SISANDA FUNDAYTION TRUST

PAIA MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

(read with the Protection of Personal Information Act 4 of 2013)

Item	Detail
Name of body	Sisanda FunDaytion Trust
Master's Trust Reference Number	IT 3973/2009
NPO Registration Number	080-949 NPO
PBO Reference Number	930033409
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Date of this revision	18 November 2026
Approved by	The Trustees of the Sisanda FunDaytion Trust
Next scheduled review	Annually, in Quarter 3, with the safeguarding compliance audit

1. Introduction and purpose of this Manual

1.1 The Sisanda FunDaytion Trust ("Sisanda", "the Trust") is a charitable trust registered with the Master of the High Court under reference IT 3973/2009. Sisanda works with children, young people, caregivers, schools and community organisations, using play-based and developmental programming to build resilience, strengthen families and support educational and life-skills development.

1.2 This Manual is published in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA"), as amended, and is to be read together with sections 14 and 17 of the Protection of Personal Information Act 4 of 2013 ("POPIA"). Sisanda is a private body for the purposes of PAIA.

1.3 The purpose of this Manual is to enable any person to:

- check which records Sisanda makes available voluntarily, without a formal request;
- understand how to make a request for access to a record, and on what grounds a request may be refused;
- know what records Sisanda holds in terms of other legislation;
- obtain the contact details of the Information Officer and Deputy Information Officer;
- know how to access the Information Regulator’s Guide on PAIA;
- understand the personal information Sisanda processes, the categories of data subjects, the recipients of that information, whether it is transferred across borders, and the security safeguards applied;
- understand the remedies available if a request is refused or is not dealt with properly.

1.4 This Manual replaces the PAIA Manual compiled on 1 May 2025.

2. List of acronyms and abbreviations

Abbreviation	Meaning
DIO	Deputy Information Officer
IO	Information Officer
PAIA	Promotion of Access to Information Act 2 of 2000, as amended
POPIA	Protection of Personal Information Act 4 of 2013
Regulator	The Information Regulator (South Africa)
Republic	The Republic of South Africa
the Trust / Sisanda	The Sisanda FunDaytion Trust
Trustees	The trustees of the Sisanda FunDaytion Trust, being its governing body
DSL	Designated Safeguarding Lead, in terms of the Safeguarding of Children and Vulnerable Persons Policy

3. Key contact details

Role	Name	Telephone	E-mail
Information Officer (Director)	Nicky Seymour	+27 84 571 5030	nicky.seymour@sisanda.org.za
Deputy Information Officer (Operations Manager)	Melanie Lippert	+27 82 410 7365	MelanieLippert@sisanda.org.za
General enquiries	Head Office	[insert]	info@sisanda.org.za
Physical and postal address	Unit 6, 41 Constantia Road, Wynberg, Cape Town, 7800		
Website	www.sisanda.org.za		

3.1 In terms of PAIA and POPIA the Information Officer of a trust is the person who is the head of the body. The Director acts as Information Officer and has delegated day-to-day functions to the Deputy Information Officer. The Information Officer is registered with the Regulator as required by section 55(2) of POPIA.

3.2 The Information Officer is also the Child Protection Officer and Designated Safeguarding Lead in terms of Sisanda's Safeguarding of Children and Vulnerable Persons Policy, and the Deputy Information Officer is the Deputy Child Protection Officer and Deputy DSL. Where a request for access concerns a child, a vulnerable person or a safeguarding matter, both roles must be exercised together and section 9 of this Manual applies.

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4. The Guide on how to use PAIA

4.1 The Regulator has, in terms of section 10(1) of PAIA, updated and made available the Guide on how to use PAIA, which contains information reasonably required by a person wishing to exercise a right in terms of PAIA and POPIA, including:

- the objects of PAIA and POPIA;
- the contact details of the Information Officer of every public body and the relevant officials of private bodies;
- the manner and form of a request for access to a record;
- the assistance available from the Information Officer of a public or private body;
- the assistance available from the Regulator;
- all remedies in law available in respect of an act or failure to act in respect of a right or duty conferred or imposed by PAIA or POPIA;
- the provisions requiring a private body to compile a manual, and how to obtain access to it;
- the notices regarding records that are voluntarily available;
- how to lodge an objection or a complaint; and
- the applicable regulations and fees.

