

PAIA and POPIA Manual

This manual was prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 (“PAIA”) and to address the requirements of the Protection of Personal Information Act, 2013 (“POPIA”)

This manual applies to

Emmanuel Presbyterian Church (“Church”) (incorporating the nuclear congregation under its care: **Grace Presbyterian Church**), a congregation of the Uniting Presbyterian church in Southern Africa

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Address:	818 Plaston Street Faerie Glen 0043

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1 Introduction

The Organisation is a Church affiliated to the Uniting Presbyterian Church in Southern Africa.

Emmanuel Presbyterian Church's mission statement is –

We are committed to

- being a family of God's people
- learning to follow Jesus every day
- and making a difference in our neighbourhood.

Our vision at Emmanuel Presbyterian Church is -

The name Emmanuel means God is with us. God never meant this as a mere philosophical concept. The One who carried this name actually walked amongst human beings bringing hope and love and healing with hands, feet and a body of flesh and blood. He truly was (and still is!) God with us.

There is a story of a woman who was very ill, but too afraid to approach Jesus directly. She reached out to touch the hem of His robe as He passed by, because she was convinced that this was enough to bring her into contact with His loving healing goodness. She was right. And she found more healing and love than she could have hoped for.

When Jesus ascended into heaven, He promised that He would live in those who followed Him. But how can others get to see Him and come to know Him? It is up to us who know Him to be examples of His love and to help people get to know Him. We have a dream of a community - a welcoming family that will help people to come into contact with our God who loves us and is with us and in us. We dream to be the hem of Jesus' robe to the world.

A well-worn, well used hem:

We want our congregation to be a place where we will not only learn about God, but see Him at work in one another's lives. We want to be a community that shares and experiences God's work in our midst and in our hearts - all to the glory of His name.

A hem with purple edging:

Purple is the colour for a King. We want our services to be an experience of God's greatness and goodness that will draw those who attend to respond in adoration and dedication. Our services should have a balance between traditional and contemporary worship with an easy-going yet dignified style.

A well-made, well-crafted hem:

We want to be a congregation that is learning more and more about God and His call on our lives by studying the teachings of the Bible. We do not want this only to be "head-knowledge" but heart and life knowledge as well. It is our desire to see people equipped to live for God at home, at work, and in the community.

A hem composed of many interwoven threads:

We are convinced that God calls us to love one another as we love Him. We will strive to be a congregation where we care for and are interested in one another. We dream of a community where people can find healing, encouragement, and comfort from each other. We do not envisage a huge congregation, but plan to start sister congregations as we grow.

A tartan hem:

Tartan is symbolic of our Scottish Presbyterian heritage. We want to stay true to the Reformed roots of our faith, owning afresh the Presbyterian emphasis on Scripture being at the heart of all we do. Tartan also reminds us of family clans, and we as a congregation will strive to strengthen and encourage families, as we believe that healthy families are the cornerstone of our society.

An attractive eye-catching hem:

We do not wish to be a "holy huddle" but will try to make a difference in our community. It will start with our services and activities that will be attractive and open to those who attend. We will strive to make a positive difference in Pretoria East through the gifts and talents of our members. Ultimately we dream of planting sister congregations as our congregation grows and to work together.

This is our dream. To be a group of people who share their dedication to Jesus Christ in an attractive, relevant, and meaningful way. To be a good advert for God's love, and to give Him the honour He deserves. Our dream is to be living proof that God is with us. We want to help people reach out to God. We want to be the hem of His garment to the world

In addition to our adherence to the traditional creeds of the Reformed Family of Churches, we highlight the following points:

We believe in the Triune God: Father, Son, and Holy Spirit.

- that Jesus was (and is) fully human and fully God
- that a personal life-changing relationship with God through Christ is the only way to salvation
- that the Holy Spirit equips us for the work God has prepared for us to do.

