

HILTON CHRISTIAN FELLOWSHIP

M A N U A L

Promotion of Access to Information

PAIA Act 2 of 200

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KwaZulu-Natal

South Africa

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Please note that the terms of the Privacy Statement and the POPI policy are applicable to this policy document and its terms are accordingly incorporated herein as if specifically incorporated, mutatis mutandis.
PLEASE READ THIS POLICY CAREFULLY BEFORE USING THE SITE.

PROMOTION OF THE ACCESS TO INFORMATION ACT 2 OF 2000 M A N U A L

Prepared in terms of Section 51 of The Promotion of Access to Information Act 2/2000 (the “ACT” or “PAIA”)

Organization:

Hilton Christian Fellowship
Association not for Gain
PBO No: 930004957

(**Please note:** References to “Sections” refers to the PAIA Act, unless otherwise specified.)

1. INTRODUCTION

The following summary drawn from the Church’s Constitution provides an *introduction* to the purpose and world view of HCF.

“The Church shall be known as **Hilton Christian Fellowship** (HCF or the Church from this point on) thus fulfilling the requirements of the Non Profit Organizations Act 71, 1997, Clause 12 (2) (a). The ‘main and ancillary objectives’ fulfill the requirements of Clause 12 (2) (b) of the same Act.

Main Objective:

The vision and purpose of the Church is to bring people to Christ by planting and supporting biblically functioning new testament churches. The sole or principal object of the **Church** is the promotion and practice of the Christian Faith, encompassing acts of worship and witness.

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Ancillary objectives:

In fulfilling the vision and purpose of the Church as set out in 2.1.1, the activities of the Church shall include, but not be limited to, the following Public Benefit Activities as recorded in the Ninth Schedule to the Income Tax Act:

community service based on the beliefs expressed in the Constitution, and the promotion and practice of such beliefs. These may include:

Welfare and Humanitarian activities

Health Care activities

Worship and Belief activities

HCF's Statement of Faith

This Church believes in:

The Scriptures of the Old and New Testaments in their original writing as fully inspired of God, and accepts them as the final authority for faith and life.

One God, eternally existing in three persons - Father, Son and Holy Spirit.

The fact that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary and is true God and true Man.

The fact that God created man in His own image, that the first man, Adam, sinned and thereby incurred the penalty of death, physical and spiritual; Adam's sin and the resultant guilt and corruption are imputed to mankind. Man is born with a sinful nature, which results in actual transgression and involves personal guilt.

The fact that Jesus Christ died for our sins according to the scriptures, and that all who believe in Him are justified on the grounds of His perfect life and sacrificial death.

The bodily resurrection of Jesus Christ, His ascension into heaven and His present life as our high priest and advocate.

The personal return of the Lord Jesus Christ.

The fact that all who repent of their sins and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and therefore become children of God.

Membership of the Church

The Church sees itself as a community of believers living in covenant relationship.

Membership shall, therefore, be open to those who:

Profess and show living faith in Jesus Christ as Lord and Saviour.

Are willing to commit themselves to the Church in covenant relationship, submitting themselves to the government of the Church and being active in the life of the Church through prayer, fellowship, attendance of home groups and Sunday services.

Contribute financially to God's work through tithes, offerings and being generous to the poor.

Ministry of HCF

We believe that the ministry of the church to be that of the entire church membership.

We further acknowledge that to some have been given particular gifts and calling for oversight, pastoral care, preaching and teaching in order to equip God's people for their work of ministry. We believe that all these leadership ministries come under the New Testament description of Elder.

These Elders are given charge over God's household (1Tim 3:4-5). We further believe that the Church is a charismatic community and all the gifts and ministries needed for her life come as a result of the Holy Spirit's sovereign activity." (Extracted and summarized from the HCF Constitution as Amended 15th September 2009)

2. CHURCH CONTACT DETAILS

The Church's Management Committee, led by the Team Leader, as head of the private body, has been nominated as 'duly authorised' and the 'Manager Administration' has been nominated as the Information Officer. Their details appear hereunder for purposes of dealing with all matters in connection with 'Requests for Information' on HCF's behalf, and to ensure compliance with the PAIA statute.

2.1. Designated/duly authorised persons

Information Officer: Mr D.K.Smith

Deputy Information Officer: Mr D.R.A'Bear,

2.2. Contact Details

Postal Address: P O Box 1240, Hilton, 3245

Street Address: 3 Hilton College Rd, Hilton Gardens, Hilton, 3245

Telephone Number: 033 343 5414

Email: admin@hcf.org.za

3. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10

The South African Human Rights Commission (SAHRC) has compiled a Guide, as required by Section 10 of the Act, containing such information as may reasonably be

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required by a person who wishes to exercise any right contemplated in this Act. 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 Human Rights Commission at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Parktown, Johannesburg, Gauteng and at www.sahrc.org.za

For further information please contact the SAHRC:

27 Stiemens Street, Braamfontein, Gauteng

Tel: 011 877 3600 (Switchboard)

Or contact:

Deputy Information Officer: PAIA

Mr Tshepang Sebulela

Tel: 011 877 3645

e-mail: tsebulela@sahrc.org.za

<https://www.sahrc.org.za/index.php/contact-sahrc/contact-sahrc-2>

4. THE ACT

4.1. The PAIA statute grants a requester access to records of a private body, if the record is required for the exercise or protection of appropriate legal rights. If a public body lodges a request, the public body must be acting in the public interest.

