



## **PAIA MANUAL**

**PREPARED IN TERMS OF SECTION 14 OF THE  
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (AS AMENDED)**

DATE OF COMPILATION: 11/11/2025

DATE OF REVISION: 11/11/2025

## 1 LIST OF ACRONYMS AND ABBREVIATIONS

<i>Term</i>	<i>Meaning</i>
<b>DIO</b>	Deputy Information Officer
<b>GDE</b>	Gauteng Department of Education
<b>IO</b>	Information Officer
<b>PAIA</b>	Promotion of Access to Information Act No. 2 of 2000 as Amended
<b>PFMA</b>	Public Finance Management Act No.1 of 1999 as Amended
<b>POPIA</b>	Protection of Personal Information Act No.4 of 2013
<b>Regulator</b>	Information Regulator
<b>RCL</b>	Representative Council of Learners
<b>SGB</b>	School Governing Body

## 2 PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

1. check the nature of the records which may already be available at Hoërskool Randburg, without the need for submitting a formal PAIA request;
2. have an understanding of how to make a request for access to a record of the Hoërskool Randburg;
3. access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. know all the remedies available from the Hoërskool Randburg regarding request for access to the records, before approaching the Regulator or the Courts;
5. the description of the services available to members of the public from the Hoërskool Randburg, and how to gain access to those services;
6. a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
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;
8. know if the Hoërskool Randburg 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
9. know whether the Hoërskool Randburg has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## 3 ESTABLISHMENT OF THE HOËRSKOOI RANDBURG

Hoërskool Randburg, located in Gauteng province, is a public school established on 17 January 1966 under the South African Schools Act (SASA), No 84 of 1996, as amended. The school functions as a juristic person in accordance with the provisions of the Act. Its professional management is overseen by the Principal, operating under the authority of the Head of Department of the Gauteng Department of Education (GDE).

Renowned for its academic excellence, Hoërskool Randburg has built a distinguished reputation in Randburg, Johannesburg. The school's legacy is reflected in the achievements of both its current students and alumni. Each year, learners excel in academics, sports, and cultural activities, demonstrating the high standards upheld by the institution.

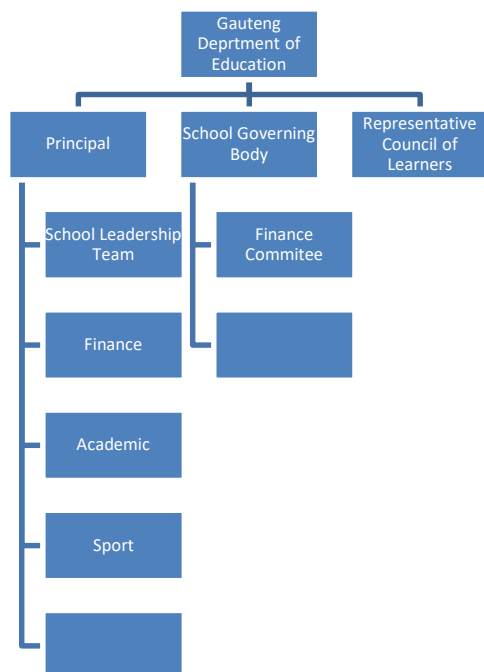
A broad spectrum of extracurricular opportunities is available, allowing learners to cultivate their interests and talents. These activities are supported by a rigorous standard of instruction that promotes intellectual development and equips graduates for success at tertiary institutions.

The school prioritizes personal growth, supporting learners in making informed life choices with integrity. There is a strong emphasis on value-driven norms rooted in Christianity, fostering compassion and preparing students to contribute meaningfully to society. Known as the "Blue Machine," Hoërskool Randburg stands as a bastion of Afrikaans education in northern Johannesburg, distinguished by its vibrant and united community.

Afrikaans serves as the language of learning and teaching at Hoërskool Randburg.

## 4 STRUCTURE OF HOËRSKOOL RANDBURG AND FUNCTIONS

### 4.1 Structure



## 5 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF HOËRSKOOL RANDBURG

### 5.1 Information Officer and Deputy Information Officer

**Information Officer** Pieter Booysen (Principal)  
**Telephone** 011 782 6226  
**Email** [pa.hoof@hsrandburg.co.za](mailto:pa.hoof@hsrandburg.co.za)

**Deputy Information Officer** Pieter Els  
**Telephone** 011 782 6226  
**Email** [Pieter.els@hsrandburg.co.za](mailto:Pieter.els@hsrandburg.co.za)

**Access to information general contacts**  
**Email** [ontvangs@hsrandburg.co.za](mailto:ontvangs@hsrandburg.co.za)

**Office**  
**Postal Address** 183 Malibongwe Drive, Fontainebleau, Johannesburg, 2194  
**Physical Address** 183 Malibongwe Drive, Fontainebleau, Johannesburg, 2194  
**Email** [ontvangs@hsrandburg.co.za](mailto:ontvangs@hsrandburg.co.za)  
**Website** [www.hsrandburg.co.za](http://www.hsrandburg.co.za)

## 6 DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY HOËRSKOOL RANDBURG

The decision of the Information Officer is final and binding. Hoërskool Randburg does not have internal appeal procedures. Therefore, the decision made by the Information Officer is final. Requesters who are dissatisfied with a decision of the Information Officer may exercise external remedies at their disposal. All complaints by a requester or a third party can be made to the Information Regulator or a court, in the manner prescribed below.