We believe that the Scriptures of the Old and New Testament are:

- inspired by God
- reliable in revealing God's plan and purpose to us
- the key to growth in our relationship with God

We believe that the Church is called to:

- proclaim Christ as Lord and Saviour
- to reach out to the world in a balanced (physical, spiritual, mental, and social) way in God's love
- to teach the Word of God in a practical and meaningful way

We believe that worship

- must be sincere and truthful
- can *take any form, whether "Contemporary" or "Traditional" or other*
- must reveal the love of God
- must be orderly

We believe that:

- bearing the fruit of the Holy Spirit is more important than the gifts of the Spirit and that the gifts must be exercised in an orderly manner.
- the Holy Spirit moves in love and unity
- guidance from the Holy Spirit is confirmed by Scripture, Christian counsel, and practical common sense.
- the Church needs to continue Christ's ministry of reconciliation in all walks of life
- this imperfect world will come to an end when Jesus comes
- God calls all the members of His Church to participate in His work.
- The divisions of culture, gender, and class have been overcome by Christ and that we also must

overcome these divisions the Church should be ready for Christ's return

Grace Presbyterian Church

Grace Presbyterian Church is a newly planted church, under the vision of Emmanuel Presbyterian Church as part of their participation in the life of the Uniting Presbyterian Church in Southern Africa. It is run under the oversight of the Session of Emmanuel Presbyterian Church and Reverend Theo Groeneveld.

Grace Presbyterian currently holds the status of being that of a nuclear congregation and the first service was held on the 14th January 2007. Emmanuel planted Grace as part of the second year – A year of Outreach – of its 4 in 4 Project. The “4 in 4 Project” is a vision where the church aims to make four major impacts in the community over a four year period.

The planting of Grace Presbyterian was the end product of much prayer, careful discussion and an enormous amount of hard-work. The nursery rhyme says that “Grace is a little girl who forgot to wash her face,” and although we often feel just like that, the story of Grace Presbyterian is a fascinating one.

Grace’s conception was the result of a matter of principle: When Emmanuel built their building in 2002, it was with the clear conviction that the “flavour” or “style” of the congregation was to be a smaller more intimate congregation. It was agreed that rather than growing the existing congregation, they would strive to plant new congregations with the same “DNA” that people had found meaningful at the “parent congregation.” It is from this philosophy that the need for planting Grace surfaced.

The Session of Emmanuel spent much time deliberating as to the timing and resources needed to plant a daughter congregation. They received unexpected support from other neighbouring Presbyterian churches and from the Dutch Reformed Church – NG Moreleta Park. The doors opened and all these stakeholders joined forces and resources to make the plant successful.

Grace Presbyterian Church currently meets and holds its services using the premises of Emmanuel. It is the plan and intention to call their own minister, purchase land and build a church in the Moreleta area, where there is an ever increasing need for English churches.

Due to the fact that Emmanuel plans to plant daughter congregations with the same “DNA” as themselves, the two congregations have very close links and work together to achieve shared goals and objectives. It is for this reason that at this early stage in the life of Grace Presbyterian, much of the information mirrors that of Emmanuel.

2 Contact details and information officer

[Section 51(1)(a)]

The Session has duly authorised and appointed the Minister as the Information Officer and he is authorised to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2000 and the requirements of the Personal Protection of Personal Information Act, 2013.

Due to the nature and size of the church no deputy information officer has been appointed.

Name of Company:	Emmanuel Presbyterian Church
Company Registration No.	PB0 930007188
Information Officer:	Rev Theo Groeneveld
Registered postal address:	818 Plaston Street

	Faerie Glen
Code:	0043
Registered physical address:	818 Plaston Street
	Faerie Glen
Code:	0043
Telephone:	+27 012 991 5633
E-mail:	theo@emmanuel.org.za

3 Duties and responsibilities of the Information Officer

[Section 55(1) Section 14 and Section 51]

An information officer's responsibilities include—

- The encouragement of compliance, by the body, with the conditions for the lawful processing of personal information
- Dealing with requests made to the body pursuant to this Act
- Working with the Regulator in relation to investigations conducted pursuant to Sections 56, 57 and 58 of the Act in relation to the body
- Otherwise ensuring compliance by the body with the provisions of this Act
- Develop, implement, monitor, and maintain a compliance framework
- Conduct a personal information impact assessment to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of personal information
- A PAIA manual is put in place or updated, as prescribed in sections 14 and 51 of POPIA
- Internal measures are developed together with adequate systems to process requests for information or access thereto
- Internal awareness sessions are conducted regarding the provisions of POPIA, regulations made in terms of POPIA, codes of conduct, or information obtained from the Regulator; and
- As may be prescribed.

