

PIETERMARITZBURG GIRLS' HIGH SCHOOL

PAIA MANUAL



MANUAL PREPARED IN ACCORDANCE WITH SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 (PAIA) AND TO ADDRESS THE REQUIREMENTS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (“POPIA”)

Updated April 2022

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1. OVERVIEW OF THE SCHOOL

a) Legal status

Pietermaritzburg Girls' High School is a public school located in Kwa-Zulu Natal, established in 1920 (date). In terms of the South African Schools Act the school is a juristic person whose functions are described in the Act. The professional management of the school is performed by the principal under the authority of the Head of Department of the Kwa-Zulu Natal provincial department of education.

b) Core functions of the school

The educational ethos at Pietermaritzburg Girls' High School is probably closest to that of Martin Luther King Jr who said: 'The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.'

That is our goal. What is offered and taught in the classroom, on the sports field, through music and cultural interaction, through reading and books – through success and failure – is what will spark intelligence and wisdom and will build true character. When girls leave us at the end of their matric year with a questioning mind and confidence in their ability, the influence they can have on those with whom they will work or study should be tremendous. Our wish is that parents allow their daughters to learn about life, through their own experiences, just as they did. There is an increasing tendency for parents to do everything for their daughters. We, the parent and the teacher, must remember that building character is as important as fostering the development of intelligence.

This is the 102nd year since GHS was founded; this great school has represented excellence in education for girls since 1920. Our mission continues to be the pursuit of excellence, and every day we challenge each girl to be the best that she can possibly be.

In order to achieve this, it is essential to develop partnerships and to know that trust exists between the partners.

In the context of a school the partners are: the child, the parent, and the school, represented by the individual teacher, or leader in the specific sphere of interaction.

The child is obviously the main partner as education must be child-centred. Children have not changed over time; they still have the same dreams and fears. There are children who always toe the line in all that they do, others whose hearts are good, but they need a strong rein to keep them in check, and there have always been those who believe the world is against them, and so they need to be nurtured differently.

Over the many decades we have had parents who have entrusted us with their daughters; who have supported them as they have realized their dreams; have watched from a distance as they have encountered rocky pathways; have allowed them to stumble with the knowledge that adversity is character building; and, after five years of high school have seen the 12 or 13-year-old child they first brought here, emerge as a young woman, ready to take on the next phase in her life.

The third group in the partnership is the staff. Girls' High has had devoted staff over many generations – in the administrative, estates and boarding sections, and highly qualified academic professionals, all trained to teach. For a Principal it is important to be able to rely on the staff to be the inspiration and support to the girls in their care, and to be the role models that every young girl needs.

c) Structure/organisation of the school



SCHOOL MANAGEMENT 2022

EXECUTIVE MANAGEMENT



Andrew Graaf
Principal



Linda Dellar
Head of Grade 8
HOD Commerce



Jessy Maistry
Head of Grade 9



Sanita Deodutt
Head of Grade 10



Esmé Weigelt
Deputy Principal

Admissions
Boarder Superintendent
BE Discipline
Operations



Mogie Achary
Deputy Principal

Academics
FET Discipline
NSC
Entries / Exams
HOD Arts & Culture



Therusha Naicker
Deputy Principal

GET Discipline
Internal Exams
Routines
Safety & Security



Nisha Maharaj
Head of Grade 11



Noelin Naidoo
Head of Grade 12
HOD Languages



Andhisha Mohanlall
HOD Maths & Sciences



Leonie Thomas
HOD Human &
Social Sciences



Fermida Pather
Head of
Transformation

ACADEMIC STAFF 2022



Mogie Achary
Visual Arts



Kirsten Allkins
Life Sciences
Natural Sciences



Kyle Ameer
Business Studies
EMS



Philile Basi
isiZulu



Cathryn Bentley
Music



Keegan Bentley
Music
EMS



Darien Bester
Mathematics
Maths Literacy



Lauren Blackmore
Life Orientation



Myra Bohmer
Digital Literacy
Assistant Librarian



Arum Bydawell
Dramatic Arts
Life Orientation



Sabera Charfaray
Mathematics



Susan Chetty
Afrikaans



Helga Coetzee
Mathematics
Maths Literacy



Ruth Croeser
History



Elizabeth Cronje
Afrikaans



Marie de Lange
Life Sciences
Natural Sciences



Linda Dellar
Accounting
EMS



Sanita Deodutt
Physical Sciences



Rosemary Diaz
Life Sciences
Natural Sciences



Anda Dodo
Visual Arts



Nokuthula Duma
isiZulu



Zainub Ebrahim
Mathematics



Samantha Engelbrecht
Mathematics
Maths Literacy



Cathy Fox
English



Biandrie Groenewald
Afrikaans



Berlina Hassan
Counsellor
Life Orientation



**Lynette J
van Rensburg**
Accounting
EMS



Leanne Jasson
Life Sciences
Natural Sciences



Tiffany Jones
Physical Education



Annine Jooste
Afrikaans



Nandile Khumalo
Dramatic Arts
Visual Arts



Conor Killeen
Physical Education



Andrea Knoesen
Geography
Technology



Elodia Komen
Afrikaans



Sthokozile Mkhize
Life Orientation
Social Worker



Nisha Maharaj
Geography

ACADEMIC STAFF 2022



Jessy Maistry
Accounting



Nicole Mangondo
Physical Education



Hlengiwe Mazibuko
Mathematics



Kathy McFarland
Mathematics
Maths Literacy
AP Maths



Andhisha Mohanlall
Mathematics
Technology



Jenna Murray
History



Therusha Naicker
Business Studies



Korwin Naidoo
Physical Education



Natessia Naidoo
Digital Literacy
EMS



Noelin Naidoo
English



Yoraesha Naidoo
English



Bonginkosi Ngcobo
isiZulu



Thulani Nkosi
isiZulu



Shameen Nobin
English



Fermida Pather
History



Moya Purchase
Consumer Studies
Technology



Kriya Ramlall
English



Amita Ranjan
Mathematics



Linda Reibelng
Music



Jurgen Rombold
Physical Science
AP Maths



Joanne Sharpe
Counsellor
English
Life Orientation



Jennifer Sibisi
Librarian



Amy Shuttleworth
Life Sciences
Natural Sciences



Jacinta Singh
Physical Science



Simitha Singh
Technology



Anna-Marié Snyman
Physical Education



Kim Streak
English



Rona Stubbings
English



Danelle Stumke
Afrikaans
Business Studies
EMS



Leonie Thomas
Geography



Esmé Weigelt
Afrikaans



Tracey Wylie
Business Studies
EMS
Maths Literacy



Sere-né van Wyk
Consumer Studies



Zamagazi Zuma
English



Jana Zorger
Life Sciences
Natural Sciences



ADMINISTRATION STAFF 2022



Nicole Bezuidenhout
Marketing &
PR Manager



Nonhlonipho Dlamini
Science
Support



Nontokoza Duma
Receptionist



Stephanie February
Functions Coordinator /
Administrator



Gwen Greenland
Admissions
Secretary



Lester Grendon
Academic Administrator



Papali Potgieter
PA to the Executive
Secretary to the
Governing Body

Finance



Myrtle Boucher
Finance Assistant



Christel Hall
Creditors Clerk



Cookie Pillay
Bursar



Julie Reddy
Debtors Clerk



Trudy Seegers
Uniform Shop Manager

HR



Tarryn Coleman
HR Manager



Nondumiso Nzimande
HR Administrator

IT



Thabo Mokhatla
Snr. IT Technician



Nomfundo Ntombela
IT Technician



Sindiswa Zondi
Jnr. IT Technician
Intern



Nhlakanipho Lembethe
IT Technician
Intern

Clinic



Lorna Jacks
Professional Nurse



Shonguthando Madonda
Enrolled Nurse



BOARDING ESTABLISHMENT 2022



Esmé Weigelt
Boarder Superintendent



Rina Makwela
Senior House Mother

Nursing Staff



Lorna Jacks
Nursing Sister



Sbhonguthando Madonda
Enrolled Nurse



Sally-Ann Byrom
Housemother



Clarissa Eddie
Housemother

House Keeping



Lindokuhle Ndaba
Housemother



Gwen Taylor
Housemother



Deborah de Bruin
Housekeeping
Supervisor



Primrose Ndlovu
Support Staff



Zandile Ngwenya
Support Staff



ESTATE STAFF 2022

Estate Management



Johan Marx
Estate Manager



Francois Glasgow
Maintenance Coordinator
(School & Boarding
Establishment)



Themba Ngcobo
Estate Supervisor



Thobekile Dumakude
Cleaner



Bonnie Gabuza
Photocopying &
General Assistant



Jeffery Khenisa
Driver



Wellington Kheswa
Groundsman



Chester Lembethe
Groundsman



Norah Mabizela
Cleaner



Sanele Malemba
Groundsman



Wilfred Maphanga
Groundsman



Sifiso Maseko
Groundsman



Andy Mdladra
Driver



Collen Mdlalose
Groundsman



Elias Mdlatshe
Groundsman



Busi Mdluli
Cleaner



Nonkululeko Memela
Cleaner



Mthembile Mnikathi
Groundsman



Albert Mkhize
Groundsman



Dumisani Mkhize
Groundsman



Mlungisi Mnikathi
Groundsman



Joseph Mohlokoane
Groundsman



Tracey Mtalo
Cleaner



Qinisile Mtshaha
Cleaner



Sbhongile Ndawonde
Cleaner



Fortunate Ndlela
Cleaner



Alfred Ndlovu
Groundsman



Phillip Ndlovu
Groundsman



Nonjabulo Ngcobo
Cleaner



Wendy Ngcobo
Cleaner



Nothando Ngoongo
Cleaner



Joseph Ntuli
Groundsman



Alfred Nyokana
Groundsman



Sabelo Nzimande
Groundsman



Emmanuel Sikhakhane
Driver



Phillip Vilakazi
Groundsman



Nkosinathi Zimu
Groundsman



Musa Zuma
Groundsman



Thami Zuma
Groundsman



Johannes Zuma
Groundsman

d) The language of learning and teaching of the school is English.

2. CONTACT DETAILS (Section 51 (1) (a))

- a) Name of school: Pietermaritzburg Girls' High School
- b) Physical address: 186 Alexandra road, Scottsville, Pietermaritzburg, 3201
- c) Postal address: Private Bag X5, Scottsville, 3209
- d) Telephone numbers: (033) 386-9271
- e) Website address: www.ghspmb.co.za
- f) Information Officer:

Mr A. R. Graaf (name) graafa@ghspmb.co.za email address

- g) Deputy information Officer ([delegated as above](#)):

Mrs E. Weigelt (name) weigelte@ghspmb.co.za email address

3. THE ACT AND SECTION 10 GUIDE

In terms of section 14(1)(c) of the Protection of Personal Information Act 4 of 2013 (PAIA), please note that the South African Human Rights Commission has compiled a guide as required by section 10 of PAIA, and to which this manual must refer. The guide is available on the Information Regulator website <https://info regulator.org.za/>

A hard copy of the guide is also available at the school, and an electronic version on the website of the school, at www.ghspmb.co.za.

4. APPLICABLE LEGISLATION

Records are kept in accordance with such other legislation as is applicable to public schools which includes but is not limited to, the following legislation:

- Basic Conditions of Employment Act 75 of 1997
- Compensation of Occupational Injuries & Diseases Act 130 of 1993
- Consumer Protection Act 68 of 2008
- Constitution of the Republic of South Africa 108 of 1996
- Copyright Act no. 98 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Intellectual Property Laws Amendment Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Compensation of Occupational Injuries & Diseases Act 130 of 1993
- Promotion of Access to Information Act 2 of 2000

- Protection of Personal Information Act 4 of 2013
- Skills Development Levies Act 9 of 1999
- South African Schools Act of 1996
- Unemployment Insurance Act 30 of 1966
- Unemployment Contributions Act 4 of 2002
- Kwa-Zulu Natal Dept. of Basic Education (province) School Act

5. SCHEDULE OF RECORDS

Most records are not automatically available. Those that are, are generally placed on the school website. A request can be made to the Information Officer to access records that are not publically available. **6. FORM OF REQUEST**

- a) The requester of information must comply with all the procedural requirements contained in the Act relating to the request for access to a record. In this regard:
 - i. The requester must use the prescribed form to make the request for access to a record. For ease of reference this prescribed form is attached (Annexure A) to this manual.
 - ii. The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should further also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
 - iii. The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
 - iv. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.
- b) Pietermaritzburg Girls' High School will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time period cannot be complied with.
- c) The requester shall be informed whether access is granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- d) Requests for information which are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources will be refused.

7. REQUEST FEES

- a) A requester who seeks access to a record containing personal information about him/herself (the requester) is not required to pay a request fee.
- b) Every other requester, who is not a personal requester, must pay the prescribed request fee:
 - i. The Information Officer will must notify the requester (other than a personal requester) to pay the prescribed fee (if any) before further processing the request.
 - ii. The fee that the requester is required to pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
 - iii. After the Information Officer has made a decision on the request, the requester must be notified in the prescribed form.
 - iv. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for the time spent that has exceeded the prescribed hours to search and prepare the record for disclosure.
 - v. Records may be withheld until the access fee has been paid.
- c) The fee structure is available on the website of the South African Human Rights Commission at www.sahrc.org.za. (See Annexure B.)

6. ANY OTHER INFORMATION CONCERNING THE PROMOTION OF ACCESS TO INFORMATION ACT

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7. PROCESSING OF PERSONAL INFORMATION

7.1 Purpose of processing

The Pietermaritzburg Girls' High School uses the personal information under its care in the following ways:

- a) To process learner enrolments,
- b) to provide learners with appropriate education and support,
- c) to monitor learners' academic progress,
- d) to care for the health and well-being of staff and learners,
- e) to care for our staff and learners,
- f) for administration of enrolment, class placements, granting awards and bursaries,
- g) for administration of matters concerning parents, including fees, exemption applications, insurance claims, school SGB elections voters' roll, communication,
- h) for administration of matters concerning staff,
- i) to process appeals, resolve disputes, and defend litigation etc.,
- j) for the conducting of disciplinary processes of learners and staff,
- k) to comply with our legal obligations as a public school in terms of the South African Schools Act of 1996 and any provincial education law,
- l) to comply with our monitoring and reporting obligations to National and Provincial Government departments in terms of the South African Schools Act of 1996, and
- m) to comply with any law or order of court.

7.2 Categories of data subjects and their personal information

- a) Pietermaritzburg Girls' High School possesses records relating to learners, parents, staff, suppliers, school governing body members, contractors, ...
- b) Data has been collected from the data subject directly or in the case of children from the responsible adult.

Data subject category	Personal information processed
Children/learners	Names; date of birth; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; academic record; extra-curricular activities record; well-being; disciplinary action record; confidential correspondence; confidential counselling record; contact details of emergency contact person; head and shoulders photograph;
Parents/guardians/care-givers of learners/SGB members	Names; date of birth; ID/passport number/permit number; marital status; contact details: telephone numbers, physical and postal address, email address; nationality; financial records; confidential correspondence;
Employees	Names; date of birth; age; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; marital status, ethnicity; home language; education information -copy of qualifications, curriculum vitae; employment application form; employment contract; financial information: tax number, remuneration details, medical aid number and subsidy, retirement fund number and contribution, other authorised deductions, garnishee orders, disciplinary action record; vetting records, copy of professional council registration certificate (if applicable); confidential correspondence; contact details of emergency contact person; well-being;

Suppliers/contractors (natural persons)	Names; date of birth; ID/passport number/permit number; nationality; tax-related information, contact details: telephone numbers, physical and postal address, email address; names of authorised signatories; nationality; contract to supply/perform a service; confidential correspondence;
Suppliers/contractors/entities (juristic persons)	Legal name of the entity; Registration number; tax-related information; Names of the contact person/s; contact details: telephone numbers, physical and postal address, email address; contract to supply/perform a service; confidential correspondence;

7.3 Categories of recipients for processing the personal information

- a) Pietermaritzburg Girls' High School processes information by providing access to the information required by law and in terms of instructions from the national or provincial education departments.
- b) Employees delegated with the task of processing information have access to personal information.
- c) The school may supply personal information of adults to service providers in order to carry out essential functions such as compiling an electronic voters' roll and setting voting procedures, for fee collection, and for staff disciplinary processes.
- d) The school may supply information to third parties to exercise the rights of a parent, staff member or learner such as for the purposes of an insurance claim.
- e) Personal information and any special personal information or children's information may be provided to third parties for other purposes, including research where the persons have not been de-identified, with the specific consent of the data subject/s concerned.

7.4 General description of information security measures

- a) Pietermaritzburg Girls' High School continuously establishes and maintains appropriate, reasonable technical and organisational measures to ensure that the integrity of the personal information which may be in its possession or under its control is secure and that such information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration or access by having regard to the requirements specified in law and generally accepted information security practices and procedures.
- b) Pietermaritzburg Girls' High School employs up to date technology to ensure the confidentiality, integrity and availability of the personal information under its care. Measures include:
 - i. physical security – alarms and storage in safes
 - ii. secure set up of hardware and software making up the IT infrastructure, including firewalls,
 - iii. virus protection software and update protocols,
 - iv. secure access control,
 - v. non-disclosure agreements for all persons with access to personal information including staff and SGB members,
 - vi. third party suppliers/service providers given access to personal information for the exercise of their service to the school are contracted to implement security controls,
 - vii. monitoring access and usage, and
 - viii. Investigating and reacting to security incidents.

7.5 Transfer of personal information to another country or international organisation

Pietermaritzburg Girls' High School does not transfer information to another country or international organisation except on the specific instruction of the data subject or the responsible adult on behalf of the data subject.

7.6 How long is personal information held by Pietermaritzburg Girls' High School?

- a) Personal information is kept for as long as it is needed to comply with the administration needs of the schools, requirements of the provincial and national departments of education and any applicable law.

- b) Certain personal information of learners such as learner annual promotion schedules and copies of National Senior Certificate Statement of Results and National Senior Certificates (and their previous equivalents), is retained for as long as it is in the interests of the data subjects to retain it.
- c) Employee personal files, excluding disciplinary records and associated matters, are destroyed after three years unless the employee requests that the school retain their information.
- d) Disciplinary records are retained indefinitely.

<https://www.mdacc.co.za/index.php/updated-saica-retention-of-records-guide/>

7.7 Automated Decision Making

Pietermaritzburg Girls' High School does not use Automated Decision Making in connection with your personal data.

8. RIGHTS OF DATA SUBJECTS

You have the following legal rights that can be exercised at any time:

- a) Right to complain to the Office of the Information Regulator.
Contact details: JD House, 27 Stiemens Street, Braamfontein, Johannesburg 2001;
Email: complaints.IR@justice.gov.za
- b) Right of access to your personal information.
- c) Right to rectification of any personal information that is not accurate.
- d) Right to object to processing of your personal information.

9. GROUNDS FOR REFUSAL OF A REQUEST FOR ACCESS TO INFORMATION

The Information Officer or Deputy may refuse a request for information for the following reasons:

- a) where the disclosure would amount to an unreasonable disclosure of personal information,
- b) where the disclosure would amount to disclosure of the trade secrets of a third party,
- c) where such information was supplied in confidence by a third party,
- d) where the disclosure would breach the duty of confidence owed to a third party,
- e) where the disclosure would endanger the life or physical safety of an individual,
- f) if the disclosure is prohibited under the Criminal Procedure Act,
- g) if the disclosure is privileged under legal proceedings or research conducted by or on behalf of a third party,
- h) where the disclosure would compromise the investigation where proceedings are pending; and
- i) where the request is frivolous or vexatious.

10. REMEDIES AVAILABLE IF A REQUEST FOR INFORMATION IS REFUSED

12.1 Internal remedies

A requester for information who is not satisfied with the decision of the Information Officer or Deputy pertaining may appeal, within 30 days of notice of the decision, to the Chairperson of the School Governing Body who may review the decision in consultation with the Principal and the Information Officer. Thereafter the decision of the SGB Chairperson is final.

12.2 External remedies

A requester who is dissatisfied with the refusal to disclose information by the SGB Chairperson/Information Officer/Deputy Information Officer, may within **180** days of notification of the decision, apply to **the Head of Department for Education and/or MEC for Education and thereafter a court of law**. [\[The interpretation of the provisions for external remedy is still uncertain. The courts have provided some insight. Refer to the Department of Justice website for Information.\]](#)

11. AVAILABILITY

- a) This PAIA and POPIA Manual is available in hard copy in the Reception and Finance Offices.
- b) The Manual is published on the school website.
- c) The Manual can be accessed from the Human Rights Commission.

12. APPROVAL AND ADOPTION

This PAIA and POPIA Manual was approved and adopted by the Pietermaritzburg Girls’ High School Governing Body on _____(date).

SIGNED:

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____

SECRETARY _____ DATE _____

POLICY REGISTER DETAILS

TITLE OF POLICY	PAIA and POPIA Manual
POLICY NUMBER	
DATE APPROVED BY SGB	
EFFECTIVE DATE	
EXPIRY DATE	This PAIA and POPIA Manual remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	
AMENDMENT HISTORY	

ANNEXURE A PRESCRIBED FORM FOR ACCESS TO RECORDS

REQUEST FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT



REQUEST FOR ACCESS TO INFORMATION FROM PIETERMARITZBURG GIRLS' HIGH SCHOOL

(Section 18 (1) of the Promotion of Access to Information Act, 2000) (regulation 6)

FOR OFFICE USE ONLY

Reference number: _____ Request received by: _____ on (date) _____

Request fee (if any): _____ Deposit (if any): _____ Access Fee _____

Signature of information officer: _____

1. Particulars of the person to whom this request must be sent:

_____ (

(Give the details of the Information Officer at any of the addresses in the PAIA manual.)

2. Particulars of person requesting access to information

Full names and surname: _____

Identity number: _____

E-mail address: _____

Telephone numbers: _____ and _____

Postal address: _____

Request on behalf of another person:

If the request is made on behalf of another person, please indicate the capacity in which you are making this request:

AND

Please complete the following details:

Full names and surname: _____

Identity number: _____

E-mail address: _____

Telephone number: _____ and _____

Postal address: _____

3 Particulars of request (basic reference information)

Please provide full particulars of the information to which access is requested, including a reference number, date or some other identifying aspect, so as to enable the record to be located. (If the space provided is inadequate, please attach a separate page to this form.)

4 Description of information (further description of the particular contents required if necessary)

5 Format

Please note that information can be provided only in one of the following formats: please indicate in which format you would like it forwarded to you:

Printed copy E-mailed copy

Please note further that Pietermaritzburg Girls' High School's records are at this stage all stored only in English.

6 Notice of decision

You will be notified by e-mail whether your request has been approved or not. If you wish to be informed in another manner, please specify the manner, and provide the necessary particulars to enable compliance with your request.

7 Signatures

Signature of requester: _____

Signature of person on whose behalf request was made (if applicable): _____

Date submitted: _____

ANNEXURE B PRESCRIBED FEES

This information is extracted from the regulations and presented verbatim from <https://www.justice.gov.za/paia/paia-faq.htm> . Some of it is outdated.

FEES FOR RECORDS OF PUBLIC BODY

The “**request fee**” payable by every requester, other than a personal requester referred to in section 22(1) of the Act, is **R35–00**

The “**access fees**” referred to in section 22(7) of the Act (unless the requester is exempted under section 22(8)) and “**fees for reproduction**” referred to in section 15(3) of the Act, are as follows:

Amount

1. for every photocopy of an A4-size page or part thereof : **R0–60**
2. for every printed copy of an A4-size page or part thereof : **R0–40**
3. held on a computer or in electronic or machine readable form for a copy in a computer-readable form on -
 - stiffer disc : **R5**
 - compact disc : **R40**
 - (i) for transcription of visual images, for an A4-size or part thereof : **R22**
 - (ii) for a copy of visual images : **R60**
 - (i) for a transcription of an audio record, for an A4-size page or part thereof : **R12**
 - (ii) for a copy of an audio record : **R17**

The actual postal fee is payable when a copy of a record must be posted to a requester.