4.2 The Guide is available in each official language and in braille. It may be inspected free of charge at the offices of the Regulator or obtained from the Regulator's website at https://inforegulator.org.za or https://www.justice.gov.za/inforeg/. Enquiries may be directed to:

Information Regulator (South Africa), JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001; P.O. Box 31533, Braamfontein, 2017. Telephone: +27 10 023 5200. E-mail: PAIAComplaints@inforegulator.org.za / inforeg@inforegulator.org.za

5. Categories of records available without a person having to request access

5.1 The following records are made available voluntarily and may be obtained from Sisanda's website or on request, without a formal PAIA request:

Category of record	**How it may be accessed**
Annual reports and annual reviews	Website; on request
Newsletters and programme updates	Website; on request
Programme and impact summaries prepared for public distribution	Website; on request
This PAIA Manual	Website; head office; on request
Safeguarding of Children and Vulnerable Persons Policy (public version)	On request
Protection of Personal Information (POPIA) Policy and privacy notice	Website; on request
NPO and PBO registration certificates and B-BBEE affidavit	On request

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5.2 No notice has been published in terms of section 52(2) of PAIA in respect of these categories. Their voluntary availability does not oblige Sisanda to make available any other record, and does not waive any ground of refusal in respect of any other record.

6. Records available in terms of other legislation

6.1 Records are held in terms of, or in order to comply with, the following legislation. The list is not exhaustive and access to any such record is not automatic - it remains subject to Chapter 4 of Part 3 of PAIA.

- Trust Property Control Act 57 of 1988 - trust deed and amendments, letters of authority, trustee appointments and resignations, trust records and accounts
- Nonprofit Organisations Act 71 of 1997 - NPO registration, constitutive documents, narrative and financial reports to the NPO Directorate
- Income Tax Act 58 of 1962 - PBO approval, section 18A approval and receipts, tax returns and assessments, employees' tax records
- Value-Added Tax Act 89 of 1991 - VAT records, where applicable
- Basic Conditions of Employment Act 75 of 1997 - employment contracts, hours, leave and remuneration records
- Labour Relations Act 66 of 1995 - disciplinary and grievance records, dispute records
- Employment Equity Act 55 of 1998 and Skills Development Act 97 of 1998 - equity and training records, where applicable
- Unemployment Insurance Act 63 of 2001 and Unemployment Insurance Contributions Act 4 of 2002 - UIF records
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 - injury on duty records
- Occupational Health and Safety Act 85 of 1993 - health and safety records and incident records
- Children's Act 38 of 2005 - records relating to the safeguarding and protection of children, reports in terms of section 110 (Form 22), and National Child Protection Register inquiries (Form 29)
- Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 - records relating to reports under section 54 and to the National Register for Sex Offenders
- Prevention and Combating of Trafficking in Persons Act 7 of 2013 - records of any report or referral made
- Older Persons Act 13 of 2006 - records relating to the protection of older persons, where applicable
- Domestic Violence Act 116 of 1998, as amended - records relating to reports or referrals
- Protection of Personal Information Act 4 of 2013 - processing records, consents, data subject requests, security compromise records

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- Promotion of Access to Information Act 2 of 2000 - this Manual, PAIA request registers and decisions
- Electronic Communications and Transactions Act 25 of 2002 - electronic records and website terms
- Consumer Protection Act 68 of 2008 - records arising from any applicable transactions
- Financial Intelligence Centre Act 38 of 2001 - donor and counterparty due diligence records, where applicable
- Companies Act 71 of 2008 - only in respect of any company with which Sisanda contracts. Sisanda is a trust and its constitutive document is a trust deed, not a memorandum of incorporation.

7. Subjects and categories of records held by Sisanda

Subject	Categories of records
Governance and constitutive records	Trust deed and amendments, letters of authority, trustee resolutions and minutes, delegations of authority, registration certificates, conflict of interest declarations
Strategy and planning	Strategic plan, annual plans, theory of change, monitoring and evaluation frameworks, management and trustee reports
Programme and operational records	Programme designs and curricula, play and activity plans, session records, attendance registers, site and school agreements, risk assessments, outing and camp records, transport records
Beneficiary and participant records	Registration and consent forms, caregiver contact and relevant medical information, assessment and progress notes, counselling and referral records, scholarship and material support records, photographs and media consents
Safeguarding records	Safeguarding policy and procedures, safeguarding concern and incident reports, Incident Book and Incident Folder, Form 22 reports, Form 29 and register inquiry results, vetting and clearance records, safeguarding training records, and disciplinary records arising from safeguarding matters.
Human resources and volunteer records	HR Manual and policies, advertised posts and recruitment records, contracts, employee and volunteer files, Play Ambassador records, qualifications, police clearance certificates, payroll, leave, performance and disciplinary records, signed codes of conduct
Financial records	Annual audited financial statements from 2010 onwards, management accounts, budgets, general ledger, bank records, procurement and supplier records, asset register, section 18A receipts, tax records
Funder and donor records	Funding proposals and applications, grant agreements, donor reports, donor and supporter contact records, restricted-fund records

