



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sports, Arts and Culture

## **ACCESS TO INFORMATION MANUAL**

### **(JULY 2021)**

Prepared in terms of Section 14 of the Promotion of Access to  
Information Act, 2000 (Act 2 of 2000) for  
**NATIONAL FILM AND VIDEO FOUNDATION (NFVF)**

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### 1. PREAMBLE

This Manual is compiled in accordance with **Section 14 of the Promotion of Access to Information Act 2 of 2000 (PAIA)**, which mandates Public Bodies to draft, implement and maintain a Manual that will assist Requestors and Data Subjects to access information held by the Public Body, subject to legislative limitations. Section 14 further contains the minimum requirements for a PAIA Manual.

The National Film and Video Foundation (NFVF) is a Public Body as defined in the Act and was created under statute by the **National Film and Video Foundation Act, 73 of 1997**. The NFVF acts as an agency of the Department of Sport, Arts and Culture that was created to ensure the equitable growth of South Africa's film and video industry.

The NFVF is committed to the observance of and compliance with the directives of PAIA which gives effect to the right to access to information provided in section 32(1) Constitution. The Manual observes

the key principles of good governance, transparency, and accountability. In the pursuit of its objectives the NFVF encourages the sharing of information with Requesters and members of the public as optimally as is possible. This information Manual is drafted to give effect to this right.

This Manual contains the processes and procedures required to be followed by a Requester or Data Subject to request access to information held by the NFVF and further details how the NFVF will assist in these access requests.

This Manual also contains the forms that need to be completed and the fees levied to process an access to information request.

PAIA does not function independently and should be read with the relevant provisions of the **Protection of Personal Information Act, 4 of 2013 (POPIA)** which commenced on 1 July 2020 and has empowered to the Information Regulator to oversee Information Officers appointed in terms of PAIA.

The NFVF is committed to upholding the Personal Information protection mechanisms contained in POPIA and balancing that protection with the lawful disclosures mandated by PAIA.

Data Subjects are empowered to request access to their Personal Information held by a Responsible Party through a PAIA access request.

## 2. DEFINITIONS AND ABBREVIATIONS

For the purpose of this Section 14 Manual (the Manual), unless the context otherwise indicates, the following terms shall mean:

- 2.1. **Access Fee** means the fee payable by the Requester to process an Access Request for Records held by the NFVF. The fee is charged according to Section 22(6) of the Act.
- 2.2. **Access Request** means a request for access to information, in the form of Records or Personal Information, made by a Requester using the prescribed form.
- 2.3. **Data Subject** means a natural or juristic person to which Personal Information processed by the NFVF relates.
- 2.4. **Deputy Information Officer** means the person/s appointed by the Information Officer in the delegation of duties as provided for in Section 17 of PAIA. Deputy Information Officers may process access to information requests.
- 2.5. **Information Officer** means, in relation to the NFVF, the Chief Executive Officer and is appointed in terms of both PAIA and POPIA to oversee access to information requests and the protection of personal information processed by the NFVF.
- 2.6. **Manual** means this Section 14 PAIA Manual drafted to give effect to the right of access to information of Records held by the NFVF.
- 2.7. **Minister** means the Minister for the Ministry of Sport, Arts and Culture.
- 2.8. **National Film and Video Foundation (NFVF)** means the Public Body acting as an agency of the Department of Sport, Arts and culture and the drafter of this Manual.
- 2.9. **Personal Information** means information about an identifiable individual, including but not limited to –
  - a) Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of an individual;
  - b) Information relating to the education or medical, criminal or employment history of the individual or information relating to the financial transactions in which the individual has been involved;
  - c) Any identifying number, symbol or other particular assigned to an individual;
  - d) The address, fingerprints, or blood type of the individual;

- e) The personal opinions, views or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or prize to be made to another individual;
- f) Correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) Views or opinions of another individual about the individual;
- h) The views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual; and
- i) The name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

2.10. **Promotion of Access to Information Act 2 of 2000 (PAIA/the Act)** mean the national legislation in the Republic of South Africa which provides for the right of access to any information held by the State, and any information held by public or private bodies that is required for the exercise and protection of any rights.

2.11. **Record** is any recorded information, regardless of form or medium, in possession or under the control of the NFVF, whether or not it was created by the NFVF.

2.12. **Requester** is any person other than a Public Body making a request for access to a Record of the NFVF, or a person making a request on behalf of another person.

2.13. **SAHRC** means the South African Human Rights Commission who has published guides on how to use PAIA in the defence or prosecution of rights.

### 3. EXCLUSIONS

The NFVF is a single agency operating under the Ministry of Sport, Art and Culture. The NFVF is not in possession or control of all records held by the Ministry.

Additionally, NFVF makes use of multiple third-party service providers and partners. The NFVF does not retain copies of all Records generated in accordance with these relationships. However, pursuant to **Section 19 of PAIA**, NFVF will exercise its duty in assisting a Requester to access these Records, barring any lawful exemption that prohibits the disclosure of the Records.

