

AFRICAN NATIONAL CONGRESS (ANC)



PAIA MANUAL

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

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1. LIST OF ACRONYMS AND ABBREVIATIONS

NB: please insert relevant 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 and Correctional Services; |
| 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-

- 2.1 check the nature of the records which may already be available at ANC, without the need for submitting a formal PAIA request;
- 2.2 have an understanding of how to make a request for access to a record of the ANC;
- 2.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 2.4 know all the remedies available from the ANC regarding request for access to the records, before approaching the Regulator or the Courts;
- 2.5 the description of the services available to members of the public from the ANC and how to gain access to those services;
- 2.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7 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;
- 2.8 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
- 2.9 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;

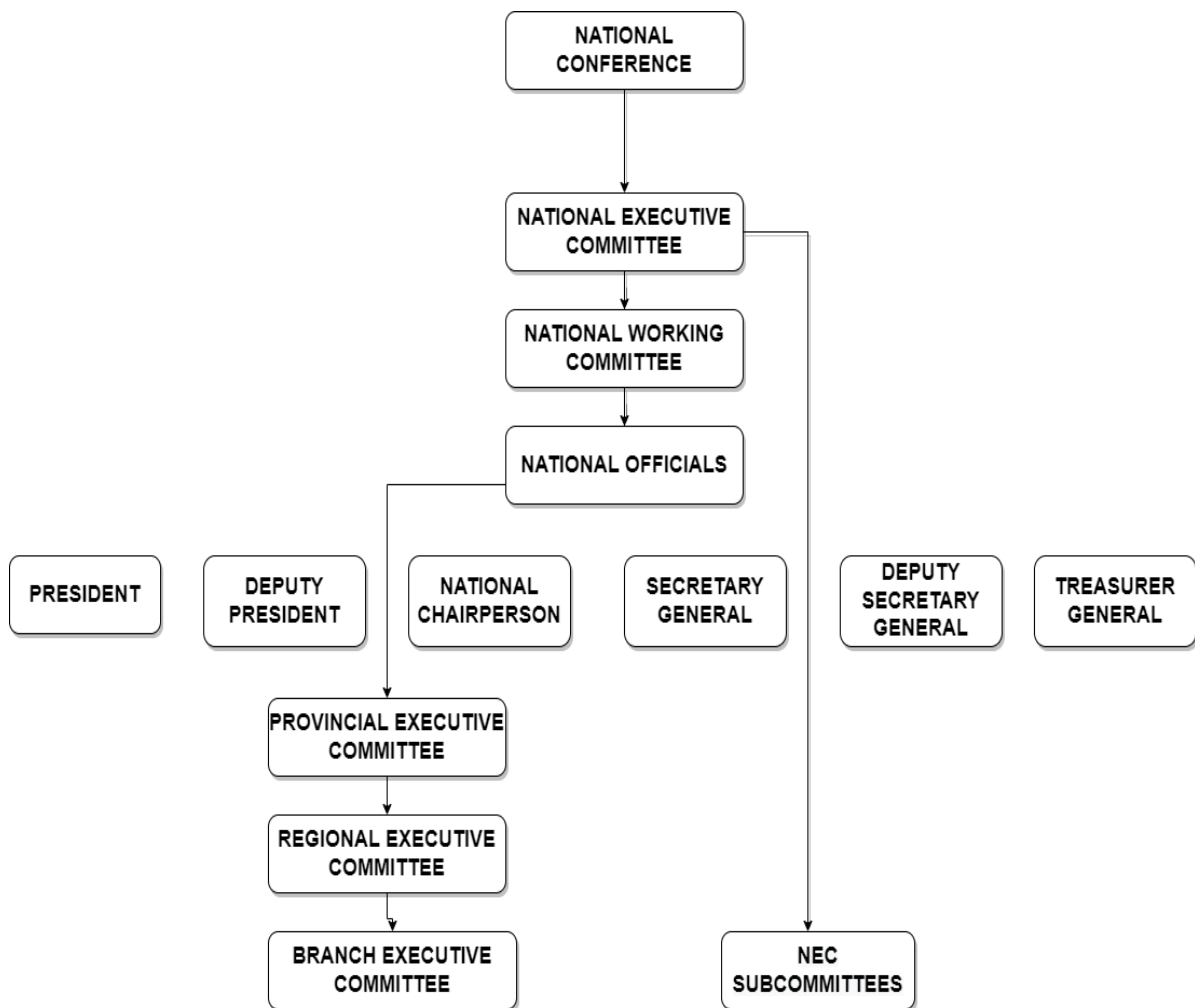
- 3.1.2. To end apartheid in all its forms and transform South Africa as rapidly as possible into a united, non-racial, non-sexist, democratic and prosperous country based on the principles of the Freedom Charter (Appendix 2) and in pursuit of the National Democratic Revolution;
- 3.1.3. To defend the 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, patriarchy 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, gender equality and environmentally sustainable development; and
- 3.1.9. To support and promote the struggle for the rights of children and the disabled.