4.2. Requests in terms hereof shall be made in accordance with the prescribed procedures, and where applicable at the rates provided. The forms and tariffs are dealt with in paragraphs 6 and 7 of the Act.

4.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC (contact details under 3 above)

5. RECORDS AUTOMATICALLY AVAILABLE

5.1. The following Records are automatically available without a person having to request access in terms of the Act:

5.1.1. The web page www.hiltonchristianfellowship.org.za is accessible to anyone who has access to the Internet. The HCF's website hosts the following categories of information:

- details of worship services, connect groups, prayer meetings and ministries.
- Information on becoming a member.
- Resources such as audios of preaches, YouTube videos of preaches and courses.

5.1.2. Product and promotional brochures/pamphlets

5.1.3. News and promotional information

5.1.5. Other literature intended for public viewing.

5.2 The Schedule of Records (see 7. Below) provides information on the information held by HCF. Anything that is not freely available is identified and requesters or data subjects can see item 13. Form of Request on page 11 for the processes to be followed in addressing rights in respect of the protection of personal information as well as access to information held by the organisation.

6. APPLICABLE LEGISLATION

LEGISLATION

Non Profit Organizations Act No 71 of 1997

Value-Added Tax Act No 89 of 1991

Income Tax Act No 58 of 1962

Short-term Insurance Act 53 of 1998

Regulations for the Retention and Preservation of Company Records,
1983

Promotion of Access to Information Act No 2 of 2000

Protection of Personal Information Act No 4 of 2013

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Financial Sector Regulation Act 2017
National Credit Act 34 of 2005
Electronic Communications & Transactions Act 25 of 2002
Electronic Communications Act 36 of 2002
Financial Advisory and Intermediary Act 2002
Prescribed Rate of Interest Act No 55 of 1975
Local Government Municipal Property Rates Act 6 of 2004
Copyright Act 98 of 1978
Financial Intelligence Centre Act 38 of 2001
Public Holidays Act 36 of 1994
Land Survey Act 8 of 1997
Deeds Registries Act 47 of 1937
Copyright Act 98 of 1978
Arbitration Act, 1965 (Act 42 of 1965)
Broad Based Black Economic Empowerment Act 53 of 2003
Consumer Protection Act 68 of 2008
Employment Equity Act No 55 of 1998
Labour Relations Act No 66 of 1995
Constitution of South Africa Act No 108 of 1996
BBBEE Codes of Good Practice
Basic Conditions of Employment Act No 75 of 1997
Promotion of Equality and Prevention of Unfair Discriminations Act 4 of 2000
Human Rights Commission Act, 1994 (Act 54 of 1994)
South African Human Rights Commission Act, 2013 (Act 40 of 2013)
Unemployment Insurance Act No 63 of 2001
Unemployment Insurance Contributions Act 4 of 2002
Occupational Health and Safety Act No 85 of 1993
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Prevention and Combating of Corrupt Activities Act 12 of 2004
Regulation of Interception of Communications and Provision of Communication Related and Information Act 70 of 2002

Consumer Affairs (Unfair Business Practices) Amendment Act No 21 of 2001.

Protected Disclosures Act No 26 of 2000

7. SCHEDULE OF RECORDS

General information about Hilton Christian Fellowship can be accessed via the internet on www.hiltonchristianfellowship.org.za.

The subjects on which the Church 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:

RECORDS	SUBJECT	ACCESSIBILITY
Compliance	Internal auditing and risk Legislative compliance Regulatory reports Policies and procedures	Completion of Form C
Corporate Governance	Annual reports Management committee groups Sub-Committee Administration	Completion of Form C
Financial	Audit management Financial Statements Budgets Creditors control Debtors control Insurance Management accounts Financial and Tax Records Asset Register	Completion of Form C

RECORDS	SUBJECT	ACCESSIBILITY
Marketing	Brand licencing Agreements (eg Music) Social Media activity	Completion of Form C
Ministries	Weekly communications Connect groups Hope Trust ministry to the poor Sunday school Take-off Grades 4-7 Airborne Youth (Grades 8-12) Members database Preaches & training materials/courses etc	Completion of Form C Freely available (Audio or YouTube links on website and Facebook)
Operations	Vendor/supplier Database Call Records	Completion of Form C
Human Resources	Employee database Disciplinary action Job profiles Performance management Staff benefits and incentives Training and skills	Completion of Form C

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RECORDS	SUBJECT	ACCESSIBILITY
	development SETA/other accreditation	
IT	Information systems Network security Software licences Technology assets Disaster Recovery Music licenses	Completion of Form C Completion of Form C
Procurement	Contracts/Agreements Compliance documentation of service providers Procurement proposals and tenders Service provider records Service Level Agreements	Completion of Form C
Property Management	Building management Preventative and reactive maintenance Safety Audits Surveillance records	Completion of Form C

8. PURPOSE OF PROCESSING OF PERSONAL INFORMATION

The HCF processes personal information:

- To support engagement with service providers
- To support engagement with members, and the general public

- To support recruitment and management of staff
- To support relationships with statutory and other authorities
- To support promotion and advertising of events at the church.

