have to right to lodge a complaint by using the channels set out below:
 - a) *Internal appeal,*
Any person can lodge a complaint with the Deputy Information Officer if he/she is dissatisfied with any request regarding the processing of personal information or the request for information to be released. An appeal can be lodge with the Information Officer if the Deputy Information Officer fails to resolve the matter.
 - b) *a complaint to the Regulator,*
 - 11.3.1. A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 days of notification of the decision, apply to the Information Regulator at , for relief.
 - 11.3.2. The request can be made in person at the Office of the Information Regulator situated at JD House, 27 Stiemens St, Braamfontein, or it can be emailed to PAIAComplaints@inforegulator.org.za.
 - 11.3.3. The requestor should submit such a complaint on the Form 5 as per Annexure B.

c) *External Appeal*

Likewise, a third party dissatisfied with the Information Officer's or the Information Regulator's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

12. FEES

12.1. The Act provides for two types of fees, namely:

- 12.1.1. A request fee, which is a form of administration fee to be paid by all requesters except personal requesters, before the request is considered and is not refundable; and
- 12.1.2. An access fee, which is paid by all requesters in the event that a request for access is granted. This fee is inclusive of costs involved by the private body in obtaining and preparing a record for delivery to the requester.

12.2. Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R35,00 is payable up-front before the institution will further process the request received.

12.3. When the request is received by the Deputy Information Officer, such person shall by notice require the requester to pay the prescribed request fee, if any, before further processing of the request.

12.4. A requester would not be required to pay a fee if he/she are requesting his/her personal information but may however pay for the reproduction of such personal information.

12.5. The fee for a copy of the manual as contemplated in regulation 5(c) is R 2,00 for every photocopy of an A4-size page or part thereof.

12.6. The fees for reproduction referred to in regulation 7(1) are as follows:

DESCRIPTION	AMOUNT
For every photocopy of an A4-size page or part thereof	R 2,00
For every printed copy of an A4-size or part thereof held on a computer or in electronic or machine-readable form	R 1,00
For a copy in a computer-readable form on compact disc or USB stick	R 40,00
For a transcript of visual images, for an A4-size page or part thereof	R 40,00
For a copy of visual images	R 60,00
For a transcript of an audio record, for an A4-size page or part thereof	R 20,00
For a copy of audio record	R 30,00
To search for and prepare the record for disclosure for each hour or part of an hour, excluding first hour	R 15,00

13. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE ANC

The list(s) below depict records of information which the ANC holds for each subject. Some of this information and the access thereto may be restricted to protect the Privacy and Private information of Data Subjects:

Subjects on which the body holds records	Categories of records held on each subject
National Working Committee National Executive Committee Provincial Executive Committees	Minutes (Restricted) Reports (Restricted) Statements NEC Bulletin
NEC Subcommittees	Minutes (Restricted) Reports and Presentations to meetings (Restricted) Policy discussion documents (Restricted)
NEC Makgotla	Presentations on draft Policy Positions/Options (Restricted) Reports of Outcome (Restricted) Lekgotla Bulletin
Human Resources (Restricted)	Personnel files HR policies and procedures; Advertised posts; Employees records; Learning and development e.g.: skills development and training plans Employment equity plan and statistics
Membership (Restricted)	Membership records
ANC Cloud (Restricted)	Contact Details of Elections Teams Voter details Volunteers
ANC Media Lists (Restricted)	Contact details of Journalists and Institutions where they are working

14. APPLICABLE LEGISLATION

In line with section 51 (1)(d) of the PAIA, the ANC may be in possession of records in accordance with other legislation listed:

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Constitution of the Republic of South Africa 1996
- Consumer Protection Act 68 of 2008
- Electoral Act 73 of 1998 6. Electoral Commission Act 51 of 1996
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998 9
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Identification Act 68 of 1997 12. Income Tax Act 58 of 1962
- Inspection of Financial Institutions Act 80 of 1998
- Intellectual Property Laws Amendment Act 28 of 2013
- Labour Relations Act 66 of 1995 16. National Credit Act 34 of 2005
- National Payment Systems Act 78 of 1998
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Political Party Funding Act 6 of 2018
- Prevention of Organised Crime Act 121 of 1998
- Promotion of Access of Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Unemployment Insurance Act 63 of 2001

15. CATEGORIES OF RECORDS OF THE ANC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The list(s) below depict records of information which the ANC has available in terms of laws applicable to it. Some of this information and the access thereto is available on the ANC Website and are automatically available to the public without having to formally request for it:

Category	Document Type and Availability
Policy, Events and Historical documents	<ul style="list-style-type: none"> •Constitution (https://www.anc1912.org.za/anc-constitution-2017-2/) •ANC Strategy and Tactics •Freedom Charter (https://www.anc1912.org.za/the-freedom-charter-2/) •January 8 statements (https://www.anc1912.org.za/anc-january-8th-statement/) •Speeches (https://www.anc1912.org.za/speeches/) •Manifestos (https://www.anc1912.org.za/local-government-manifesto-2021/) •Declarations (https://www.anc1912.org.za/declarations_index/) •Submissions (https://www.anc1912.org.za/submissions/) •ANC Awards •History (https://www.anc1912.org.za/history/) •Structure (https://www.anc1912.org.za/structure/) •Alliance Summit
National Conferences	<ul style="list-style-type: none"> • Organisational Reports to Conferences presented by the Secretary-General or Provincial secretaries of the ANC outlining work that has been done within his/ her term of office. • Political Reports by President or Provincial Chairpersons to Conferences • List of Members of the NEC/PEC or REC that have been elected by National , Provincial or Regional Conferences • Policy Resolutions which were adopted by National or Provincial Conferences • ANC Constitution which might be amended if necessary
National Policy Conferences	<ul style="list-style-type: none"> • Discussion Documents • Draft Report of National Policy Conference

Category	Document Type and Availability
National General Councils	<ul style="list-style-type: none"> • Political Report by the President • NGC Discussion documents
Findings	<ul style="list-style-type: none"> • Findings from National Disciplinary Committee of cases heard or dealt with by it (https://www.anc1912.org.za/ndc-findings/) • Findings from National Disciplinary Appeals Committee on appeals lodged by members that appeared in front of the National Disciplinary Committee (NDC) (https://www.anc1912.org.za/ndca-findings/)
Internal Publications	<ul style="list-style-type: none"> • ANC Today (https://www.anc1912.org.za/anc-today-2023/) • Umrabulo (https://www.anc1912.org.za/umrabulo-2/) • Articles (https://www.anc1912.org.za/articles/) • Books written by ANC Members (https://www.anc1912.org.za/books/) • Mayibuye which was an ANC Journal from 1991 – 1998 (https://www.anc1912.org.za/mayibuye/) • Through the Eye of the Needle (https://www.anc1912.org.za/wp-content/uploads/2022/06/Through-the-Eye-of-the-Needle.pdf)
Statements	<ul style="list-style-type: none"> • Statements on outcomes of NEC meetings • Media Statements on positions of ANC (https://www.anc1912.org.za/anc-statements-2023/)
Political Party Funding	<ul style="list-style-type: none"> • https://results.elections.org.za/home/downloads/party-funding-reports

10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE ANC AND HOW TO GAIN ACCESS TO THOSE SERVICES

10.1. Powers, duties and function

The ANC is a political party, registered in terms with the Independent Electoral Committee. Its objectives, powers, duties and functions are set out in its *Constitution* and its *Strategy and Tactics documents*.

10.2. Services

- Can join as a member, if accepting ANC policies and Constitution
- Political education through the OR Tambo School of Leadership
- Public statements, discussion documents and other information on policy matters
- Information on the history of struggle
- Access to ANC public representatives through Parliamentary Constituency Offices
- Online webinars and other activities

- Publications: weekly ANC Today newsletter, and quarterly Umrabulo journal

10.3. How to access services

Most services are accessible through the ANC website (www.anc1912.org.za) or through ANC offices or constituency offices.

11. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE ANC

The ANC review its policy progress and challenges every three years through its National General Council and National Policy Conferences, whereby it develops discussion papers based on reviews and identifying policies that need refining. Discussion papers are developed by NEC Committees, policy think tankers, our alliance partners (COSATU AND SACP), researchers and academia. Documents are made public to both members of the party and society at large. Documents are presented to society at large by making them available on the ANC website and having an interactive discussion with the media. Stakeholder engagement with different communities of society both, which include but are not limited to women, youth, trade unions, traditional leaders, business, faith based organisations, academia, LGBTQI and other sectors. Submission for consideration in the NGC and National Policy Conferences are received from party members and through stakeholder engagements.

12. PROCESSING OF PERSONAL INFORMATION

The ANC requires Personal Information relating to both individual and juristic persons in order to carry out its business and organisational duties. The manner in which this information is processed and the purpose for which it is processed is determined by the ANC. The ANC is accordingly a responsible party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject are protected.