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Service provider and contractual records	Supplier, consultant and vendor contracts, memoranda of understanding with partner organisations, lease and insurance records
Marketing, communications and fundraising	Website and social media content, photographs and video, publications, press material, campaign and event records
Information governance and IT	POPIA policy and privacy notices, processing records, information security records, systems and access records, back-ups, retention and disposal records
Legal and compliance	Legal opinions, correspondence with regulators, litigation records, insurance claims, compliance audit reports

8. How to request access to a record

8.1 Form of request. A requester must complete the prescribed form (Form C - Request for Access to Record of Private Body, published under the PAIA Regulations) and submit it to the Information Officer at the address or e-mail address set out in section 3. A blank form is annexed as Annexure A and is available from Sisanda on request and from the Regulator's website.

8.2 Contents of the request. The request must:

- provide sufficient particulars to enable the Information Officer to identify the record or records requested, and to identify and contact the requester;
- indicate the form of access required, for example inspection, a paper copy or an electronic copy;
- state whether the requester wishes to be informed of the decision in any manner in addition to writing, and if so, specify that manner and the necessary particulars;
- identify the right the requester seeks to exercise or protect, and explain why the record is required for the exercise or protection of that right, as contemplated in section 50(1)(a) of PAIA;
- where the request is made on behalf of another person, include proof of the capacity in which the requester is acting, to the satisfaction of the Information Officer.

8.3 Assistance. A requester who is unable to read or write, or who has a disability, may make the request orally, and the Information Officer will reduce it to writing on the prescribed form and provide the requester with a copy.

8.4 Requests by data subjects. A request by a data subject for access to his or her own personal information may be made in terms of section 23 of POPIA on Form 2 of the POPIA Regulations (Annexure B), or as a request under PAIA. No request fee is payable by a personal requester.

8.5 Decision and time periods. The Information Officer will decide the request and notify the requester in writing within 30 days of receipt. That period may be extended once by not

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more than a further 30 days in the circumstances set out in section 57 of PAIA, and the requester will be notified in writing of the extension and the reasons for it. If access is refused, the notice will state adequate reasons, the provisions of PAIA relied upon, and that the requester may lodge a complaint with the Regulator or apply to court, together with the applicable period and procedure.

8.6 Third party notification. Where a record contains information about a third party, the Information Officer will, where required by sections 71 to 73 of PAIA, take reasonable steps to inform that third party and to allow the third party to make representations or to consent to disclosure.

8.7 Transfer of requests. If the record requested is not held by Sisanda, or is more closely connected with the functions of another body, the request will be transferred or the requester informed, as appropriate.

8.8 Register. The Information Officer keeps a register of all requests received, the decisions taken and the reasons for them, for reporting purposes and for the annual review of this Manual.

9. Grounds on which access may or must be refused

9.1 Access to a record may be refused, or a record severed, on any of the grounds set out in Chapter 4 of Part 3 of PAIA, including:

- mandatory protection of the privacy of a third party who is a natural person, including a deceased person (section 63);
- mandatory protection of the commercial information of a third party, including trade secrets and financial, commercial, scientific or technical information the disclosure of which would be likely to cause harm (section 64);
- mandatory protection of certain confidential information, and protection of information supplied in confidence (sections 65 and 68);
- mandatory protection of the safety of individuals and the protection of property (section 66);
- mandatory protection of records privileged from production in legal proceedings (section 67);
- protection of research information of a third party or of Sisanda, where disclosure would expose the researcher, the subject matter or a third party to serious disadvantage (section 69);
- requests that are manifestly frivolous or vexatious, or that would involve an unreasonable diversion of resources (section 45).

