



THE GOSPEL COALITION AFRICA

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)

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1 INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Designated Head of The Gospel Coalition Africa: Bp Martin Morrison
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 Street Address of The Gospel Coalition Africa: Christ Church Midrand, 11th Rd, Noordwyk, Midrand, 1687, Gauteng, South Africa
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 Person delegated to deal with requests (for “the designated head”): Colette Owens
 E-mail address of the delegated designated head: colette.owens@thegospelcoalition.org

2. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10

A Guide has been compiled in terms of Section 10 of PAIA by the South African Human Rights Commission (SAHRC). It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Information Regulator South Africa, *inter alia*, at JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001:

Postal Address: P.O Box 31533, Braamfontein, Johannesburg, 2017
Tel Number: 010 023 5200
Email: PAIACompliance@inforegulator.org.za

3. 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

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Income Tax Act No 58 of 1962

Labour Relations Act No 66 of 1995

Nonprofit Organisations Act No. 71 of 1997

Occupational Health and Safety Act No. 85 of 1993

Promotion of Access to Information Act No.2 of 2000

Protection of Personal Information Act 4 of 2013

Unemployment Insurance Act No. 63 of 2001

Unemployment Insurance Contributions Act No 4 of 2002

4. RECORDS AUTOMATICALLY AVAILABLE

No notice has been submitted by the practice to the Minister of Justice and Constitutional Development regarding the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of the business is automatically available without having to request access in terms of PAIA.

5. SUBJECTS AND CATEGORIES OF RECORDS HELD BY THE GOSPEL COALITION AFRICA

General information about The Gospel Coalition Africa can be accessed via the internet on <https://africa.thegospelcoalition.org/>, which is available to all persons who have access to the internet.

The subjects on which the private body holds records and the categories on each subject in terms of Section 51(1)(e) are as listed below. Please note that a requester is not automatically allowed access to these records and that access to them may be refused in accordance with Sections 62 to 69 of the Act:

1. COMPANIES ACT RECORDS

- Documents of Incorporation;
- Memorandum of Incorporation

- Minutes of meetings of the Board of Directors
- Minutes of meetings of the Theological Advisory Council
- Proxy forms
- Research and development
- Special resolutions/Resolutions passed at General and Class meetings

Records relating to the appointment of:

- Auditors;
- Directors;
- Prescribed Officer;
- Public Officer; and
- Secretary

2. FINANCIAL RECORDS

- Accounting Records
- Annual Financial Reports
- Annual Financial Statements
- Asset Registers
- Bank Statements
- Banking details and bank accounts
- Banking Records
- General ledgers and subsidiary ledgers
- General reconciliation
- Policies and procedures
- Tax Returns

3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - UIF
 - Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- Address Lists
- Disciplinary Code and Records
- Employee benefits arrangements rules and records
- Employment Contracts
- Employment Equity Plan
- Forms and Applications
- Grievance Procedures
- Leave Records
- Payroll reports/ Wage register
- Safety, Health and Environmental records
- Salary Records
- Standard letters and notices
- Training Manuals
- Training Records

- Workplace and Union agreements and records

5. FUNDRAISING DEPARTMENT

- Advertising and promotional material

6. RISK MANAGEMENT AND AUDIT

- Audit reports
- Risk management frameworks
- Risk management plans

7. SAFETY, HEALTH AND ENVIRONMENT

- Complete Safety, Health and Environment Risk Assessment
- Environmental Managements Plans

8. IT DEPARTMENT

- Computer / mobile device usage policy documentation
- Hardware asset registers
- Information security policies/standards/procedures
- Information technology systems and user manuals
- Information usage policy documentation
- Project implementation plans
- Software licensing
- System documentation and manuals

6. PURPOSE OF PROCESSING OF PERSONAL INFORMATION

To support fundraising activities

To support recruitment and management of staff

To support engagement with supporters

To support engagement with the general public

To support engagement with investors and the media

Circulating regular newsletters

7. DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

Customers: record of customer life cycle

Employees: record of employee life cycle

Suppliers: record of supplier life cycle

General public: tracking general enquiries and web site visits

Investors: records as maintained by the Company Secretary

Media: records of media interactions

8. PLANNED RECIPIENTS OF PERSONAL INFORMATION

Statutory authorities

Law enforcement

Tax authorities

Financial institutions

Industry bodies

9. PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION

Flows to service providers/operators
Flows to business partners
Flows to customers
Flows to suppliers
Flows through the use of social media

10. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

Physical security measures
Cyber security measures
Training in information security
Policies in information security
Audits of information security

11. DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS

1.1 PAIA FORM 02: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

In terms of Section 53 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation (7), Form 02 should be used to request access to a record held by a Public or Private body in terms of PAIA. Form 02 can be downloaded from the Information Regulator website under Documents/Forms. It can also be downloaded using the link below.

Form 02: Request for Access to Record:

<https://info regulator.org.za/paia-forms/>

Please note: Do not use Form 02 for personal information requests (Data Subject Requests). The appropriate form for these requests is described in point 1.2 below.

1.2 POPIA FORM 2: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24 (1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

In terms of the Protection of Personal Information Act of 2013, Section 24 and the Regulations relating to the Protection of Personal information, 2017, [Regulation 3(2)] Form 2 should be used to raise requests for the correction or deletion of personal information, or destroying or deletion of record of personal information. Form 2 is available on the Information Regulator website under Documents/Forms. It can be downloaded using the link below:

Form 2: Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information

<https://info regulator.org.za/popia-forms/>

Grounds for refusing a request

The Gospel Coalition Africa has the right to reject any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.

12. AVAILABILITY OF THE MANUAL

This manual is available for inspection at the office of The Gospel Coalition Africa free of charge.

Signature of Designated Head of the Private Body

Bishop Martin Morrison

Name of Designated Head of the Private Body

Date of signature _____

Publication date of this manual: 30/10/2023

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13. FEES IN RESPECT OF PRIVATE BODIES

The following is a breakdown of the fees structure for the purposes of determining the manner in which fees relating to a request for access to a record of a private body are to be calculated:

Part III of Regulation 187 published in the Government Gazette on the 15 February 2002:

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - a. (a) For every photocopy of an A4-size page or part thereof R1,10
 - b. (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R0, 75
 - c. (c) For a copy in a computer-readable form on - (i) stiffer disc R 7, 50; (ii) compact disc R 70,00
 - d. (d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40,00, (ii) For a copy of visual images R 60,00
 - e. (e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20,00; (ii) For a copy of an audio record R 30,00
3. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00.
4. The access fees payable by a requester referred to in Regulation 11(3) are as follows:
 - a) For every photocopy of an A4-size page or part thereof R 1,10;
 - b) For every printed copy of an A4-size page or part; thereof held on a computer or in electronic or machine-readable form R 0,75;
 - c) For a copy in a computer-readable form on - (i) stiffer disc R 7,50; (ii) compact disc R 70,00
 - d) (i) For a transcription of visual images, for an A4-size page or part thereof R 40,00; (ii) For a copy of visual images R 60,00
 - e) (i) For a transcription of an audio record, for an A4-size page or part thereof R 20,00; (ii) For a copy of an audio record R 30,00

- f) To search for and prepare the record for disclosure, R30,00; for each hour or part of an hour reasonably required for such search and preparation.
5. For purposes of section 54(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
 6. The actual postage is payable when a copy of a record must be posted to a requester.