PAIA MANUAL

STRAND BAPTIST CHURCH

This Manual was prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

Date: 15 May 2026

Version #2

1. LIST OF ACRONYMS AND ABBREVIATIONS

Data subjects	Natural persons and juristic persons in respect of whom personal information is processed
IO	Information Officer
Minister	Minister of Justice and Correctional Services
PAIA	Promotion of Access to Information Act No. 2 of2000, as amended from time to time
Personal information	Information relating to a natural or juristic person that is defined as 'personal information' in the POPIA
POPIA	Protection of Personal Information Act No.4 of2013, as amended from time to time
Regulator	Information Regulator
Republic	Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

2.1 ascertain the categories of records held by the Strand Baptist Church which are available without a person having to submit a formal PAIA request;

2.2 have a sufficient understanding of how to make a request for access to a record held by the Strand Baptist Church, by providing a description of the type and category of records held;

2.3 know which records held by the Strand Baptist Church are available for inspection in accordance with any other legislation;

2.4 access the contact details of the Information Officer of the Strand Baptist Church who will assist the public with the records they wish to access;

2.5 know how to use this Manual to access information;

2.6 know when the Strand Baptist Church 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 the recipients or categories of recipients to whom the personal information may be supplied by the Strand Baptist Church;

2.9 know if the Strand Baptist Church has or will 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

2.10 verify that the Strand Baptist Church has appropriate security measures in place to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE

3.1. Information Officer

Name: Pieter Pienaar

Tel: 021 854 6869

Email: info@strandbaptist.org.za

3.2 Access to information general contacts

Email: info@strandbaptist.org.za

3.3 Church Address and website

Postal Address: 123 Church Street, Strand, 7140

Tel: 021 854 6869

Website: www.strandbaptist.org.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THIS GUIDE

4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, 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. This guide is available here: https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf

4.2. The Guide is available in each of the official languages and in braille.

4.3. The Guide contains the description of:

4.3.1. the objectives of PAIA and POPIA;

4.3.2. the postal and street address, phone, fax number and electronic mail address of:

4.3.2.1. the Information Officer of every public body, and

4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

4.3.3. the manner and form of a request for

4.3.3.1. access to a record of a public body contemplated in section 11 of PAIA; and

4.3.3.2. access to a record of the Strand Baptist Church contemplated in section 50 of PAIA.

4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;

4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

4.3.6. 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

4.3.6.1. an internal appeal;

4.3.6.2. a complaint to the Regulator; and

4.3.6.3. an application with a court against a decision by the information officer of a public Strand Baptist Church, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private Strand Baptist Church;

4.3.7. the provisions of sections 14 and 51 requiring a public body and a private body, such as the Strand Baptist Church, respectively, to compile a manual, and how to obtain access to a manual;

4.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and a private body such as the Strand Baptist Church, respectively;

4.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

4.3.10. the regulations made in terms of section 92.

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (https://www.justice.gov.za/inforeg/).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours4.6.1 English and Afrikaans

5. CATEGORIES OF RECORDS OF THE STRAND BAPTIST CHURCH WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

5.1 All information on the Strand Baptist church website.

5.2 All information provided by the requester him/herself.

5.3 All photos of Strand Baptist Church members and/or regular attendees posted on the family photo board in the fellowship hall with the member or regular attendee's permission.

5.4 All information provided by missionaries and/or organizations for display on the missions notice board.

5.5 Ministries and responsible volunteers posted on the church notice board.

5.6 Names for applications for membership, which appear on the notice board for two weeks as per our constitution.

6. DESCRIPTION OF THE RECORDS OF STRAND BAPTIST CHURCH WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Compensation for Occupational Injuries and Diseases Act No. 130 of 1993	Labour Relations Act No. 66 of 1995
Promotion of Access to Information Act 2 of 2000	Consumer Protection act 65of 2008
Basic Conditions of Employment Act No. 75 of 1997	Occupational Health and Safety Act No. 85 of 1993
Constitution of South Africa, 1996	Protection of Personal Information Act No. 4 of 2013
Electronic Communications and Transactions Act No. 25 of 2002	Unemployment Insurance Contributions Act No. 4 of 2002
Employment Equity Act No. 55 of 1998	National Credit Act, No.34 of 2005
The Non-profit Organisations Act 71 of 1997	

7. DESCRIPTION OF THE CATEGORIES AND TYPES OF RECORDS HELD BY THE STRAND BAPTIST CHURCH

Data subjects in respect of which the Strand Baptist Church holds records

Categories of records	
Employees	Employment contracts, personal information for employment purposes, financial information to process salaries
Congregation members and ministry volunteers	Personal information, contact details
Service Providers	Contact Details, financial information to process payments

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

We collect and process your personal information mainly to contact you for the purposes of keeping you connected to the Strand Baptist Church community and all that is happening at our church and within our ministries. For this purpose we will collect contact details including your name, phone number, email address and date of birth.

8.2 Description of the categories of Data Subjects and of the information or categories of information processed by the Strand Baptist Church

Categories of data subjects	**Personal Information that may be processed**
Employees	Name, address, identity numbers, contact details, marital status, police clearance, gender, sex offenders register clearance, tax number and banking details
Congregation members and ministry volunteers	Name, address, contact details, family relationships, gender, sex offenders register clearance
Service Providers	Contact details, banking details

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

Category of personal information	**Recipients or Categories of Recipients to whom the personal information may be supplied**
Identity number and names, for criminal checks	South African Police Services
Personal information, contact details	Employees and Ministry Leaders
Names and contact details	Volunteers

Note that we use personal information of members only for the purposes for which it was collected and agreed with the member. This may include sharing the information on:

- WhatsApp Web

Our member phone numbers are stored on a staff PC (password protected) with access to WhatsApp software. We use this platform to communicate weekly with our members. Certain member groups exist separately, and the personal detail will be shared on those groups in the same way.

8.4 Planned trans-border flows of personal information

Personal information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. The Church will endeavour to ensure that all service providers holding personal information relating to the church will make all reasonable efforts to secure said data and Personal Information.

8.5 General description of Information Security Measures implemented by the Strand Baptist Church

The Strand Baptist Church understands that it is obliged to ensure that all records held by it are kept safe to ensure the confidentiality, integrity and availability of the information.

Our security procedures cover:

- Physical security;
- Computer and network security;
- Only authorised access to personal information;
- Secure communications;
- Secure retention and disposal of information;
- Ensuring acceptable usage of personal information;
- Monitoring access and usage of private information;

- Investigating and reacting to security incidents.

For these purposes, in particular, all electronic data is safeguarded by passwords which are kept private. The offices remain locked when a staff member or volunteer is not present. Staff and volunteers are further reminded that all and any personal information that they deal with in their activities, must be treated with confidentiality.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available

9.1.1 on www.strandbaptist.org.za;

9.1.2 the Strand Baptist reception for public inspection during normal business hours;

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

9.1.4 to the Information Regulator upon request.

10. UPDATING OF THE MANUAL

The pastor of the Strand Baptist Church will on a regular basis update this manual.