9.2 Safeguarding and children. Records concerning children, vulnerable persons, safeguarding concerns, disclosures, counselling and referrals are highly sensitive. Access to such records will be refused or severed to the extent necessary to protect the privacy

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and safety of the child or vulnerable person concerned, and no such record will be released without the involvement of the Designated Safeguarding Lead. The best interests of the child, as required by section 28(2) of the Constitution and section 9 of the Children's Act, are the paramount consideration. Confidentiality provisions relating to children in alternative care, children in places of safety and children subject to court orders will be strictly observed.

9.3 Public interest override. Despite paragraphs 9.1 and 9.2, a record must be disclosed where its disclosure would reveal evidence of a substantial contravention of, or failure to comply with, the law, or an imminent and serious public safety or environmental risk, and the public interest in disclosure clearly outweighs the harm contemplated, as provided in section 70 of PAIA.

10. Fees

10.1 Fees are payable in accordance with the regulations published under PAIA. Two kinds of fee may apply: a request fee, and an access fee covering the cost of searching for, preparing and reproducing the record.

10.2 A personal requester, being a requester seeking access to a record containing his or her own personal information, is not required to pay a request fee.

10.3 The Information Officer will notify the requester in writing of the access fee payable before the record is given and may require a deposit of not more than one third of the access fee where the search and preparation are likely to exceed the prescribed hours. The requester may lodge a complaint against the tender or payment of the fee.

10.4 The prescribed fees are those published from time to time by the Minister and the Regulator. The current schedule is set out in Annexure C and is available from the Regulator. Because the amounts are amended by regulation from time to time, Annexure C must be checked against the current regulations before any fee is charged or paid. The categories of fee are:

- a request fee, payable by a requester other than a personal requester;
- reproduction fees, per page or per item, for photocopies, printed computer copies, electronic copies supplied on a storage device, transcriptions, and copies of visual images and audio recordings;
- a search and preparation fee, charged per hour or part of an hour for the time reasonably required to search for and prepare the record for disclosure, excluding the first hours provided for in the regulations;
- the actual cost of postage, courier or electronic transmission where the record is to be sent to the requester.

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10.5 Payment may be made by electronic funds transfer to Sisanda's bank account, the details of which will be furnished on request or in the fee notice. Proof of payment must accompany the request or the payment of the access fee.

11. Processing of personal information under POPIA

11.1 Purpose of processing

Sisanda processes personal information for the following purposes:

- registering and enrolling children and participants in its programmes, and obtaining caregiver consent;
- delivering play-based, developmental, counselling, family-strengthening, life-skills and educational programmes, and recording participation and progress;
- safeguarding children and vulnerable persons, including the screening and vetting of staff, volunteers and Play Ambassadors, managing safeguarding concerns and incidents, and complying with statutory reporting duties;
- responding to medical emergencies, injuries and health needs during programmes, outings and camps;
- awarding and administering scholarships, bursaries and material support;
- recruiting, employing, contracting, training and managing staff, volunteers, Play Ambassadors, consultants and service providers, and administering payroll and statutory deductions;
- managing relationships with schools, host sites and partner organisations;
- fundraising, donor stewardship, grant management, issuing section 18A receipts and reporting to funders;
- monitoring, evaluation, learning and research, ordinarily using de-identified or aggregated information;
- communications, marketing and advocacy, subject to consent for the use of images and personal stories;
- financial administration, audit, insurance, risk management and legal compliance.

11.2 Categories of data subjects and the personal information relating to them

Category of data subject	Personal information processed
Children and young participants	Name, date of birth, age, gender, identity or birth certificate number, school and grade, home address, photographs and video, attendance and participation records, developmental and progress notes, medical and allergy information, disability information, emergency contact details, and where relevant social and family circumstances, care status and referral information
Caregivers, parents and guardians	Name, identity number, contact details, address, relationship to the child, consent records, employment or income status where relevant to eligibility, and household

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	information where relevant to family-strengthening support
Beneficiaries of material support, scholarships and bursaries	Name, identity number, address, banking details where payment is made, school or institution details, academic records, employment status, and supporting documentation of need
Employees, volunteers and Play Ambassadors	Name, identity number, date of birth, gender, race, contact details, address, next of kin, qualifications and certificates, curriculum vitae, references, police clearance certificates, National Child Protection Register and National Register for Sex Offenders inquiry results, signed declarations, contracts, banking details, tax and UIF details, medical certificates, and training, performance and disciplinary records
Trustees	Name, identity number, contact details, address, curriculum vitae, declarations of interest, letters of authority and clearance records
Donors, funders and supporters	Name and trading name, registration and tax numbers, contact details, address, contact persons, banking or payment details, donation and grant history, correspondence and reporting records
Service providers, suppliers, consultants and vendors	Name and trading name, registration and tax numbers, B-BBEE status, contact details, address, banking details, contracts and invoices
Schools, host sites and partner organisations	Contact persons and their details, agreements, correspondence and site records
Website users and subscribers	Name and e-mail address, subscription preferences, and technical information collected through the website

