

MANUAL ON ACCESS TO INFORMATION HELD BY DOXA DEO

COMPILED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, ACT 2 OF 2000 (AS AMENDED)

TABLE OF CONTENTS

1.	INTRODUCTION	3
2.	INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT.....	3
3.	DESCRIPTION OF THE ACTIVITIES OF DOXA DEO	4
4.	LEADERSHIP STRUCTURE	4
5.	DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b).....	5
6.	THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):	5
7.	RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)	6
8.	SUBJECTS AND CATEGORIES OF RECORDS HELD BY DOXA DEO: SECTION 51(1)(e)	6
9.	DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)	8
10.	PAYMENT OF FEES.....	10
11.	CONSIDERING THE REQUEST	10
12.	DECISION OF DOXA DEO.....	11
13.	RIGHT TO CHALLENGE DECISION	11
14.	AVAILABILITY OF THE MANUAL	12
15.	UPDATING OF THE MANUAL	12

SECTION 51 MANUAL FOR DOXA DEO

1. INTRODUCTION

This manual is compiled in terms of the Promotion of Access to Information Act, act 2 of 2000 (“the Act”; abbreviated as PAIA). The Act gives effect to the constitutional right of access to information contained in section 32 of the Constitution of the Republic of South Africa, 1996.

In terms of the Act, private bodies are required to compile a manual as a guide to requesters of information. This manual further serves to indicate the type of records held by Doxa Deo and the availability of such records from Doxa Deo as a private body.

2. INFORMATION REQUIRED UNDER SECTION 51(1)(a) OF THE ACT

Business name: The Apostolic Faith Mission of South Africa: Doxa Deo Family Network

Business registration number: PBO 930 003 491

Postal address: P O Box 1801, Faerie Glen, 0043

Street address: Plot 7, Corner Atterbury Road East and Olympus Drive, Olympus, 0081

Tel. no: Family Support Team: 012 991 3883

Initials and surname of the Information Officer: JCD Symons

E-mail address: hello@doxadeo.org

Website: <https://www.doxadeo.org/>

Requests for information and access to records not readily available may be made by contacting the Information Officer.

3. DESCRIPTION OF THE ACTIVITIES OF DOXA DEO

Doxa Deo is a registered assembly of the Apostolic Faith Mission of South Africa, and a registered Public Benefit Organization.

Doxa Deo is a city focused Christian Church with campuses in various cities across the world.

Doxa Deo is a church that journeys with its people in Knowing God, Loving People, and Impacting our World. We take Faith, Love and Hope to our broader cities.

Our Vision is “God’s Transforming Presence in Global Cities.”

4. LEADERSHIP STRUCTURE

Doxa Deo is led by a dynamic Global Leadership Team:

- Chairperson: Jean Symons
- Deputy Chairperson: Nico Nell
- Secretary: Muller van Loggerenberg
- Treasurer: Fred Strydom
- Member: Anton Venter
- Member: Bastian Hagelocher
- Member: Danie Roodt
- Member: Hennie Viviers

- Member: Ioannis Dekas
- Member: Jaco Schutte
- Member: Johan Poggenpoel

5. DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(b)

A guide has been compiled by the Human Rights Commission in terms of section 10 of PAIA. It contains information required by a person wishing to exercise any right contemplated by PAIA. It is available in every official language on request.

The guide is available for inspection at the offices of the Human Rights Commission, at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Parktown, Johannesburg, Gauteng.

For further information the SAHRC may be contacted at:

The South African Human Rights Commission
The Research and Document Department
PAIA Unit
Private Bag 2700
Houghton 2041
Telephone: +27 11 877 3600
Fax: +27 11 403 0625
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

6. THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage, no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records to be made available in terms of other legislation are set out in the following statutes:

- The Basic Conditions of Employment Act, act 75 of 1997
- The Companies Act, act 61 of 1973
- The Compensation for Occupational Injuries and Disease Act, act 130 of 1993
- The Employment Equity Act, act 55 of 1998
- The Income Tax Act, act 58 of 1962
- The Labour Relations Act, act 66 of 1995
- The Skills Development Act 97 of 1998
- The Unemployment Insurance Act, act 63 of 2001
- The Value Added Tax Act, act 89 of 1991.

8. SUBJECTS AND CATEGORIES OF RECORDS HELD BY DOXA DEO: SECTION 51(1)(e)

Records held by Doxa Deo are generated through the administration of its core functions and processes. These records include strategic records and those of various support functions within Doxa Deo.

The functions and categories of records held by Doxa Deo are listed and classified below according to the respective Doxa Deo divisions.

