

# **SECTION 51 MANUAL**

**IN TERMS OF**

**THE PROMOTION OF ACCESS TO INFORMATION ACT, (NO 2 OF 2000)**

**INCORPORATING ADDITIONAL REQUIREMENTS OF**

**THE PROTECTION OF PERSONAL INFORMATION ACT, (NO 4 OF 2013)**

**FOR**

**EDUKAT (PTY) LTD**

(a company incorporated under the laws of the Republic of South Africa)

Company registration number: 2015/27099/07

(Hereinafter referred to as the "**Company**")

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## 1. INTRODUCTION

The Company provides education consulting, advisory services and solutions using data, and context-driven models. We believe in an integrated education ecosystem, where through collaborations and partnerships, we are able to provide relevant and timely solutions in improving student success outcomes and employability.

Our unique models involve consulting and strategically engaging with key stakeholders, as well as analysing and understanding our client's context and unique needs. This allows for the planning, implementation, monitoring and evaluation of our solutions, projects and programmes to yield the desired outcomes.

## 2. COMPANY CONTACT DETAILS: Switchboard: TBC

**Directors:** Mr. Katlego Thindisa

**Information Officer:** Mr. Katlego Thindisa

**Postal address:** Thornhill Office  
Park, Building  
10, 94 Bekker  
Road, Vorna  
Valley,  
Midrand,  
Gauteng, South  
Africa, 1686

**Street address:** 94 Bekker Road  
Vorna Valley  
Midrand  
Gauteng  
South Africa

## 3. THE ACT NO. 2 OF 2000

3.1 The Promotion of Access to Information Act 2 of 2000 ("PAIA Act"), the PAIA ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the PAIA Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the PAIA Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission ("SAHRC"), which will contain information for the purposes of exercising Constitutional Rights. The Guide will be available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

#### **4. AVAILABILITY OF THIS MANUAL**

A copy of this manual will be made available on the Company web site: [www.edukaf.co.za](http://www.edukaf.co.za) or by sending a request for a copy to the Company Information Officer and/or deputy Information Officer by email or postal address set out above.

#### **5. UPDATING OF THE MANUAL**

Amendments to, or a review of this manual, will take place on an ad hoc basis or at least once a year. Data subjects are advised to access the Company's website and other communication platforms periodically to keep abreast of any changes. Where material changes take place, data subjects will be notified directly or changes will be stipulated on the Company website and other communication platforms.

#### **6. PROCESSING OF PERSONAL INFORMATION**

The Company takes the privacy and protection of personal information very seriously and will only process personal information in accordance with the current South African privacy laws. Accordingly, the relevant personal information privacy principles relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion) will be applied to any personal information processed by the Company.

##### **6.1. THE PURPOSE OF PROCESSING OF PERSONAL INFORMATION**

We process personal information for a variety of purposes, including but not limited to the following:

- Conducting consulting, advisory, support, design and implementation of context-driven models to foster a success outcome for education institutions and the student ecosystem holistically;
- Provision of services and/or products to the data subjects;
- Conducting target market and/or client research;
- Business development, sales and marketing strategies;
- Complying with legal and regulatory requirements;
- Profiling data subjects for the purposes of direct and indirect marketing;
- To enter into a contract(s) and/or agreement(s) with the data subject;
- To perform any obligations under a contract and/or agreement(s) with the data subject;
- To protect a legitimate interest of the data subject (unless the data subject has specifically objected in writing to all or some of the processing activities on reasonable grounds); and
- To pursue our legitimate interests or the legitimate interests of a third-party (unless the data subject has specifically objected in writing to all or some of the processing activities on reasonable grounds).

##### **6.2. CATEGORIES OF DATA SUBJECTS AND PERSONAL INFORMATION**

## PROCESSED BY THE COMPANY (NOT AN EXHAUSTIVE LIST)

<b>Natural Persons</b>	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.
<b>Juristic Persons/Entities</b>	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; B-BBEE information.
<b>Contracted Service Providers</b>	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBEE information.
<b>Employees, Representatives and Directors</b>	Gender; pregnancy; marital status; colour, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; opinions; criminal record; general well-being.

## 7. NATURE OF SERVICES

At Edukat, we specialise in offering comprehensive education consulting, advisory services, data-driven solutions and context-driven models. Our core belief centres around creating an integrated education ecosystem that fosters collaboration and partnerships to deliver relevant and timely interventions aimed at enhancing student success and youth employability.

The company focuses on improving student success outcomes and youth employability through an integrated education ecosystem model, serving public and private education institutions, philanthropists, service providers, and government.

## 8. SCHEDULE OF RECORDS

Subjects and categories of records held by the Company:

- Financial records
- Operational records
- Correspondence records
- Internal policies and procedures
- Organogram of the Company
- Income tax records
- Personnel documents
- *Etcetera*

*The above-mentioned records are available from the Company subject to POPI and GDPR Regulations.*

## 9. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- Use the prescription form, available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za)
- Address your request to the Information Officer of the Company.
- Provide sufficient details too enable the Company to identify:
  - (a) The record(s) requested;
  - (b) The requester (and if an agent is lodging the request, proof of capacity;
  - (c) The form of access required;
  - (d) The postal address or fax number of the requester in the Republic;
  - (e) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
  - (f) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

## 10. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.
- The fee structure is available on the website of the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za).