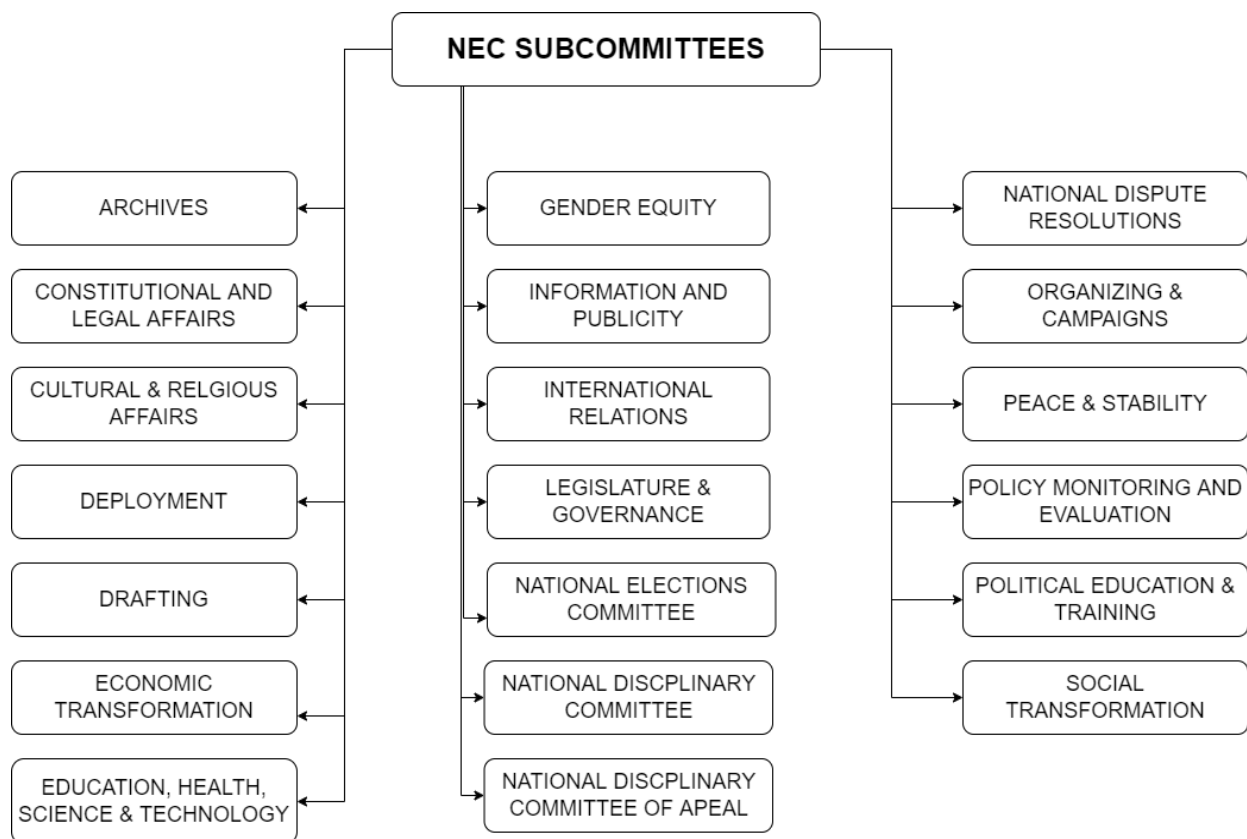
4. STRUCTURE OF THE ANC AND FUNCTIONS

4.1. Structure

The ANC consists of the following organs:

- The National Executive Committee which is elected by the National Conference;
- The Provincial Executive Committee, which is elected by the Provincial Conference;
- The Regional Executive Committee, which is elected by the Regional Conference;
- The Branch Executive Committee, which is elected at the Branch Biennial General Meeting. 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.





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: Yasmin Duarte
 Acting Secretary General
 Tel: (011) 376 1000
 Email: paia@anc1912.org.za

5.2. Deputy Information Officer

Name: Fébé Potgieter-Gqubule
General Manager
 Tel: (011) 376 1000
 Email: paia@anc1912.org.za

5.3 Access to information general contacts

Email: paia@anc1912.org.za

5.4 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

6. CONFIDENTIALITY OF INFORMATION

6.1 The ANC undertakes 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.

6.2 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.

6.3 If access is requested to a record that contains contact 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 the person of such request.

6.4 The ANC will also not collect any information from people below the age of 18 without parental consent.

6.5 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 all 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
 - 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;

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.*

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.*

- 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.
- 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 A 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,

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.”