The Information Officer must take up their duties in terms of this Act only after the responsible party has registered them with the Regulator

4 The Guide as described

[Section 51(1)(b)]

The guide to the Act is available from the South African Human Rights Commission.

Please direct any queries to:

The Human Rights Commission:

Postal address:	Private Bag 2700
	HOUGHTON
Code	2041
Telephone:	+27 011 877-3600
Facsimile:	+27 011 403-0684
Website:	http://www.sahrc.org.za

5 Categories of records which are available without a request

[Section 51(1)(c)]

The Emmanuel and Grace Presbyterian Churches websites

The Emmanuel Manual

The Face of Grace

The Facebook pages of Emmanuel Presbyterian Church and Grace Presbyterian Church

6 Records available in terms of other legislation

[Section 51(1)(d)]

Records are kept in accordance with the following legislation:

Basic Conditions of Employment Act 75 of 1997
Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
Promotion of Access to Information Act 2 of 2000
Protection of Personal Information Act, 2013
Unemployment Contributions Act 4 of 2002
Unemployment Insurance Act 63 of 2001

7 How to request a record

[Section 51(1)(e)]

Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or electronic mail address of the body concerned.

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 also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The Information Officer will then make a decision on the request and notify the requester in the required form.

8 Categories of Records

8.1 Web pages

Emmanuel Presbyterian Church does maintain a website www.emmanuel.org.za

- Home Page
 - Our Vision
 - Sermon Recording
 - Recent Sermons
 - Archive sermon recordings
 - eDevotions
 - Kids Corner
 - Lockdown updates
 - News and Events
 - Events
 - Duties
 - Contact
 - SA Coronavirus

Grace Presbyterian Church Website www.gracepresby.org.za

- Home
 - Info
 - Services
 - Contact
 - People
 - Vision and Mission
 - History
 - Map

- Activities
 - Upcoming events
 - Duties
- Corona Virus
 - Corona Virus
- Sermons and Resources
 - Sermons
 - Other Resources

8.2 Financial records

Annual financial statements and working papers
General ledger
Subsidiary ledgers (receivables, payables, etc.)
Bank statements, cheque books, cheques
Supplier statements and invoices
Deposit slips
Cash books and petty cash books
Fixed asset register
Tax returns and assessments
Budgets and business plans
Insurance record
Compilation reports
Board of Management's responsibilities and approval
Systems documentation
Management review
Income and Expenditure report
Credit agreement
Record of assets
Record of liabilities and obligations
Record of property held
Record of revenue
Record of expenses

8.3 Compilation Report by Professional Accountant

Correspondence

8.4 Credit Agreements

ABSA Mortgage Bond

8.5 Transportation

Motor Vehicle Licenses

8.6 Fixed Property

Building plan
Mortgage bond
Title deed

8.7 Health and Safety

Register, record of earnings, time worked, payment and particulars of all employees

8.8 Information Technology

Agreements
Members database
Hardware
Internet
Intranet
Licenses
Operating systems
Software packages
Telephone lines

8.9 Insurance

Claim records
Details of coverage, limits and insurers
Insurance policies

8.10 Legal, Agreements and Contracts

Acquisition or disposal documentation
Agreements with contractors, suppliers, service providers
Contracts, including lease agreements and finance agreements

8.11 Personnel Records

Disciplinary records
Employee information records
Employee remuneration
Employee date of birth
Employment contracts
Expense accounts
IRP 5 and IT 3 certificates
Letters of appointment
Leave applications
Name and occupation of each employee
Payroll
Particulars of each employee
Personnel file
Policies and procedures

Salary slips
UIF, PAYE
Workmen's Compensation documents

8.12 Outreach

Emmanuel Manuals
Face of Grace

8.13 Statutory Records

Annual Returns to General Assembly and Presbytery
Constitution
Manual of Faith and Order
Session Minutes
Board of Management Minutes
Register of Baptisms
Church Members Roll

8.14 Taxation

Income taxation returns
Taxation assessments

9 Other information that may be prescribed

[Section 51(1)f]

Not Applicable

10 Availability of the Manual

[Section 51(3)]

The Church's manual is available for inspection, on reasonable prior notice, free of charge, at the registered address stated above.

Further copies are also available from the South African Human Rights Commission as provided in the Act.

