



**SOUTH AFRICAN COUNCIL FOR NATURAL SCIENTIFIC
PROFESSIONS**

PAIA MANUAL

**Prepared in terms of section 14 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

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1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|------|--------------------|---|
| 1.1 | “CEO” | Chief Executive Officer or Acting Chief Executive Officer |
| 1.2 | “DIO” | Deputy Information Officer; |
| 1.3 | “DSI” | Department of Science and Innovation |
| 1.4 | “IO“ | Information Officer; |
| 1.5 | “Minister” | Minister of Justice and Correctional Services; |
| 1.6 | “NSP Act” | Natural Scientific Professions Act (No. 27 of 2003)
(as Amended) |
| 1.7 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000 (as
Amended); |
| 1.8 | “PFMA” | Public Finance Management Act No.1 of 1999 (as
Amended); |
| 1.9 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.10 | “Regulator” | Information Regulator. |
| 1.11 | “SACNASP” | South African Council for Natural Scientific Professions |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the nature of the records which may already be available at SACNASP, without the need for submitting a formal PAIA request;
- 2.2 have an understanding of how to make a request for access to a record of the SACNASP
- 2.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 2.4 know all the remedies available from the SACNASP regarding request for access to the records, before approaching the Regulator or the Courts;
- 2.5 the description of the services available to members of the public from SACNASP and how to gain access to those services;
- 2.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7 if the body 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 if SACNASP has planned to 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
- 2.9 know whether SACNASP has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. ESTABLISHMENT OF SACNASP

SACNASP was established in terms of section 2 of the NSP Act to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation.

3.1. Objectives/Mandate

The South African Council for Natural Scientific Professions (SACNASP) is the registration and regulation authority for natural scientists in South Africa.

Some of its objectives include:

- Promoting the practice of the natural science professions in South Africa.
- Ensuring and administering the mandatory registration of natural scientists as required in terms of the NSP Act.
- Exercising control over the standard of conduct of professional natural scientists.
- Monitoring the standard of education and training of natural scientists.
- Setting standards for the recognition of education and training of natural scientists.
- Ensuring that prospective registrants meet the educational standards required for registration.

SACNASP Vision: To be the leading Council for the registration, development and advancement of the natural scientific professions in South Africa

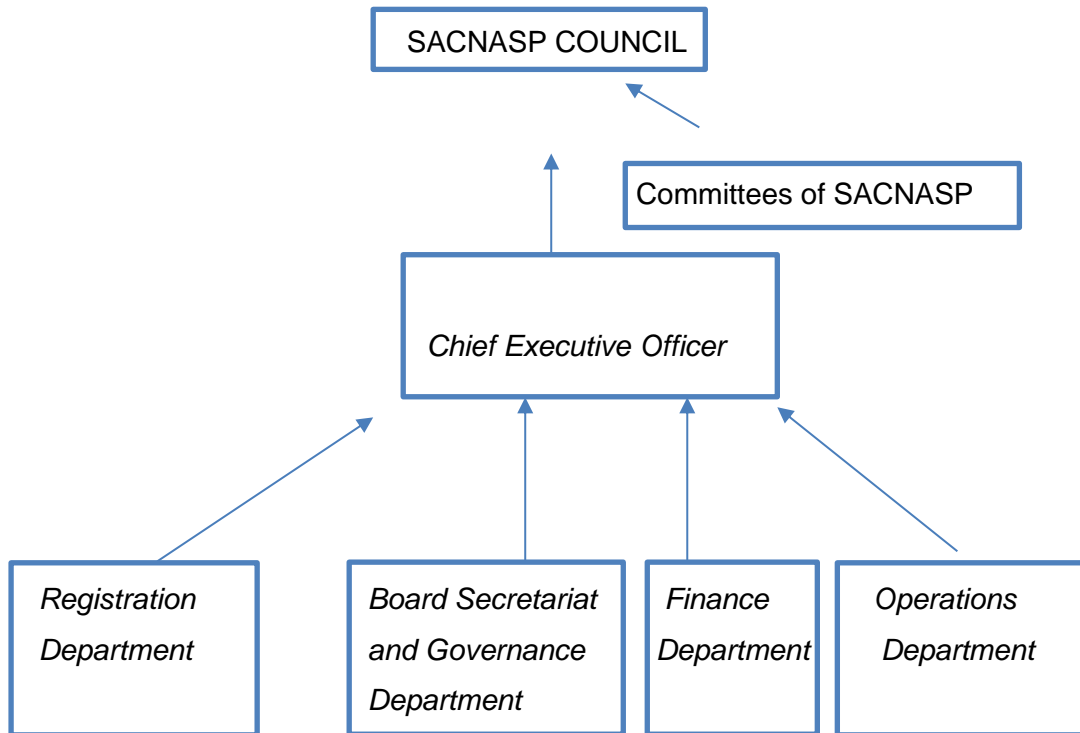
SACNASP Mission: To provide an efficient statutory Council for the recruitment, registration and regulation of natural scientific professionals to ensure high-quality services for social benefit and economic growth