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 (thirty-five rands).
- 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

10.1 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:-

- 10.1.1 Records of an opinion, advice, report or recommendation, consultation, discussion, including minutes of a meeting, to formulate a policy or take a decision.
- 10.1.2 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.
- 10.1.3 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.
- 10.1.4 Information related to strategy, programmes, policies or activities that may be used by other political parties or organisations aligned to political parties, and which may amount to trade secrets, or prejudice the organisation in electoral competition or damage its reputation and brand.
- 10.1.5 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.

- 10.1.6 If disclosure will amount to breach of a duty of confidence owed to a third party in terms of an agreement or contract.
 - 10.1.7 Protected information in legal proceedings.
 - 10.1.8 A request for access to records if their disclosure could reasonably be expected to prejudice the defence, security or international relations of the Republic.
- 10.2 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.

- 11.1 An ANC member, supporter or member from the general public have the right to withdraw their consent to process personal information by the ANC.
- 11.2 Any person has the right to object to processing of his/her information if the ANC has process such information without his/her consent.
- 11.3 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.
- 11.4 Any person will have the 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.

The decision of the Information Officer is final in terms of ANC internal procedures for access to information.

- b) *External Appeal*
A requestor that is dissatisfied with the Information Officer's refusal to disclose information, may within 180 days of notification of the decision, apply to a Court for relief. Likewise, a third party dissatisfied with the

Information Officer's decision to grant a request for information, may within 180 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 0,60 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 0,60
For every printed copy of an A4-size or part thereof held on a computer or in electronic or machine-readable form	R 0,40
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 22,00
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 12,00
For a copy of audio record	R 17,00
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. 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 Reports Statements NEC Bulletin
NEC Subcommittees	Reports and Presentations to meetings Policy discussion documents
NEC Makgotla	Presentations on draft Policy Positions/Options Reports of Outcomes Lekgotla Bulletin
Human Resources	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	Membership records
ANC Cloud	Contact Details of Elections Teams Voter details Volunteers
ANC Media Lists	Contact details of Journalists and Institutions where they are working

14. 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	Availability
ANC Policy, Events and Historical documents	<ul style="list-style-type: none"> • Constitution • ANC Strategy and Tactics • Freedom Charter • January 8 statements • Speeches • Manifestos 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za

Category	Document Type	Availability
	<ul style="list-style-type: none"> • Statements • Commission reports • Declarations • Submissions • ANC Awards • History • 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 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za
National Policy Conferences	<ul style="list-style-type: none"> • Discussion Documents • Draft Report of National Policy Conference 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za
National General Councils	<ul style="list-style-type: none"> • Political Report by the President • NGC Discussion documents 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za
Findings	<ul style="list-style-type: none"> - Findings from National Disciplinary Committee of cases heard or dealt with by it - Findings from National Disciplinary Appeals Committee on appeals lodged by members that appeared in front of the National Disciplinary Committee (NDC) 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za
Internal Publications	<ul style="list-style-type: none"> - ANC Today - Umrabulo 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za

Category	Document Type	Availability
Statements	<ul style="list-style-type: none"> - Statements on outcomes of NEC meetings - Media Statements on positions of ANC 	<ul style="list-style-type: none"> • Is available on the ANC website at www.anc1912.org.za

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 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
- Participation in public, political and civic Campaigns
- 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 at least 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 tanks, alliance partners (COSATU and SACP), researchers and academia.

Documents are made public to both members of the party and society at large. Documents are available on the ANC website and through interactive briefings with the media. Further inputs are solicited through stakeholder engagement with different communities, 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, Alliance and through stakeholder engagements.

12. PROCESSING OF PERSONAL INFORMATION

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.

Below is the template that can be used to set out the categories of the data subjects and the description of the nature or categories of the personal information to be processed. Note that the nature of the personal information is dependent on the purpose of the body in performing its functions or services.

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

Categories of Data Subjects	Personal Information that may be Processed
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

NB: Specify the person or category of persons to whom the body may disseminate personal information. Below is an example of the category of personal information to be disseminated and the recipient or category of recipients of the personal information.

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

12.5.1 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.

12.5.2 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.

12.5.3 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.

12.5.4 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.

12.5.5 Firewalls

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

13. AVAILABILITY OF THE MANUAL

13.1 This Manual is made available in English with other official languages to follow, upon completion of translations.

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 public body;

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

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

13.2.4 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

Paul Mashatile, on behalf of Yasmin Duarte
Acting Secretary General
30 December 2021

ANNEXURE "A": FORM 1. 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			
<p><i>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.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
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 <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	

ANNEXURE “B”:

FORM 2. OBJECTION TO PROCESSING OF PERSONAL INFORMATION

FORM 2

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)

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):		
Fax number:		
E-mail address:		

Name of public or private body (<i>if the responsible party is not a natural person</i>):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C REASONS FOR OBJECTION (<i>Please provide detailed reasons for the objection</i>)	

Signed at this day of.....
20.....

.....
Signature of data subject (applicant)