A copy is available on the website of Emmanuel Presbyterian Church

11 Fees in respect of private bodies

1.	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.	
2.	The fees for reproduction referred to in regulation 11(1) are as follows:	R
(a)	For every photocopy of an A4-size page or part thereof	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	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
3.	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is	50,00
4.	The access fees payable by a requester referred to in regulation 11(3) are as follows:	
(1) (a)	For every photocopy of an A4-size page or part thereof	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	0,75
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
(f)	To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation.	30,00
(2)	For purposes of section 54(2) of the Act, the following applies:	
(a)	Six hours as the hours to be exceeded before a deposit is payable; and	

(b)	one third of the access fee is payable as a deposit by the requester.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	

12 Prescribed request forms

Refer to Appendix 1 for the prescribed request form for an information record.

13 Grounds for refusal

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

- Where the disclosure would amount to an unreasonable disclosure of personal information;
- Where the disclosure would amount to disclosure of the trade secrets of a third party;
- Where the disclosure would lead to a revelation of financial, commercial, scientific or technical information of a third party;
- Where such information was supplied in confidence by a third party;
- Where the disclosure would breach the duty of confidence owed to a third party;
- Where the disclosure would endanger the life or physical safety of an individual;
- If the disclosure is prohibited under the Criminal Procedure Act;
- If the disclosure is privileged under legal proceedings or research conducted by or on behalf of a third party; and
- Where the disclosure would compromise the investigation where proceedings are pending.

The following grounds of discretionary refusal will apply –

- Where the disclosure of such information relating to a third party would prejudice the supply of similar information in the future
- Where the request is frivolous or vexatious.

14 Remedies available if request is refused

14.1 Internal Remedies

The Church does not have an internal appeal procedure. As such, the decision made by the Information Officer pertaining to a request is final, and requestors shall have to exercise such external remedies at their disposal if a request is refused, and the requestor is not satisfied with the response provided by the Information Officer.

14.2 External Remedies

A requestor who is dissatisfied with the Information Officer's refusal to disclose information, may apply to a court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request for information, may apply to a court for relief. For purposes of the Act, a court application must be lodged with a High Court or another court having jurisdiction.

15 Protection of Personal Information that is processed

The Church needs personal information relating to both individual and juristic persons in order to carry out its operations and organisational functions. The manner in which this information is processed and

the purpose for which it is processed is determined by the Church. Emmanuel Presbyterian Church is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:

- is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by the Church, in the form of privacy or data collection notices. The Church must also have a legal basis (for example, consent) to process Personal Information
- is processed only for the purposes for which it was collected
- will not be processed for a secondary purpose unless that processing is compatible with the original purpose
- is adequate, relevant and not excessive for the purposes for which it was collected
- is accurate and kept up to date
- will not be kept for longer than necessary;
- is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by the Church, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
 - be notified that their Personal Information is being collected by the Church. The Data Subject also has the right to be notified in the event of a data breach;
 - know whether the Church holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
 - request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
 - object to the Church's use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to the Church's record keeping requirements)
 - object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications;
 - complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPI and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information

16 Purpose of processing Personal Information

All personal information that is collected or intended to be collected is for a specific, explicitly defined, and lawful purpose that relates to the functioning and activities of the Church. Processed information is used in the carrying out of the ordinary course of the Church's business pursuing the legitimate interests in the exercising of:

- Worship
- Pastoral Care
- Development and Training
- Entity fundraising
- Supporting Operational structures and Maintenance

- Management and Leadership
- Statistical reporting
- Celebration
- Communication
- Community building and development

17 What information is processed

All information is voluntary supplied directly from the Data subject, except where it is of a minor child. Parents/ Guardians or responsible adults disclose information in respect of minor children. The informed consent of all data subjects has been received and they have signed a document authorising the use of their personal data. The following information is collected and processed:

- Name
- Date of Birth
- Address
- Gender
- Telephone numbers
- Vocation
- Email Address
- Date of Marriage if applicable
- Serving opportunities
- Preferred service attendance
- Membership Status

This information is required to achieve the purposes outlined in Section 16. Failure to provide the information will mean the full love, care and support of the Church and congregation cannot be exercised to the Data subject.

For juristic persons carrying on business activities with the Church we process the following:

- Name
- Contact Details
- Address
- Contact person
- Banking details

Information as reported in 8.11 is processed for Staff personnel. Information is collected directly from staff as the Data subject.