SACNASP Values: The Council will be guided by the values of independence, non-discrimination, diversity, honesty, integrity, respect, non-partisanship, innovation, diligence, responsiveness and collaboration. Driven by these values, SACNASP will constructively contribute to the formation of a robust and productive science knowledge economy

4. STRUCTURE OF SACNASP

4.1. Structure

High Level Organizational Structure



Committees of SACNASP:

- Registrations Committee
- Human Resources & Remunerations Committee
- Professional Conduct Committee
- Audit, Risk and IT Committee
- Strategic Projects Committee
- Qualifications Assessment Committee

4.2 Functions

SACNASP's core functions are to protect the public and the natural scientific Profession in South Africa through the registration and regulation of natural scientists.

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SACNASP

5.1. Information Officer

Name: Ms Sarah Van Aardt (Acting CEO)
Tel: 012 748 6500
Email: svanaardt@sacnasp.org.za
Fax number: 086 206 0427

5.2. Deputy Information Officer

Name: Desiree Fisher
Tel: 012 425 6500
Email: dfisher@sacnasp.org.za
Fax Number: 086 206 0427

5.3 Access to information general contacts

Email: sacnasp@sacnasp.org.za

5.4 National / Head Office

Postal Address: Private Bag X540, Silverton, Pretoria, 0127

Physical Address: 1 Mark Shuttleworth Street, Innovation Hub, Pretoria,
Gauteng

Telephone: 012 748 6500

Email: sacnasp@sacnasp.org.za

Website: <https://www.sacnasp.org.za>

6. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY SACNASP

a) **Process for internal appeal:**

An aggrieved party may lodge an internal appeal with SACNASP in the following manner:

An internal appeal-

(a) must be lodged in the prescribed form-

(i) within 60 days;

(ii) if notice to a third party is required by section 49 (1) (b), within 30 days after notice is given to the appellant of the decision appealed against or, if notice to the appellant is not required, after the decision was taken;

(b) must be delivered or sent to the information officer of the public body concerned at his or her electronic mail address;

(c) must identify the subject of the internal appeal and state the reasons for the internal appeal and may include any other relevant information known to the appellant;

(d) if, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, must state that manner and provide the necessary particulars to be so informed;

(e) if applicable, must be accompanied by the prescribed appeal fee referred to in subsection (3); and

(f) must specify a postal address or fax number.

b) **Lodge a complaint with the Information Regulator on the following website:**

<https://www.justice.gov.za/inforeg/> or through the following email address: PAIAComplaints@inforegulator.org.za

c) **Process for approaching the Court with jurisdiction for appropriate relief:**

An aggrieved party may apply to a court for appropriate relief. On hearing such application, the court may grant any order that is just and equitable including:

- Confirming, amending or setting aside the decision that is the subject of the application;

- Requiring the Information Officer to take some action or to refrain from taking such action as the court considers necessary within the period mentioned in the order;
- Granting an interdict, interim or specific relief, a declaratory order or compensation; or
- Costs.

d) **Remedy available in terms of section 36 of the NSP Act:**

(1) Any person who feels aggrieved by a decision made by the Council in the exercise of its powers in terms of this Act may-

(a) within 30 days from that person becoming aware of the decision, and on payment of the prescribed fees, request the Council in writing to furnish him or her in writing with its reasons for that decision;

(b) within 90 days from the date on which the Council furnished him or her with its reasons for that decision and after giving notice the Council, appeal to the Council for a formal review of its decision.

7. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

7.1. The Regulator has, in terms of section 10(1) of PAIA, 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.

7.2. The Guide is available in each of the official languages.

7.3. The aforesaid Guide contains the description of-

7.3.1. the objects of PAIA and POPIA;

7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

7.3.2.1. the Information Officer of every public body, and

- 7.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 7.3.3. the manner and form of a request for-
 - 7.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 7.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6. 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-
 - 7.3.6.1. an internal appeal;
 - 7.3.6.2. a complaint to the Regulator; and
 - 7.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

decision by the Regulator or a decision of the head of a private body;

7.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;

7.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

7.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and

7.3.10. the regulations made in terms of section 92¹¹.