### 4. PUBLIC ENTITIES TO WHICH NFVF IS AFFILIATED

Through the Ministry of Sport, Art and Culture, the NFVF is affiliated with the following public bodies:

Name of Body	Contact Information	Mandate	Purpose
The Ministry of Sports, Arts and Culture	<b>Tel:</b> (+27) 12 441 3000 <b>Fax:</b> (+27) 12 441 3699 <b>Email:</b> <a href="mailto:info@dac.gov.za">info@dac.gov.za</a> <b>Website:</b> <a href="http://www.dac.gov.za/#">http://www.dac.gov.za/#</a> <b>Address:</b> Sechaba House (VWL Building), 202 Madiba Street, Pretoria.	The Constitution of South Africa, 1996	Coordinate and facilitate national programs on the development and promotion of local sports, and culture as well as the promotion and protection of South African heritage.
National Arts Council of South Africa	<b>Tel:</b> (+27) 11 838 1383 <b>Fax:</b> (+27) 11 838 6363 <b>Email:</b> <a href="mailto:info@nac.org.za">info@nac.org.za</a> <b>Website:</b> <a href="http://www.nac.org.za/">http://www.nac.org.za/</a> <b>Address:</b> 66 Margaret Mcingana Street (Cnr Gwigwi Mrwebi) Johannesburg South Africa	National Arts Council Act 56 of 1997	Provides funding on proposals by applicants according to seven art disciplines including dance, literature, multi-discipline, theatre and musicals, visual arts and crafts.
South African Heritage Resources Agency	<b>Tel:</b> (+27) 21 462 4502 <b>Fax:</b> (+27) 21 462 4509 <b>Website:</b> <a href="http://www.sahra.org.za/">http://www.sahra.org.za/</a> <b>Address:</b> 111 Harrington Street Cape Town, 8001	National Heritage Resources Act, 25 of 1999	Identify and promote heritage resources in South Africa and develop norms and standards for the management of heritage resources.

## 5. INTRODUCTION TO THE NFVF

### 5.1. The NFVF's Vision

The NFVF seeks to be a world-class development and funding agency committed to nurturing, promoting and protecting South Africa's film and television industry. The NFVF harnesses the strength of South Africa's diversity to transform the sector and deliver a flourishing audio-visual economy to the benefit of all.

### 5.2. The NFVF's Mission and Objectives

The NFVF collaborates with all stakeholders to enable the development and promotion of a transformed and thriving audio-visual industry. In achieving this, the NFVF has the following objectives:

- Increase the number of South African films and the previously disadvantaged persons producing them;

- Increase audience access to South African films;
- Increase the number of trained persons in the industry, particularly in areas with scarce skills;
- Promote the South African film industry locally and internationally;
- Promote social cohesion and the expression of the nations story through film.

### **5.3. Description of the NFVF's Programs and functions**

The NFVF has various ongoing programs as well as temporary programs that run according to a limited application window. The following are ongoing or recurring NFVF programs:

#### **Funding**

The NFVF provides film and video related funding along the following categories:

- Education and Training;
- Development of feature films, documentaries and television concepts;
- Production of feature films and documentaries content;
- Special projects such as slates; and
- Marketing and distribution.

The NFVF accepts applications for funding in these categories throughout the year from individuals or organisations.

The NFVF Funding Policy contains a detailed breakdown on how funding is considered and the criteria applied.

#### **South African Film and Television Awards (SAFTA)**

The SAFTAs are an award ceremony hosted annually by the NFVF in collaboration with external partners. The SAFTAs honour, celebrate and promote the creativity, quality and excellence of South African Film and Television talent and productions.

### **5.4. The Functions of the NFVF**

Section 4 of the of the NFVF Act states the functions of the Foundation as –

- a) Render support including, but not limited to financial support, advice and information to any person, organisation or institution in audio-visual sector;
- b) Determine which field of the film and video industry should have preference for the purpose of support thereof;
- c) Investigate and determine the need for support of any person, organisation or institution;

- d) Conduct research into any field of the film and video industry;
- e) Establish, compile, and maintain databases including, but not limited to databases of persons, organisations, institutions, equipment and facilities connected with the film and video industry;
- f) Make bursaries and loans available to students for local and overseas studies;
- g) liaise with a member of the executive council of each province designated by the Premier of the Province, in order to promote the film and video industry more effectively throughout the Republic and to ensure co-ordination in the distribution of funds at national and provincial level;
- h) Make funds available to the members contemplated in paragraph (g) for such distribution as the Council may determine;
- i) Nationally and internationally facilitate and promote liaison between individuals and institutions;
- j) Make grants and grant loans to any person, organisation or institution in order to provide facilities to support the development and promotion of the film and video industry;
- k) Co-operate with any person, organisation and institution;
- l) Enter into agreements with any person organisation or institution upon such conditions as may be agreed upon;
- m) Purchase or otherwise acquire, or possess, hire, alienate, let, pledge or otherwise encumber movable and with the approval of the Minister Granted with the concurrence of the Minister of Finance, immovable property;
- n) with the approval of the Minister, granted with the concurrence of the Minister of Finance, on such terms and against such security as may be agreed upon, raise money by way of loans; and
- o) Generally, do everything which is necessary to achieve its objects.