17.1 Collection

Collection of information is directly from the Data subject. In the case of minor children, the responsible adult makes the information available. Data is collected on Membership cards, email correspondence and activity sign-up sheets. The informed consent and authorisation document for the data collection and processing is for an indefinite period as long as the data subject remains affiliated with the Church. In respect of juristic persons data is collected from invoices, email correspondence and contracts.

17.2 Recording

Data is recorded in hard copy on the membership card and then recorded on the church membership roll and classified according to membership status. Phone numbers given directly to staff are recorded on mobile devices. Email correspondence remains and is recorded with in the email application. Sign up documentation for events and activities is recorded on spreadsheets by the applicable convenor. Email addresses are recorded and used to develop bulk distribution emails. This is recorded by a third party bulk email supplier. This third party only has access to the name, surname and email address of the data subject.

17.3 Storage

Data is stored on an in-house developed database software solution. It is hosted electronically on non-public servers and IP addresses. It is access controlled via hidden address and password protected. Local copies are available off-line on staff mobile devices such as laptops, tablets and smartphones. Data is also stored on broadcast WhatsApp Groups, Data Subject information is not available to other data subjects. Email distribution lists do not disclose the details of the data subject or the email address of data subjects.

Storage of information occurs using backup storage devices that are password protected and third party cloud storage solutions. Multiple software applications are used to store data, e.g. DropBox, OneDrive, Gmail, Microsoft Outlook, Excel, Word, and Open Office.

Hard copy data is filed and stored in the office filing system in cabinets.

Duty Rosters are available in hardcopy in the church foyer and on the website

17.4 Dissemination

Information is disseminated as follows, and only at the level of detail necessary:

- Ministers, elders and staff for pastoral care
- Ministers, elders and staff for administration
- Activity conveners for co-ordination of duties and events
- Congregation for celebration of birthdays and anniversaries
- Teaching and fellowship groups
- Prayer requests
- Third parties when required for attendance at workshops and conferences

17.5 Processing

Information is processed in Gauteng, Pretoria, South Africa. It is processed by the Minister, Elders, Board Members, Staff and Activity/ Event Coordinators and Fellowship Group leaders.

18 Security safeguards

18.1 Securing the integrity and confidentiality to prevent

- The loss or damage to or unauthorised destruction of personal information and
- The unlawful access to or processing of personal information

18.2 Security measures

Physical security:

- Hard copy information is filed in a locked office, with alarm and armed response. All windows and doors have burglar bars. Only staff have access to the passcode for the alarm.
- Laptops and mobile devices are retained in the possession of the individual and individually secured with a password/ code.
- Backup storage is stored in locked office
- Data is backed up to storage devices on a regular basis
- Only Ministers, Elders, Staff and Activity/ Event coordinators are given access to information and passwords.

Software and logical access security:

- Use of hidden private IP addresses
- Password access to database
- Password access to computers and mobile devices
- Firewall software
- Antivirus and internet security software
- Password requirements for mail account access

18.3 Security Risks

- Theft of physical devices and stored data. Mitigated by security barriers and alarm with armed response. Devices password protected.
- Accidental disclosure of personal information. Minister, Elders, Staff and Activity co-ordinators have been briefed on security and privacy requirements for the protection of information.
- Hacking of databases mitigated by password protection, firewalls, antivirus and regular software updates.

19 Retention of records and destruction

- Records of personal information are not retained any longer than is necessary to manage achieving the purpose for which the information was collected – records are only kept while the data subject is affiliated with the Church in some manner- or required by law to be kept
- If personal information is retained for a longer period, the following records and exceptions apply
 - retention of the record is required or authorised by law
 - we reasonably require the record for lawful purposes related to your functions or activities
 - retention of the record is required in terms of a contract between parties thereto or
 - the data subject has consented to the retention of the record.
 - Storing the name, birth-date, marriage-date and date-of-passing of deceased members in order to provide care to the surviving family.
- No records of personal information are disclosed or are identifiable in relation to serving historical or statistical purposes.
- Only authorised members of management are able to access the personal information and all computers are password protected.

20 Data Subjects objection to processing of information

Section 11 (3) of POPI and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as Appendix 2 subject to exceptions contained in POPIA.