12.1. Purpose of Processing

Human Resource Department

The Human Resource Department collect information from employees of the ANC. This also includes information such as Resumes from potential employees which contain contact details as well as identity numbers.

ANC Membership

The ANC Membership is an electronic system that allows members to join the ANC voluntarily. Members are allowed to join online, edit their information and renew their membership.

ANC Cloud

The ANC Cloud is a Management System and is used for the following

- Contact details of ANC elections structures - National, Provinces, Regions, Wards, Voter Districts, Public representatives,
- Uploading of voter's rolls received by the IEC and which is available at the municipal offices.
- Elections Statistics of all National and Local Government Elections
- Profiles of wards, municipalities, and provinces
- Capturing of canvassing and other logistical information
- Campaigns and branch information
- Contact information of ANC public representatives at local levels

12.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

NB: Specify the categories of data subjects in respect of whom the body processes personal information and the nature or categories of the personal information being processed.

Categories of Data Subjects	Personal Information that may be Processed
Natural Persons	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets
Employees	Gender, marital status, race, age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details(contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person
ANC Members and Public Representatives	Surname, Name, Identity Number, Date of Birth, Language, Physical Address, Postal Address, Email Address, Gender,
Media list	Surname, Name, Publication, Press ID, E mail address
Voters	Surname, Name, Identity Number, Address, Contact numbers

12.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

12.4 Planned transborder flows of personal information

The ANC are utilising Google Workspace for its email, meetings and to store and share documents on Google Drive. Other than Google Workspace, the ANC will not knowingly share any personal information with any person outside South African borders without the consent of the person/s in question. We however must indicate that some of our services are hosted by service providers who will ensure that data is protected to the best of their ability.

12.5 Political Party Funding

The ANC as a Political Party are required to disclose all donations that is above R 100 000 to the Independent Electoral Commission as per the Political Party Funding Act 6 of 2018 – Section 9. The public can access these declarations on <https://results.elections.org.za/home/downloads/party-funding-reports>.

12.6 General Description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

The ANC have up to date technology to ensure the confidentiality, integrity and availability of the information in its care and include the following:

12.6.1 Physical Storage

Documents containing personal information are stored either in the official ANC archives at Fort Hare University or Luthuli House ANC Headquarters which have 24/7 security.

12.6.2 Technological Storage

The payroll of the ANC containing personal information of employees are stored on a central server which are in a server room with only the IT personnel having access to it. Regular backups are made internally and outside the premises.

12.6.3 Hosting of ANC Servers Externally

Some of the ANC servers such as the website, membership and cloud are hosted externally and we have the assurance from our service provider that all security measures are in place to ensure data integrity and prevent unauthorised access to our data.

12.6.4 Anti-virus

The ANC have the latest anti-virus software deployed to all of its servers and workstations. This is updated automatically to ensure that data or hardware is protected at all times.

12.6.5 Firewalls

Firewalls have been installed and are managed by our service provider to prevent unauthorised access to ANC networks, hardware and information.

12.7 Objection to the Processing of Personal Information by a Data Subject

Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as **Annexure C** subject to exceptions contained in POPIA.

13. AVAILABILITY OF THE MANUAL

13.1 This Manual is made available in the following three official languages-

13.1.1 English

13.2 A copy of this Manual or the updated version thereof, is also available as follows-

13.2.1 on <http://www.anc1912.org.za>, of the private body;

13.2.2. at the head office of the ANC for public inspection during normal business hours;

13.2.3 At the each of the 9 provincial offices and in each of the 54 regional offices across the country.

13.2.4 to any person upon request and upon the payment of a reasonable prescribed fee; and

13.2.5 to the Information Regulator upon request.

13.3 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

14. UPDATING OF THE MANUAL

The ANC will, if necessary, update and publish this Manual annually.

Issued by

Fikile April Mbalula

Secretary General

30 June 2024

ANNEXURE “B”:
OBJECTION TO PROCESSING OF PERSONAL INFORMATION

FORM 1

Objection to The Processing of Personal Information in Terms of Section 11(3) Of The Protection of Personal Information Act, 2013 (ACT NO.