7.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

7.4.1. upon request to the Information Officer;

7.4.2. from the website of the Regulator (<https://www.justice.gov.za/infoeq/>).

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

8. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY SACNASP

Subjects on which the body holds records	Categories of records held on each subject
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures; - Advertised posts; - Employees records; - Learning and development e.g.: skills development and training plans - Employment equity plan and statistics
Operational Information:	<ul style="list-style-type: none"> - Documents relating to the policy, objectives and governance of SACNASP; - Directives, resolutions and instructions of the Board/Council and committees of SACNASP; - Joint-venture agreements with subsidiaries and/or agreements with any person, government or administration; - Rental agreements, title deeds, mortgage bonds and notarial bonds relating to movable and immovable property; - Company records relating to companies established by the SACNASP or in association with joint venture partners and/or any person for the purpose of developing or exploiting an invention or technological expertise; - Memorandums of Understanding or Agreements with other government entities; - Metadata and spatial information; and

Subjects on which the body holds records	Categories of records held on each subject
	<ul style="list-style-type: none"> - Information relating to registered scientists, professional conduct matters and disciplinary hearings of registered scientists
Finances and Accounting records relating to the following categories:	<ul style="list-style-type: none"> - Bank account records; - Books of account and financial statements; - Auditor's annual report; - Audited financial statements; - Annual budget and corporate plan as provided for in the PFMA; - Value Added Tax (VAT), Standard Income Tax on Employees (SITE) and Pay As You Earn (PAYE) records; and - Any additional information required by the Minister of Science and Innovation.
Supply Chain Management	<ul style="list-style-type: none"> - Information received by natural and juristic persons in response to Tender Adverts - Tender adverts issued by SACNASP - Decisions of the various committees involved in the SACNASP tender processes

9. CATEGORIES OF RECORDS OF THE SACNASP WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category	Record	Available on Website	Available upon request
Operational Information	<ul style="list-style-type: none"> - Name and registration number of registered scientists; and - Decisions of Disciplinary Tribunals that have been 	X	

Category	Record	Available on Website	Available upon request
	published on the website in terms of the NSP Act.		
Legislation /Regulations	- Natural Scientific Professions Act No 27 of 2003 and schedules thereto	X	
Strategic Documents (Plans and Report)	- Organisational profile (Overview, Objectives, Functions, Architecture) - Annual Reports; - Strategic Plan; - Annual Performance Plan; - Strategic and Performance Plans;	X	
Human Resources	- Advertised posts;	X	
Supply Chain Management	- Tender adverts issued by SACNASP	X	

10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM SACNASP AND HOW TO GAIN ACCESS TO THOSE SERVICES

10.1 SACNASP is the regulatory body for natural science practitioners in South Africa and therefore, serves to register natural scientists and protect the public in their dealings with registered scientists. More information on the services provided by the body can be found here www.sacnasp.org.za.

11. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY SACNASP

Members of the SACNASP Board/Council are appointed from the private and public sector by the Minister of Science and Innovation. SACNASP is governed by primary legislation, which, depending on the nature and complexity thereof, may be preceded by a discussion paper setting out a proposed approach and calling for public comment. This step may be followed or replaced by the release of draft legislation for public comment.

12. PROCESSING OF PERSONAL INFORMATION

12.1 Purpose of Processing

SACNASP collects personal information from juristic persons and members of the public for the purpose of registration as natural scientists and for the general performance of its functions.

12.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be Processed
Natural Persons	Applicants' and registered scientists' names; Categories of registration information; Continuing Professional Development records; Status of registration; Year of first registration of registered scientist; Year of Upgrade of registration; Foreign applicants personal information; The following information of applicants and registered scientists: Identity number; Date of birth; Gender; Race;

Categories of Data Subjects	Personal Information that may be Processed
	Physical and Postal addresses; Employment details; Contact numbers; Educational Information.
Juristic Persons	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets
Employees	Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details(contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person

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

Category of personal information	Recipients or Categories of Recipients
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

Category of personal information	Recipients or Categories of Recipients
Identity number, names and educational information, for reporting purposes	Department of Science and Innovation and other government entities and professional bodies in terms of MoUs and MoAs

12.4 Planned transborder flows of personal information

None at present.

