

HR-Policy 018 - Promotion of Access to Information (PAIA) Manual

Section 1: Mission Aviation Fellowship South Africa

MAFSA is a non-profit organization that provides humanitarian aid using aviation and is based in Fourways, Johannesburg. Maxine Holman has been duly appointed as Information Officer, to act as the person to whom requests for access to information must be made in terms of the Act.

Section 2: Particulars of the information officer (section 51(1)(a))

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| Information Officer | Maxine Holman |
| Information Officer email address | maxine.holman@mafsa.co.za |
| Postal address | PO Box 1288, Lanseria, Johannesburg, 1748, South Africa |
| Street address | Block 809/2, Loft, Hammets Crossing Office Park, 2 Selbourne Road, Fourways, South Africa |
| Telephone number | +27 11 659 2880 |
| Fax phone number | +27 11 659 2885 |
| Cell phone number | +27 84 556 9714 |
| Deputy Information Officer | Amber Thomson |
| Deputy Information Officer email address | Amber.thomson@mafsa.co.za |

Section 3: Access to Information Guide (section 51(1)(b))

The South African Human Rights Commission ("SAHRC") has compiled a guide to assist the public with requests to access to information ("the Guide"). The Guide is available at the following website: www.sahrc.co.za.

For further information potential applicants can contact the SAHRC at:

Postal address: Private Bag 2700, Houghton, 2041

Telephone number: +27 11 877 3600

Fax Number: + 27 11 403 0625

Email: mnyuswa@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- Records available in terms of other legislation are as follows:
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 71 of 2008 and Applicable Regulations
- Protection of Personal Information Act 4 of 2013

Section 4: Notice in terms of section 52(2)

MAFSA has not submitted notice to the Minister of Justice and Constitutional Development in terms of the categories of records which are available without a person having to request access in terms of Section 52 (2) of PAIA. However, relevant information regarding MAFSA operations is available on the MAFSA website without potential applicants having to request access in terms of PAIA.

Section 5: A description of records that are available (section 51(1)(d))

MAFSA maintains records in terms of the following legislation, as far as required:

- Income Tax Act 58 of 1962
- The Unemployment Insurance Act 30 of 1966
- Income Tax Act 95 of 1967
- Promotion of Access of Information Act 2 of 2000
- Electronic Communications and Transactions Act 25 of 2002
- The Protection of Personal Information Act 4 of 2013
- Occupational Health and Safety Act 85 OF 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- The Employment Equity Act 55 of 1998

Section 6: Description of available records (section 51(1)(e))

General information regarding MAFSA can be accessed via the internet on www.mafsa.co.za, which is freely available.

MAF South Africa was established as a NGO in South Africa in 1971, using aviation to provide aid to rural communities. MAFSA is part of Mission Aviation Fellowship International, which itself, was established in 1949.

In terms of Section 51(1)(e), MAFSA holds data subject data as set out below. Requesters will not automatically be granted access to data, which may be refused in terms of Sections 62 to 69 of the Act.

MAFSA holds the following records:

6.1 Companies Act

- Documents of Incorporation
- Memorandum of Incorporation
- Minutes of Board of Directors meetings

6.2 Financial Information

- Financial Statements
- Financial Records
- Asset Register & Insurance information
- Banking accounts and details
- Tax data and returns
- Audit documents
- Annual reports

6.3 Human Resources

- Employee Records
- Employment Contracts

- MAFI and MAFSA guidelines
- Policies, and procedures
- Recruitment information; personal data of applicants
- Requisite SARS information

6.4 Operational Information

- Partner personal information
- Flight manifests
- Service provider contact and services historical data
- Volunteer personal information
- Individual donor personal information
- Corporate or organisational contact details and operational data

6.5 Website

- Organisational structure
- Organisation and personal profiles
- News and Publications

6.6 Communication

- Media Releases
- Promotion of Access to Information Act Manual
- Internal and external correspondence

Section 7: Process to apply for access to information (section 51(1)(e))

A requester must complete the application form and submit same to the Information Officer, at the particulars indicated above.

The application form is available on request from the Information Officer or at the following address:

https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.

Upon receipt of the application form and proof of payment, as aforesaid, the Information Officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

Section 8: Fees (section 51(1)(e))

The fees applicable to a successful application for information shall be communicated to the applicant. The fee for each application is R200,00. (Two Hundred Rand).

Section 9: Purpose of Processing Information (section 51(1)(c)(i))

MAFSA processes the information of data subjects who are partners, donors, staff, volunteers, for the purposes of rendering humanitarian services. Included are personal details of local and international staff, either active or in the recruitment process.

Section 10: Category of Data Subjects (section 51(1)(c)(ii))

The category of data subjects includes natural persons and juristic persons who are staff, donors, volunteers, and persons making enquiries as to future employment with MAFSA.

Section 11: Category of Data Recipients (section 51(1)(c)(iii))

MAFSA will share/ transfer data subject personal information, as required for normal operations, in terms of:

- Flight manifests
- Fundraising events requiring donor, sponsor, or partner participation
- Recruiting practices

Section 12: Transborder flow of personal information (section 51(1)(c)(iv))

MAFSA will transfer personal information in terms of recruiting practices internationally as required for the onboarding of applicants, and their placement in international aid programmes.

Section 13: Security Measures (section 51(1)(c)(v))

The necessary policies and procedures will be in place to comply with POPIA, and the necessary training of all authorised staff members will be conducted.

Section 14: Procedure for accessing information (section 53 (1))

Person requiring access to information must fill in Form C, available from the information officer.