4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must 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.*

Reference Number....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Code ()	
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if the responsible party is a natural):</i>	
Residential, postal or business address:	
Code ()	
Contact number(s):	
Fax number:	
E-mail address:	

	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

ANNEXURE "A": FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Deputy Information Officer
54 Pixley Isaka Ka Seme Street
Chief Albert Luthuli House
JOHANNESBURG

E-mail address: paia@anc1912.org.za

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			

Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

PARTICULARS OF RECORD REQUESTED

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 page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD

(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS

(Mark the applicable box with an "X")

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS

(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)	

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.

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:	

FEES	
a)	A request fee must be paid before the request will be considered.
b)	You will be notified of the amount of the access fee to be paid.
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	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Deputy Information Officer



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

Address: JD House, 27 Stiemens Street

Braamfontein, Johannesburg, 2001

P.O. Box 31533

Braamfontein, Johannesburg, 2017

Tel: 010 023 5200

Email: PAIAComplaints@infoRegulator.org.za

COMPLAINT FORM

FORM 5

[Regulation 10]

NOTE:

1. This form is designed to assist the Requester or Third Party (hereinafter referred to as “the Complainant”) in requesting a review of a Public or Private Body’s response or non-response to a request for access to records under the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“PAIA”). Please fill out this form and send it to the following email address: PAIAComplaints@infoRegulator.org.za or complete online complaint form available at <https://www.justice.gov.za/infoereg/>.
2. PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part F of this complaint form.
3. It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein after referred to as “the Body”) an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Information Regulator, you are required to complete the prescribed **PAIA Form 2** and submit it to the Body.
4. A copy of this Form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein.
5. The Information Regulator will only accept your complaint once you confirm having complied with the prerequisites below.
6. **Please attach copies of the following documents, if you have them:**
 - a. Copy of the form to the Body requesting access to records;
 - b. The Body’s response to your complaint or access request;
 - c. Any other correspondence between you and the Body regarding your request;
 - d. Copy of the appeal form, if your complaint relate to a public body;
 - e. The Body’s response to your appeal;
 - f. Any other correspondence between you and the Body regarding your appeal;
 - g. Documentation authorizing you to act on behalf of another person (if applicable);
 - h. Court Order or Court documents relevant to your complaint, if any.

7. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

CAPACITY OF PERSON/PARTY LODGING A COMPLAINT

(Mark with an "X")

- ☐ Complainant Personally
☐ Representative of Complainant
☐ Third Party

PREREQUISITES

Did you submit request (PAIA form) for access to record of a public/private body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has 30 days lapsed from the date on which you submitted your PAIA form?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you applied to Court for appropriate relief regarding this matter?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

FOR INFORMATION REGULATOR'S USE ONLY

Received by: (Full names)			
Position			
Signature			
Complaint accepted	Yes	<input type="checkbox"/>	No
Reference Number			
Date stamp			

Postal address	Facsimile	Other electronic communication (Please specify)

PART A

PERSONAL INFORMATION OF COMPLAINANT

Full Names	
------------	--

Identity Number			
Postal Address			
Street Address			
E-Mail Address			
Contact numbers	Tel. (B)	Facsimile	
	Cellular		
PART B REPRESENTATIVE INFORMATION <i>(Complete only if you will be represented. A Power of Attorney must be attached if complainant is represented, failing which the complaint will be rejected)</i>			
Full Names of Representative			
Nature of representation			
Identity Number /Registration Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)	Facsimile	
	Cellular		
PART C THIRD PARTY INFORMATION <i>(Please attach letter of authorisation)</i>			
Type of Body	Private	Public	
Name of Public / Private Body			
Registration Number (if any)			
Name, Surname and Title of person authorised to lodge a complaint			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):	Facsimile	
	Cellular		

PART D

BODY AGAINST WHICH THE COMPLAINT IS LODGED

Type of body	Private	Public	
Name of public / private body			
Registration number (if any)			
Name, surname and title of person you dealt with at the public or private body to try to resolve your complaint or request for access to information			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile
	Cellular		
Reference Number given (if any)			

PART E COMPLAINT

Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public or private body for response and possible resolution)

Date on which request for access to records submitted.			
Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body.			
Have you attempted to resolve the matter with the organisation?	Yes	No	
If yes, when did you receive it? (Please attach the letter to this application.)			
Did you appeal against a decision of the information officer of the public body?	Yes	No	
If yes, when did you lodge an appeal?			
Have you applied to Court for appropriate relief regarding this matter?	Yes	No	
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.			