## 6.1 Complaints to the Information Regulator

The requester or third party may submit a complaint in writing to the Information Regulator, within 180 days of the decision to refuse a request for information, alleging that the decision was not in compliance with the provisions of the legislation. The Information Regulator will investigate the complaint and reach a decision, which may include a decision to investigate, to take no further action, to conciliate the matter or to refer the complaint to the Enforcement Committee. The Information Regulator may serve an enforcement notice confirming, amending, or setting aside the impugned decision, which must be accompanied by reasons.

## 6.2 Application to Court

An application to court may be brought in the ordinary course. For this purpose, any reference to an application to court includes an application to a relevant magistrate's court.

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

The Information Regulator has, in terms of section 10 (1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (the Guide) easily, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

- The Guide is available in each of the official languages of South Africa.
- The Guide contains the following information:
  - The objectives of PAIA and POPIA
  - How to request access to a record of a private body contemplated in section 50 of PAIA.
  - The assistance available from the Regulator in terms of PAIA and POPIA.
  - 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.
    - An internal appeal
    - A complaint to the Regulator; and
    - An application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body.
- The provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual.
- The provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively.
- The notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid for requests for access.
- The regulations made in terms of section 92 of PAIA.
- Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- The Guide can also be obtained
  - Upon request to the Information Officer
  - From the website of the Regulator (see: <https://info regulator.org.za/paia-guidelines/>)

# 8 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY HOËRSKOOL RANDBURG

Subjects on which the body holds records	Categories of records held on each subject
<i>Governance and management</i>	<ul style="list-style-type: none"><li>• Constitution of the SGB</li><li>• Minutes of meetings</li><li>• Minutes of SGB committees</li><li>• Details of members of the school governing body</li><li>• Public policies</li><li>• Internal policies</li><li>• PAIA Manual</li><li>• Skills Development Plan</li><li>• Employment equity plan</li><li>• Circulars and instructions from the GDE</li></ul>

**Subjects on which the body holds records**

**Categories of records held on each subject**

	<ul style="list-style-type: none"> <li>• Official school logbook</li> <li>• Copies of all examination question papers and accompanying memoranda</li> <li>• School timetable</li> <li>• Class registers</li> </ul>
<i>Finance</i>	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Monthly management accounts</li> <li>• Invoices</li> <li>• Credit notes</li> <li>• Receipts</li> <li>• Payment schedules</li> <li>• PAYE, SDL, UIF reports</li> <li>• Insurance policies and claims</li> <li>• Petty cash book</li> <li>• School fees</li> <li>• Applications for exemption from payment of school fees</li> <li>• Software licences</li> <li>• Assets register</li> </ul>
<i>Strategic Documents, Plans</i>	<ul style="list-style-type: none"> <li>• Annual Reports,</li> <li>• Strategic Plan,</li> <li>• Annual School report.</li> </ul>
<i>Human Resources</i>	<ul style="list-style-type: none"> <li>• HR policies and procedures.</li> <li>• Advertised posts.</li> <li>• Employees records.</li> <li>• Learning and development e.g. Skills development and training plans</li> <li>• Employment equity plan and statistics</li> <li>• Contracts of employment &amp; Personal files</li> <li>• Discipline register</li> <li>• Staff meeting minutes</li> <li>• Attendance register</li> <li>• Workman's Compensation claims</li> <li>• Appraisals</li> <li>• Applications and interview materials</li> </ul>
<i>Learners' academic and extra-curricular activities records, disciplinary record</i>	<ul style="list-style-type: none"> <li>• Quarterly progress report</li> <li>• Annual promotion schedules</li> <li>• Copies of NSC certificates/statement of results</li> <li>• Academic awards</li> <li>• Sports awards</li> <li>• Culture awards</li> <li>• Other awards</li> <li>• Learners' personal files (profiles)</li> <li>• Past Learners information</li> </ul>
<i>Safety</i>	<ul style="list-style-type: none"> <li>• Safety committee members' details</li> <li>• Incident register</li> <li>• Accident register</li> <li>• Safety committee quarterly meeting minutes</li> <li>• Safety report</li> </ul>
<i>News</i>	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Special letters to parents</li> <li>• School yearbook</li> </ul>
<i>Information Technology</i>	<ul style="list-style-type: none"> <li>• Information Systems</li> <li>• Network Security</li> <li>• Technology Assets</li> </ul>

## 9 CATEGORIES OF RECORDS OF HOËRSKOOL RANDBURG WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category	Document Type	Available on Website	Available upon request
<i>Tender document</i>	<ul style="list-style-type: none"> <li>Advertised tender</li> <li>Name of successful bidder</li> </ul>		X
<i>Legislation /Regulations</i>	<ul style="list-style-type: none"> <li>PAIA Manual</li> </ul>	X	X
<i>Strategic Documents (Plans and Report)</i>	<ul style="list-style-type: none"> <li>Organisational profile (Overview, Objectives, Functions, Architecture)</li> <li>Annual Reports;</li> <li>Strategic Plan;</li> <li>Annual Performance Plan;</li> <li>Strategic and Performance Plans</li> </ul>		X

## 10 SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE HOËRSKOOL RANDBURG AND HOW TO GAIN ACCESS TO THOSE SERVICES

The parents and learners of the school participate in the formulation of Policy through their elected representatives on the School Governing Body (SGB) and Representative Council of Learners (RCL) respectively.