21 Deletion of unauthorised information

- Records of personal information are deleted or de-identified as soon as reasonably practicable after it is no longer authorised to retain such information
- The entity will no longer be authorised to retain information if
 - a. The information is no longer necessary for the purpose for which it was obtained
 - b. The data subject has withdrawn their consent for the processing of their information
 - c. The data subject has validly objected to the processing or further processing of their information or
 - d. The data subject has made a valid request for the deletion of their personal information.

22 Request for correction or deletion of personal information

Section 24 of POPI and regulation 3 of the POPI Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Appendix 3 to this Manual

23 Legal basis for processing information

- The Church has a legal basis (in terms of POPIA) for each processing activity which the Church undertakes
- It has obtained the informed consent of the data subject (or in the case of a child, a competent person) in order to obtain and process their information, where this may be required – All data subjects have signed a document, manually or electronically authorising the use of their personal data
- The general legal bases provided under POPIA, apart from consent, include
 - a. The processing of the personal information is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is a party
 - b. The processing complies with an obligation imposed on you by law
 - c. The processing protects a legitimate interest of the data subject or
 - d. The processing of the personal information is necessary for pursuing the legitimate interests of the entity or of a third party to whom the information is supplied.

24 Cross boarder transfers of personal information

Section 72 of the POPIA provides that Personal Information may only be transferred outside of the Republic of South Africa if a number of conditions are met. Transfer of personal information outside the Republic will be handled in accordance with Section 72.

It is not foreseen that any Personal Information will be transmitted trans-border, other than for Personal Information that 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 its service suppliers will make all reasonable efforts to secure said data and Personal Information.

25 Processing of special personal information

All manner of the information listed below will be dealt with in accordance with the following Sections in the Act -

- Prohibition on processing of special personal information – Section 26 of the Act
- General authorisation concerning special personal information – Section 27 of the Act
- Authorisation concerning data subject's religious or philosophical beliefs – Section 28 of the Act

- Authorisation concerning data subject's race or ethnic origin – Section 29 of the Act
- Authorisation concerning data subject's trade union membership – Section 30 of the Act
- Authorisation concerning data subject's political persuasion – Section 31 of the Act
- Authorisation concerning data subject's health or sex life – Section 32 of the Act
- Authorisation concerning data subject's criminal behaviour or biometric information – Section 33 of the Act.

26 Signature

According to Section 51 of the Promotion of Access to Information Act, 2 of 2000 – This manual is duly signed by the Information officer.

Theo Groeneveld

Information officer

23 June 2021



Signature of Information officer

27 Appendix 1

(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 Minister:

Emmanuel Presbyterian Church (incorporating Grace Nuclear Congregation)

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:	
Telephone number:	
Fax 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 ONLY 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

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

(b) You will be notified of the amount required to be paid as the request fee.

*(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 for and prepare a record.*

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

<i>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.</i>		
Disability:		Form in which record is required:
<i>Mark the appropriate box with an X.</i>		

<p>NOTES:</p> <p><i>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p><i>(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.</i></p> <p><i>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>

1. If the record is in written or printed form:

	copy of record		inspection of record
--	----------------	--	----------------------

2. If record consists of visual images

(this includes photographs, slides, video recordings, computer-generated images, sketches,

etc.):

	view the images copy of the images		transcription of the images
--	------------------------------------	--	-----------------------------

3. If record consists of recorded words or information which can be reproduced in sound:

	listen to the soundtrack (audio cassette)
--	---

	transcription of soundtrack (written or printed document)
--	---

4. If record is held on computer or in an electronic or machine-readable form:

	printed copy of record
	printed copy of information derived from the record
	copy in computer readable form (stiffy or compact disc)

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:

	Post		E-Mail
	Telephone ()		Fax ()

Signed at this day of 20

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS
MADE

28 Appendix 2

**Objection to the Processing of Personal Information in Terms of Section 11(3) of the
Protection of
Personal Information Act, 2013 (ACT
NO.
4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 2(1)]**

Note:

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(if the responsible party is a Natural person):</i>	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body <i>(if the responsible party is not a natural person):</i>	
Business address:	
	Code ()

Contact number(s):	
Fax number:	
E-mail address:	
C REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>	

Signed at this day
of20.....

.....
Signature of data subject (applicant)

29 Appendix 3

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

☐

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

☐

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	

Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....
Signature of data subject/ designated person