PART F

DETAILED TYPE OF ACCESS TO RECORDS

(Please select one or more of the following to describe your complaint to the Information Regulator)

Unsuccessful appeal (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	I have appealed against the decision of the public body and the appeal is unsuccessful.		
Unsuccessful application for condonation (Sections 77A(2)(b) and 75(2) of PAIA)	I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.		
Refusal of a request for access (Section 77A(2)(c)(i) or 77A(2)(d)(i) or 77A(3)(b) of PAIA)	I requested access to information held by a body and that request was refused or partially refused.		
The body requires me to pay a fee and I feel it is excessive (Sections 22 or 54 of PAIA)	Tender or payment of the prescribed fee.		
	The tender or payment of a deposit.		
Repayment of the deposit (Section 22(4) of PAIA)	The information officer refused to repay a deposit paid in respect of a request for access which is refused.		
Disagree with time extension (Sections 26 or 57 of PAIA)	The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request.		
Form of access denied (Section 29(3) or 60(a) of PAIA)	I requested access in a particular and reasonable form and such form of access was refused.		
Deemed refusal (Section 27 or 58 of PAIA) Extension period has expired and no response was received.	It is more than 30 days since I made my request and I have not received a decision.		
Inappropriate disclosure of a record (Mandatory grounds for refusal of access to record)	Records (that are subject to the grounds for refusal of access) have inappropriately/unreasonably been disclosed.		
No adequate reasons for the refusal of access (Section 56(3)(a) of PAIA)	My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.		

Partial access to record (Section 28(2) or 59(2) of PAIA)	Access to only a part of the requested records was granted and I believe that more of the records should have been disclosed.	
Fee waiver (Section 22(8) or 54(8) of PAIA)	I am exempt from paying any fee and my request to waive the fees was refused.	
Records that cannot be found or do not exist (Section 23 or 55 of PAIA)	The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.	
Failure to disclose records	The Body decided to grant me access to the requested records, but I have not received them.	
No jurisdiction (exercise or protection of any rights) (Section 50(1)(a) of PAIA)	The Body indicated that the requested records are excluded from PAIA and I disagree.	
Frivolous or vexatious request (Section 45 of PAIA)	The Body indicated that my request is manifestly frivolous or vexatious and I disagree.	
Other (Please explain)		
PART G EXPECTED OUTCOME		
How do you think the Information Regulator can assist you? Describe the result or outcome that you seek.		
PART H AGREEMENTS		

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Information Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

- ☐ I agree that the Information Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion of the right of access to information as well as the protection of the right to privacy in South Africa. I understand that the Information Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). I understand that if I do not agree, the Information Regulator will still process my complaint.
- ☐ The information in this Complaint Form is true to the best of my knowledge and belief.
- ☐ I authorize the Information Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the right of access to information and / or the protection of the right to privacy.

- ☐ I authorise anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Information Regulator. The Information Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.
- ☐ If any of my contact information changes during the complaint process, it is my responsibility to inform the Information Regulator; otherwise my complaint could experience a delay or even be closed.

Signed at this _____ day of _____ 20 _____

Complainant/Representative/Authorised person of Third Party

ANNEXURE "C":

OBJECTION TO PROCESSING OF PERSONAL INFORMATION

Objection to The Processing of Personal Information in Terms of Section 11(3) Of The Protection of Personal Information Act, 2013 (ACT NO.

4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 2(1)]

Note:

1. Affidavits or other documentary evidence in support of the objection must 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.

Reference Number....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Code ()	
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (if the responsible party is a natural):	
Residential, postal or business address:	
Code ()	
Contact number(s):	

[illegible]

.....

Category	Description	Mode of Accessibility				
		Inspection	Purchase	Website	Copying	Free of charge
	National General Council			X		
	Elections			X		
	Campaigns			X		
	Political Trials			X		
	Tripartite Alliance Summits			X		
PAIA	PAIA Manual in English			X		
	Form 1: Objections to the Processing of Personal Information			X		
	Form 2 : Request for Access to Information			X		
	Form 5 : Complaint regarding Interference with the Protection of Person Information/Complaint Regarding Determination of an Adjudicator			X		
	Automatic availability of certain records of the ANC			X		



Mr Fikile April Mbalula
SECRETARY GENERAL
INFORMATION OFFICER

Date: 12 July 2024

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*Issued by the African National Congress, **Headquarters**,
54 Pixley ka Isaka Seme Street, Johannesburg, 2001. www.anc1912.org.za*



**The Year of United Action to Defend our
Freedom and Advance a Better Life for All**
FORWARD TO A DECISIVE VICTORY!