Strategic Records

- Documents of incorporation

- Assembly Policies
- Minutes of Board of Governing Elders meetings
- Records relating to the appointment of elders, auditors, and other officers
- Financial Records
- Annual financial statements
- Accounting records
- Banking records
- Bank statements
- Electronic banking records
- Asset registers
- Rental and other agreements

Income Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- Records of all other statutory compliances:
- Contributions to the Unemployment Insurance Fund (UIF)
- Workmen's Compensation

Personnel Documents and Records

- Employment contracts containing all Personal Information of employees
- Disciplinary records
- Salary records
- Disciplinary code
- Leave records

Congregants' Personal Information - Electronic Records

- Title
- Full Names

- Surname
- Call name
- Cell phone number
- Work number
- Home number
- Alternative number
- E-mail address
- Marriage status
- Gender
- Date of birth
- Home language
- Residential address
- Postal address

Information Technology

- Information systems
- Network security
- Software licenses
- Technology assets

Information Readily Available

- Financial service providers
- Insurance service providers
- Retirement fund providers
- Medical aid providers
- Service providers' Personal Information

9. DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

Requests for access to records of Doxa Deo may be made to the relevant person listed in paragraph 2 above.

The requester must apply in writing and pay the required fees as per section 54 of the Act to the Information Officer of the private body. On receiving the request, the Information Officer of the private body will determine as per section 54 of the Act, the cost for the preparation of the record for disclosure (including any arrangements contemplated in section 29(2)(a) and (b)(i) and (ii)(aa)).

If, in the opinion of the Information Officer of the private body concerned, it would require more than the hours prescribed for this purpose for requesters, the Information Officer must by written notice require the requester, other than a personal requester, to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request were granted.

The request must be submitted to the head of the private body at his or her electronic mail address. The request must:

- Provide sufficient particulars to enable the Information Officer of the private body to identify the record(s) requested and to identify the requester.
- Indicate which form of access is required and specify a postal address or an e-mail address of the requester in the Republic of South Africa.
- Identify the right that the requester is seeking to exercise or protect, and explain why the requested record is required for the exercise or protection of that right.

If in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, that manner should be stated as well as the necessary particulars needed for the requester to be informed in the other manner.

If the request is made on behalf of another person, proof should be submitted of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of Doxa Deo.

10. PAYMENT OF FEES

A request fee is payable for PAIA requests, and proof of payment of this fee must be sent to the Information Officer together with the request. Once Doxa Deo has decided to grant the requested access to information, access fees may be imposed by Doxa Deo to the requester, subject to the following conditions:

The request fee must be aligned to the Regulations published in terms of PAIA for private bodies.

Bank deposit is the only accepted payment method for PAIA requests, using the Doxa Deo banking details which will be provided when a request is lodged.

A request is only deemed to have been received once a written request and proof of payment of the prescribed request fee have been received by the Information Officer.

Upon receipt of the PAIA request, Doxa Deo shall endeavour to consider and provide a response to each request within the prescribed thirty (30) days. When necessary, Doxa Deo may extend the period of thirty (30) days for a further period of thirty (30) days in order to finalise the request.

11. CONSIDERING THE REQUEST

Requests for records for the purpose of criminal or civil proceedings are dealt with in terms of Chapter 2, Section 7 of the Act. Section 7(1) provides as follows:

“[T]he Act does not apply to a record of a private body if

- that record is requested for the purpose of criminal or civil proceedings;
- so requested after the commencement of such criminal or civil proceedings, as the case may be;
- the production of or access to that record for the purpose referred to in the first bullet above is provided in law.”

If section 7(1) applies to a request, then the requester must use the rules and procedures for the discovery of information related to the legal proceedings.

Doxa Deo may refuse access where requests are frivolous and/or vexatious.

12. DECISION OF DOXA DEO

As prescribed in section 25 of the Act, the Information Officer shall decide whether to grant the requested access to information and inform the requester accordingly.

The requester shall be notified of the decision in the most expedient manner possible.

If the request for access to information is refused by the Information Officer, the requester shall be provided with written reasons for such refusal.

13. RIGHT TO CHALLENGE DECISION

If a requester does not agree with the decision, the requester may apply, within 180 days of being advised of the Information Officer’s decision, to the High Court having jurisdiction, for an appropriate order.

A requester may also seek relief from any court with appropriate jurisdiction in respect of the following decisions of the Information Officer:

- the fees required to be paid; and/or
- the extension of the period within which the information will be provided.

14. AVAILABILITY OF THE MANUAL

This manual has been drafted to show Doxa Deo's commitment to leading by example in compliance with the Constitution, laws, and regulations of the Republic of South Africa.

The availability of this manual is not only in compliance with the requirements of PAIA, but also is an effort to truly run a transparent institution that is compliant and promotes the constitutional right of access to information.

15. UPDATING OF THE MANUAL

This manual will be updated periodically but not less frequent than once a year.