## 11 PROCESSING OF PERSONAL INFORMATION

### 11.1 Purpose of Processing

Personal Information is processed to meet the following aspects:

#### Legal and Regulatory Compliance

- Meet Hoërskool Randburg's contractual and legal requirements
- Comply with regulator information requests and reporting obligations
- Share necessary data with the GDE

#### School Administration and Records

- Maintain accurate records of learners, educators, and employees
- Manage school administration efficiently

#### Communication and Stakeholder Engagement

- Communicate with vendors, partners, service providers, and stakeholders
- Address complaints and queries

#### Admissions, Employment, and Placement

- Support decisions on admissions, employment, and placements

#### Process Improvement and Security

- Enhance processes and services
- Oversee risk, security, and access control

## 11.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

<i>Categories of Data Subjects</i>	<b>Personal Information that may be Processed</b>	<b>Recipients</b>
<i>Prospective parents and current parents</i>	name, identification number, biographical information, contact details, employment details.	Only for internal use
<i>Prospective and current learners</i>	name, identity number, biographical information, contact details, academic history, medical information	Shared with the GDE as and when required by law.
<i>Service Providers</i>	name, company registration number/ identity number, biographical information, contact details, compliments or complaints.	Only for internal use.
<i>Prospective employees, current employees, consultants, interns and volunteers,</i>	name, identification number, biographical information, contact details; educational, employment and criminal history, biometric and health information, psychometric assessments and references, background checks.	Only for internal use. South African Police Services South African Qualifications Authority Credit Bureaus GDE
<i>Current employees, consultants, interns</i>	Account information, performance reports and skills/training reports.	Only for internal use.

## 11.3 Planned transborder flows of personal information

Hoërskool Randburg may transfer personal information outside South Africa to:

- Communicate using an email address which you give us that is hosted outside South Africa
- Administer certain services, for example, cloud and IT services.

We will ensure that any authorised party that we pass personal information to for processing is subject to a binding agreement or is required by local data protection law or regulation to treat personal information with the same level of protection as we are obliged to.

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

Hoërskool Randburg takes appropriate technical and organisational measures designed to ensure that personal data remains protected and secure against unauthorised or unlawful processing or access and against accidental loss, destruction or damage.

Personal information is stored on secured servers, personal computers and mobile devices and in secure manual record-keeping systems.

A range of physical, electronic, and other security measures have been deployed to protect the security, confidentiality and integrity of the personal information that we hold. Examples include the following:

- We control access to our information systems is controlled through identity and access management controls.
- Employees and our contracted service providers are bound by internal information security policies and must process information securely.
- All employees must complete training about privacy and information security.

## 12 AVAILABILITY OF THE MANUAL

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

- English
- Afrikaans
- TBC

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

TEL: (011)782 6226/7 • FAKS: 0866 517 902 • 183 Malibongwe Rylaan  
EPOS: [ontvangs@hsrandburg.co.za](mailto:ontvangs@hsrandburg.co.za) • WEBWERF: [www.hsrandburg.co.za](http://www.hsrandburg.co.za)

- on [www.hsrandburg.co.za](http://www.hsrandburg.co.za);
- at the head office of the public body for public inspection during normal business hours;
- to any person upon request and upon the payment of a reasonable prescribed fee; and
- to the Information Regulator upon request.

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.

### **13 Access procedure**

A requester requiring access to information held by Hoërskool Randburg must complete the Access Request. If a manual form is completed it must be submitted to the Information Officer at the postal address, physical address or email address provided.

The Access Request Form must contain sufficient details to enable the Information Officer to identify the following:

- The records requested.
- The proof of identity of the requester.
- The form of access required if the request is granted.
- The email address, postal address or fax number of the requester
- If the request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request.
- This information must be to the reasonable satisfaction of the Information Officer, and the requester must clearly disclose the right they wish to protect.
- If a person is unable to complete the prescribed form because of illiteracy or disability, they may make the request orally.
- The requester will be informed whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, the requester must state the manner and the particulars so required.
- A copy of the manual form (Form 2) can be downloaded from the Information Regulator's website at:  
<https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

### **14 UPDATING OF THE MANUAL**

Hoërskool Randburg will, if necessary, update and publish this Manual annually.

#### **14.1 Issued by**

Pieter Booysen

Principal

1 November 2025