12.5 General Description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

To ensure suitable and optimum security, confidentiality, integrity and availability of the personal information under the care of SACNASP, the body is considering implementing the following measures, some of which are already in place: Access Control; Data Encryption; Defensive Measures; Robust Monitoring, Auditing and Reporting capabilities; Data Backups; Anti-virus and Anti-malware Solutions; and Awareness and Vigilance.

13. AVAILABILITY OF THE MANUAL

13.1 This Manual is made available in the following three official languages-

13.1.1 English;

13.1.2 Zulu (to be published)

13.1.3 Sepedi (to be published)

13.2 A copy of this Manual or the updated version thereof, is also available as follows-

13.2.1 on the SACNASP website – www.sacnasp.org.za ;

13.2.2 at the head office of the SACNASP for public inspection during normal business hours;

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

13.2.4 to the Information Regulator upon request.

13.3 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

14. UPDATING OF THE MANUAL

SACNASP will, if necessary, update and publish this Manual at intervals of not more than one year.

15. PAIA REQUESTS MADE TO SACNASP

Any party that wishes to make a PAIA request to SACNASP must complete and submit Annexure "A" to the deputy information officer on the email address outlined above.

Issued by



Mrs Sarah Van Aardt

Acting Chief Executive Officer and Information Officer



FORM 2

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

[Regulation 7]

Note:

- 1. Proof of Identity must be attached by the requester*
- 2. If the request is made on behalf of another person, proof of such authorisation, must be attached to this form*

TO: The Information/Deputy Information Officer

The South African Council for Natural Scientific Professions (SACNASP)

Suite L4/L5 Enterprise Building

1 Mark Shuttleworth Street

The Innovation Hub

Pretoria, 0087

Tel. no: (012) 748 6500/ Fax: 086 206 0427

Email: sacnasp@sacnasp.org.za and dfisher@sacnasp.org.za

Mark with an "X"

Request is made in my own name Request is made on behalf of another person

PERSONAL INFORMATION

Full names and surname: _____

Identity number: _____

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

Postal address: _____

FORM 2: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

Street address: _____

Email address: _____

Contact numbers: Tel: _____ Facsimile: _____

Cellular: _____

Full names and surname of person on whose behalf the request is made (*if applicable*):

Identity number: _____

Postal address: _____

Street address: _____

Email address: _____

Contact numbers: Tel: _____ Facsimile: _____

Cellular: _____

PARTICULARS OF RECORD REQUESTED

Provide full particulars of record to which access is requested, including the reference number, if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed)

Description of the record or relevant part of the record:

Reference number, if available: _____

Any further particulars of the record:

TYPE OF RECORD

(Mark applicable box with an "X")

- Record is written or in printed form
- Record comprises virtual images *(this includes photographs, slides, video recordings, computer generated images, sketches, etc.)*
- Record consists of recorded words or information which can be reproduced in sound
- Record is held on a computer or in an electronic or machine-readable form

FORM OF ACCESS

(Mark the applicable box with an "X")

- Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*
- Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer generated images, sketches, etc.)*
- Transcription of soundtrack *(written or printed document)*
- Copy of record on flash drive *(including virtual images and soundtracks)*
- Copy of record on compact disk drive *(including virtual images and soundtracks)*
- Copy of record saved on cloud storage server

MANNER OF ACCESS

(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private *(including listening to recorded words, information which can be reproduced in sound or information held on computer or in an electronic or machine-readable form)*

Postal services to postal address

Postal services to street address

Courier services to street address

Facsimile of information in written or printed format *(including transcriptions)*

Email of information *(including soundtrack if possible)*

Cloud share/file transfer

Preferred language _____

(note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

Indicate which right is to be exercise or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:

FEES

- a) A request fee must be paid before the request will be considered
- b) You will be notified of the amount of access fee to be paid
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search and prepare a record
- d) If you qualify for an exemption of payment of any fee, please state the reason for the exemption

Reason: _____

You will be notified in writing whether your request has been approved or denied and if approved, the costs relating to your request, if any. Please indicate your preferred manner of correspondence.

Postal Address _____

Facsimile _____

Electronic communication (please specify) _____

Signed at _____ **on this** _____ **day of** _____ **20** _____

Signature of requester or person on whose behalf request is made

FOR OFFICIAL USE

Reference number: _____

Request received by: state rank, name and surname of information officer: _____

Date received: _____

Access fees: _____

Deposit, if any: _____

Signature of information officer