Sisanda processes special personal information, including information concerning children, health, race and criminal behaviour, only where authorised in terms of sections 26 to 33 of POPIA - including with consent, where necessary for the establishment or protection of a right or obligation in law, or where processing is necessary to comply with a statutory duty - and always subject to Sisanda's Safeguarding of Children and Vulnerable Persons Policy.

11.3 Recipients of personal information

Recipient	**Purpose of the disclosure**
South African Police Service	Identity and criminal record checks, police clearance certificates, and reporting of offences under section 54 of the Sexual Offences Act and section 110 of the Children's Act
Department of Social Development, including the designated child protection organisation and the National Child Protection Register	Reporting of abuse or deliberate neglect (Form 22), Form 29 register inquiries, referrals and statutory case management

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Designated child protection organisations, social workers, clinics, hospitals and counselling services	Referral, care, treatment and protection of a child or vulnerable person
Emergency and medical services	Emergency medical response, and injury and hospital treatment
Schools, host sites and partner organisations	Programme delivery, attendance, and the safety of children at the site
South African Qualifications Authority and educational institutions	Verification of qualifications and academic records, and administration of scholarships and bursaries
South African Revenue Service	Section 18A receipts, employees' tax and other statutory tax obligations
Department of Employment and Labour, and the UIF and Compensation Funds	Statutory employment and injury on duty obligations
Credit bureaux and verification agencies	Verification and payment history checks, where relevant to appointment or contracting
Auditors, bankers, insurers, attorneys and professional advisors	Audit, banking, insurance, legal advice and risk management
Funders and donors	Grant reporting and verification, ordinarily using de-identified or aggregated information and, where an identifiable story or image is used, only with informed consent
Information technology, cloud and payroll service providers	Hosting, support, back-up and processing on Sisanda's behalf, in terms of written operator agreements
The NPO Directorate, the Master of the High Court and the Information Regulator	Statutory registration, reporting and regulatory obligations

11.4 Transborder flows of personal information

Sisanda does not routinely transfer personal information outside the Republic. Personal information may however be processed outside the Republic where Sisanda uses cloud-based e-mail, document storage, database, survey, accounting or donor management services whose servers are located outside the Republic, or where it is necessary to report to or correspond with an international funder or partner. Any such transfer is made only in accordance with section 72 of POPIA, and therefore only where the recipient is subject to a law, binding corporate rules or a binding agreement providing an adequate level of protection, or where the data subject consents, or where the transfer is necessary for the performance of a contract or for the benefit of the data subject. Identifiable information about a child or vulnerable person is not transferred across borders for fundraising, marketing or research purposes.

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11.5 Security measures to protect personal information

- access to electronic records is restricted by user accounts, unique passwords and role-based permissions, granted on a need-to-know basis;
- databases and devices are password protected and, where appropriate, encrypted, and licensed anti-virus and firewall protection is maintained and updated;
- regular back-ups are made and stored securely;
- hard copy records, including registration forms, medical information, the Incident Book and Incident Folder, and safeguarding and personnel files, are kept in locked cabinets in locked offices at head office, and safeguarding files are kept separately from ordinary programme files;
- safeguarding and personal information records are accessible only to the Information Officer, the Deputy Information Officer and the Designated Safeguarding Lead, and to others only on a strictly need-to-know basis;
- staff, volunteers and Play Ambassadors are contractually bound to confidentiality and receive induction and refresher training on confidentiality, information security and safeguarding;
- written operator agreements in terms of section 21 of POPIA are concluded with third parties who process personal information on Sisanda's behalf;
- personal information is retained only for as long as required by law or by the purpose for which it was collected, and is thereafter securely destroyed or de-identified in terms of Sisanda's retention schedule;
- any security compromise is investigated and, where required by section 22 of POPIA, reported to the Regulator and to the affected data subjects as soon as reasonably possible;
- these measures are reviewed as part of the annual compliance audit conducted in Quarter 3 of each year.