9. DATA SUBJECTS CATEGORIES AND THEIR PERSONAL INFORMATION

The following data subjects (data subjects are people whose information an organization may hold) and personal information processed, have been identified by the organisation:

- Employees: record of employee life cycle
- Donors: records as maintained by the Management Committee
- Members
- General public: tracking general enquiries and web site visits
- International Affiliates
- Media: records of media interactions
- Service providers: record of service provider life cycle
- Statutory and other authorities: contact details

10. PLANNED RECIPIENTS OF PERSONAL INFORMATION

- Employee Provident Fund
 - Employee Benefits providers (Wellness, tax assist etc.)
 - Trade union
 - Medical Schemes
 - Recruitment Agencies
 - Telecommunication providers
 - Financial institutions
 - Funders and donors
 - Industry bodies
 - Operators (service providers)
 - Statutory authorities
 - Media

11. PLANNED TRANS-BORDER FLOWS OF PERSONAL INFORMATION

- Flows to operators (service providers)
- Flows to donors and funders.
- Flows through the use of social media.

12. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- Physical security measures
- Access controls
- Home and mobile measures
- Internal security measures
- Cyber security measures
- Anti-spam measures
- Anti-virus measures
- Firewalls
- Password control
- Training in information security and other POPI requirements
- Selective training of key staff
- Policies for information security
- Comprehensive coverage of all IT-related issues
- Audits of information security
- Provisions around security in all provider contracts/agreements

13. FORM OF REQUEST

13.1. The requester must complete Form C and submit this form together with a request fee, to the person delegated to deal with requests (for “the Information Officer”). Form C is available at:

<https://www.sahrc.org.za/index.php/what-we-do/programmes>

13.2. The form must be submitted using any of the methods noted below:

Postal Address: HCF PO Box 1240, Hilton, 3245,

Physical Address: 3 Hilton College Rd, Hilton Gardens, Hilton,
3245,

Tel. No 033 343 5414.

E-mail address of the Information Officer: admin@hcf.org.za

13.3. [The requester must provide sufficient detail](#) on the request form to enable the designated head to identify the record and the requester:

- Officer has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

13.4. [The HCF has the right to reject](#) any request for information submitted in terms of Sections 62 to 70 of Chapter 4 of the PAIA Act.

14. AVAILABILITY OF THE MANUAL

14.1. This manual is available for inspection at the Head Offices of the HCF, free of charge, or from the SAHRC.

(Signature omitted for security reasons, signed copy available on request.)

Deputy Information Officer of the HCF: David A'Bear Mngr
Administration

Signed copy available on request.

Date: 30th June 2021

Next revision date of this document: 1st July, 2022

15. FEES IN RESPECT OF PRIVATE BODIES

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15.1. 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:

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

- 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.
- The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-size page or part thereof R1,10
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form R0, 75
 - (c) For a copy in a computer-readable form on USB 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

15.1.2. The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50,00.

15.1.3. 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 USB 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, R 30,00; for each hour or part of an hour reasonably required for such search and preparation.

15.1.4. For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable
- One third of the access fee is payable as a deposit by the requester.

15.1.5. The actual postage is payable when a copy of a record must be posted to a requester.

Note: This manual is based on “EXAMPLE OF A MANUAL FOR A PRIVATE BODY” issued by the South African Human Rights Commission, amended to meet the needs of HCF, with further additions to enhance its usefulness and comply with the Protection of Personal Information Act, No. 4 of 2013.

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ANNEXURE 1: PAIA FORM C: REQUEST FOR INFORMATION

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head: HILTON CHRISTIAN FELLOWSHIP

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____ E-mail address: _____

Capacity in which request is made, when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname: _____

Identity number: _____

D. Particulars of record

- | | |
|-----|--|
| (a) | 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. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1 Description of record or relevant part of the record: _____

2 Reference number, if available: _____

3 Any further particulars of record: _____

E. Fees

- | |
|--|
| <p>(a) A request for access to a record, other <i>than</i> a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be <i>notified</i> of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends <i>on</i> the form <i>in which</i> access is required and the reasonable time <i>required</i> to search for and prepare a record.</p> <p>(d) If you qualify for exemption <i>of</i> the payment <i>of</i> any fee, please state the reason for exemption.</p> |
|--|

Reason for exemption from payment of fees: _____

F. Form of access to record

<p>If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.</p>
--

Disability:	Form in which record is required
Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

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'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
--	-----	----

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20.....

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE