



MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, NO 2 of 2000

We respect your right of access to information. This document will help you exercise that right as required by section 51 of the Promotion to Access of Information Act 2 of 2000 (PAIA).

Version	Responsible Person	Summary of changes	Date approved by board	Date
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Allan & Gill Gray
PHILANTHROPIES

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A. INTRODUCTION TO ENTITIES

This manual applies to the following entities, all of whom are subsidiaries of Allan & Gill Gray Philanthropy (RF) NPC:

- Allan Gray Orbis Foundation Endowment Teaching Initiative (RF) NPC (trading as 'Jakes Gerwel Fellowship')
- Allan & Gill Gray Philanthropy Rwanda
- Allan Gray Orbis Foundation (RF) NPC
- Allan & Gill Gray Philanthropy South Africa (RF) NPC
- Philanthropy Initiative with Employees of Allan Gray NPC
- Allan Gray Orbis Foundation Endowment Early Learning Initiative (RF) NPC

Allan & Gill Gray Philanthropy (RF) NPC is the sole member of Allan & Gill Gray Rwanda, Allan Gray Orbis Foundation (RF) NPC, Allan & Gill Gray Philanthropy SA (RF) NPC and Philanthropy Initiative with Employees of Allan Gray NPC. Allan Gray Orbis Foundation Endowment Teaching Initiative (RF) NPC and Allan Gray Orbis Foundation Early Learning Initiative (RF) NPC are wholly owned subsidiaries of Allan & Gill Gray Philanthropy South Africa (RF) NPC.

Allan Gray Orbis Foundation Endowment Teaching Initiative (RF) NPC, Allan & Gill Gray Philanthropy (RF) NPC and Allan & Gill Gray Philanthropy (RF) NPC are registered as public benefit organisations with the South African Revenue Services.

Allan Gray Orbis Foundation Endowment Teaching Initiative (RF) NPC is registered as a non-profit organisations with the South African Department of Social Development.

The CEO of Allan & Gill Gray Philanthropy (RF) NPC has tasked the Legal and Compliance departments to attend to all matters pertaining to PAIA.

This manual exists to tell you what information we have and help you get access to it.



B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

This manual has been compiled in accordance with the Promotion of Access to Information Act 2 of 2000 (PAIA) and applies to all the identified entities.

1. Contact Details

Allan & Gill Gray Philanthropy (RF) NPC will deal with all requests relating to any of the entities. All requests for information in terms of this manual should be directed to:

Head of Legal and Compliance

Allan & Gill Gray Philanthropy (RF) NPC

Suite 111, 1st Floor, Clocktower Building, V & A Waterfront, 8001

Telephone: +27 21 180 4606

Email: rjulies@allangillgrayphilanthropies.org

2. The section 10 Guide on how to use PAIA

Should you require greater clarity on or assistance with the Act, we refer you to the Guide that has been published by the South African Human Rights Commission ('SAHRC') in terms of section 10 of the Act. It includes:

- a. what the objects of this Act are;
- b. the relevant contact details of each public and private body (where possible);
- c. the process that needs to be followed in order to request access to records;
- d. assistance available from the SAHRC and information officers of public bodies;
- e. how to get access to the manual of a private body;
- f. all the remedies available in law to you; and
- g. details on prescribed fees payable in respect of requests for information.

This Guide will be made available in such official language as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

Please direct any queries to:

**The South African Human Rights Commission
PAIA Unit**

The Research and Documentation Department

Postal address: Private Bag X2700

HOUGHTON

2041

Telephone: +27 11 877 3803

Fax: +27 11 403 0625

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za



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For further guidance on how you can get access to information, please visit:
<http://www.sahrc.org.za/index.php/understanding-paia> or <https://www.justice.gov.za/inforeg/index.html>.

3. Types of records

a. Records available in terms of any other legislation

All records kept and made available in terms of legislation applicable to any of the entities listed in this manual, as it applies to the specific environment in which the entity operates, are available in accordance with said legislation.

b. Records available without requesting access in terms of PAIA

A private body may, on a voluntary and periodic basis, submit to the Minister a description of categories of records, which are automatically available without a person having to request access in terms of PAIA. The Minister must publish any description so submitted by notice in the Gazette.

The identified entities have not submitted any such description for publication in the Gazette. Certain records are however freely available on the Internet at www.allangillgrayfoundation.org

c. Records available on request

We set out below the subjects and categories of records that are, subject to access being denied as set out in PAIA, available upon request for the purposes of PAIA:

Records are held on the following subjects:

- (i) Personnel records;
- (iii) Private body records; and
- (iv) Records in the possession of or pertaining to other parties.

(i) *Personnel records*

Personnel refers to any person who works for or provides services to or on behalf of the private body and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of the private body. This includes, without limitation, directors, executives, nonexecutives, all permanent, temporary and part-time staff as well as contract workers.

Personnel records include the following:

- Any personal records provided to the private body by their personnel;
- Any records a third party has provided to the private body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and

- Other internal records and correspondence.

(ii) *Private body records*

A private body's records relate to the body's own affairs and are considered to include, but not limit to:

- Financial records;
- Operational records;
- Databases;
- Information technology;
- Programme Participants information
- Internal correspondence;
- Donor records
- Statutory records;
- Internal policies and procedures;
- Organisation records

(iii) *Other parties*

The private body may possess records pertaining to other parties, including without limitation contractors, suppliers, subsidiary/holding/sister companies, joint venture companies, service providers.

The following records fall under this category:

- Personnel, client or private body records which are held by another party as opposed to being held by the private body; and
- Records held by the private body pertaining to other parties, including without limitation financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors / suppliers.

We hold various subjects and categories of records in electronic or physical form that are available automatically or in other ways.

4. Requesting procedures

A person who wants access to the records of any of the identified private bodies must complete the necessary request form.

The request form can be accessed as follows:

- the SAHRC website at <http://www.sahrc.org.za/index.php/understanding-paia> at this link: <http://www.sahrc.org.za/home/21/files/Form%20C.doc%20August%202013.doc>; or



- the Department of Justice and Constitutional Development website at www.justice.gov.za at this link: http://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf.

If a person needs assistance to obtain the form or on any other matter, please contact the Information Officer at the telephone number provided in paragraph 1.

The completed request form must be sent to the address provided in paragraph 1 and marked for the attention of the Information Officer.

The Information Officer will process the request and inform the requester of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalised. A copy of the fee structure applicable to private bodies can be accessed on <http://www.sahrc.org.za/home/21/files/PAIA%20Notice%20on%20fees.pdf>

All the pertinent sections of the request form must be completed fully, failing which the process will be delayed while the Information Officer obtains such additional information.

NOTE: Access to certain records may be or must be denied on the grounds set out in the PAIA

Mandatory grounds for refusal include but are not limited to:

- a. Information for the protection of the privacy of individuals;
- b. Information for the protection of commercial information and confidential information of third parties;
- c. Information privileged from production in legal proceedings;
- d. Commercial information of the company; and
- e. Research information.

You may request information by completing a request for access form and submitting it to our information officer together with a request fee. We may have to refuse you access to a record to protect others.

5. Availability of this Manual

Copies of this manual are available for inspection, free of charge, at the offices of Allan & Gill Gray Philanthropy (RF) NPC. Copies are also available from the South African Human Rights Commission and on our website (www.jgfellowship.org).