12. Data subject rights and requests under POPIA

12.1 A data subject may request confirmation of whether Sisanda holds personal information about him or her and a description of that information; request access to that information; and request the correction, destruction or deletion of personal information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully.

12.2 A data subject may object to the processing of personal information on the grounds set out in section 11(3) of POPIA, and may withdraw consent previously given, including consent for the use of photographs, video or personal stories. Withdrawal of consent for the use of images will not affect a child's participation in Sisanda's programmes.

12.3 Requests in terms of sections 23, 24 and 11(3) of POPIA must be made to the Information Officer on the applicable prescribed POPIA form - Form 2 for access, Form 1 for objection and Form 3 for correction or deletion - and will be dealt with within a reasonable time. Where a request is made on behalf of a child it must be made by a competent person as

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defined in POPIA, and the Designated Safeguarding Lead must be consulted where the request concerns a safeguarding record.

12.4 A data subject who is not satisfied may submit a complaint to the Regulator, or may institute civil proceedings in terms of section 99 of POPIA.

13. Remedies available

13.1 Internal engagement. A requester or data subject who is dissatisfied with a decision may first raise the matter in writing with the Information Officer, who will respond within a reasonable time. There is no internal appeal against a decision of the Information Officer of a private body under PAIA.

13.2 Complaint to the Regulator. A requester or third party may, in terms of section 77A of PAIA, lodge a complaint with the Regulator on the prescribed form within 180 days of the decision, or of the expiry of the period within which the decision should have been made, in respect of a refusal of access, a deemed refusal, a fee, an extension of time, or the form in which access is given.

13.3 Application to court. A requester or third party may apply to a court of competent jurisdiction, in terms of section 78 of PAIA, for appropriate relief after a decision of the Regulator, or in the circumstances permitted by that section.

13.4 Safeguarding complaints. A complaint about the safeguarding of a child or vulnerable person is not a PAIA matter and must be dealt with in terms of Sisanda's Safeguarding of Children and Vulnerable Persons Policy, including reporting to the Designated Safeguarding Lead, the Safeguarding Trustee and, where the statutory threshold is met, to the South African Police Service or the Department of Social Development. Nothing in this Manual limits or delays any statutory reporting duty.

14. Availability of this Manual

14.1 This Manual is available:

- on Sisanda's website at www.sisanda.org.za;
- for inspection at Sisanda's head office during normal office hours, free of charge;
- on request to the Information Officer, in which case a copy will be provided at the prescribed reproduction fee;
- from the Information Regulator.

14.2 The Manual is available in English. Sisanda will, on reasonable request, assist a requester who is unable to read English.

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15. Updating of this Manual

15.1 This Manual will be reviewed and updated at least annually, and whenever there is a material change to Sisanda's structure, functions, records, information systems or the applicable law. The review will be conducted together with the annual safeguarding compliance audit in Quarter 3 of each year.

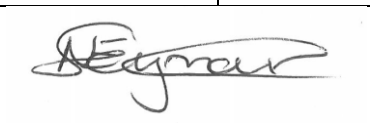
15.2 The Information Officer is responsible for the review. Any amendment must be approved by the Trustees and recorded in the version control table below. The updated Manual will be published on the website and lodged as required.

16. Annexures

- Annexure A - Form C: Request for Access to Record of Private Body (PAIA Regulations)
- Annexure B - POPIA Regulation Forms 1, 2 and 3 (objection, access, and correction or deletion)
- Annexure C - Schedule of prescribed PAIA fees, as published from time to time
- Annexure D - Contact details of the Information Regulator and how to obtain the PAIA Guide

17. Approval and version control

Version	Date	Prepared / approved by	Summary of changes
1.0	1 May 2025	Executive Director	First PAIA Manual compiled in terms of section 51 of PAIA.
2.0	18 November 2026	Information Officer; approved by the Trustees	Corrected the description of Sisanda as a trust governed by the Trust Property Control Act; expanded the list of legislation, including the Children's Act, the Sexual Offences Act, the Trafficking in Persons Act and POPIA; added the full request procedure, grounds of refusal, prescribed fees, remedies, and data subject rights; completed the purpose of processing and the categories of data subjects, information and recipients; added transborder and security provisions, safeguarding-specific protections, annexures and version control.



Issued by: Nicky Seymour ___ _____ Information Officer (Director)

Approved by the Trustees of the Sisanda FunDaytion Trust on: _18 November 2026

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