## 6. GUIDE ON USING THE ACT

**Section 10 of PAIA** mandates the SAHRC to compile a guide on advising Requesters on how to use the Act for the purpose of exercising any right contained in the Act.

The SAHRC has successfully published the guide in each of South Africa's eleven official languages. These guides can be accessed on the SAHRC website. Further information on the PAIA guide can be accessed from:

The PAIA Unit at the South African Human Rights Commission



The Research and Documentation Department

Private Bag X2700 Houghton 2014

Telephone: +27 (0)11 877 3600

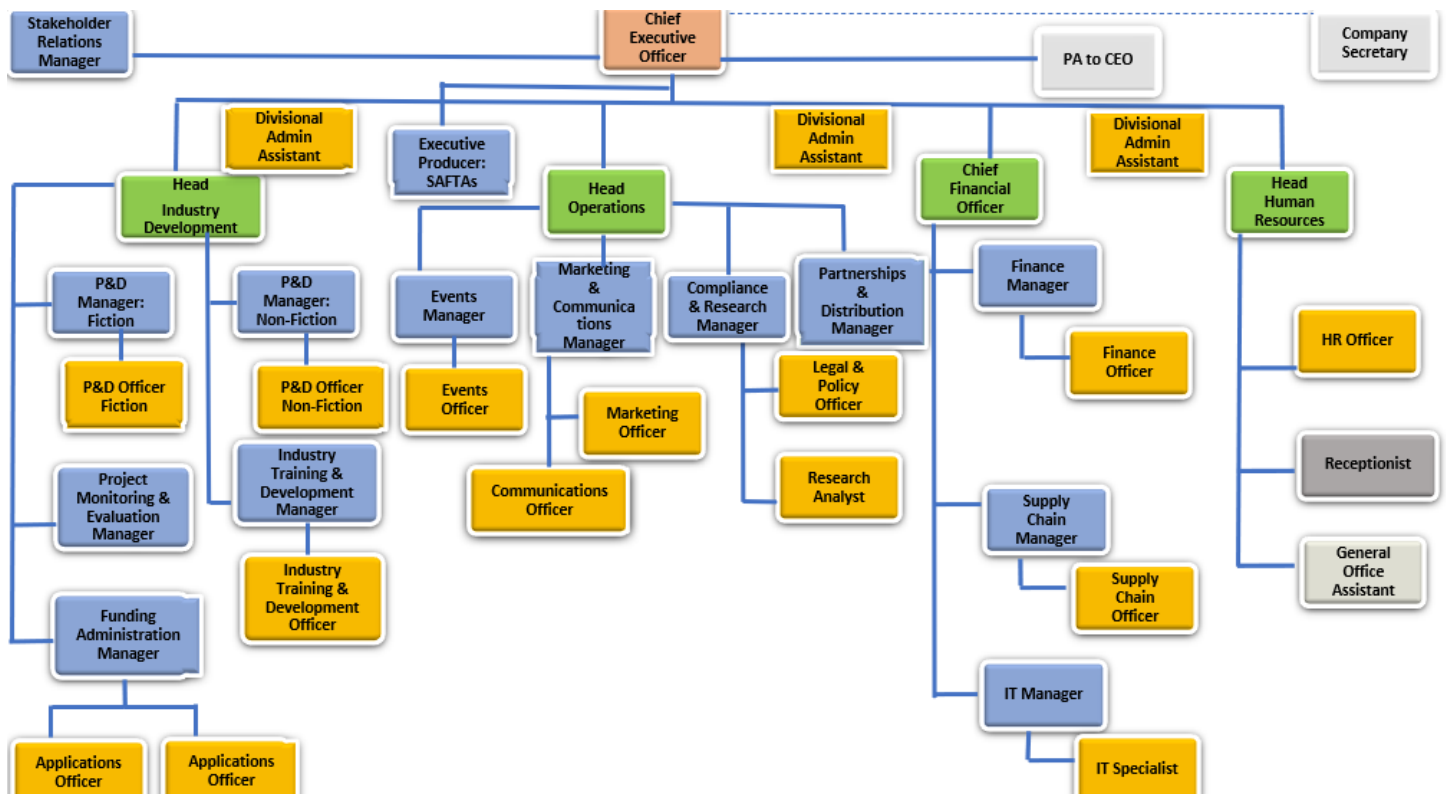
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## 7. CONTACT DETAILS

Name	Designation	Contact Details	PAIA Role
Ms Makhosazana Khanyile	Chief Executive Officer	<b>Tel:</b> (+27) 11 483 0880 (Ext: 106) <b>Fax:</b> (+27) 11 483 0081 <b>Email:</b> <a href="mailto:MakhosazanaK@nfvf.co.za">MakhosazanaK@nfvf.co.za</a> <b>Address:</b> 87 Central Street Houghton Johannesburg 2198	Chief Information Officer
Mr Zanoxolo Koyana	Chief Financial Officer	<b>Tell:</b> (+27) 11 483 0880 (Ext: 110) <b>Fax:</b> (+27) 11 483 0081 <b>Email:</b> <a href="mailto:ZanoxoloK@nfvf.co.za">ZanoxoloK@nfvf.co.za</a> <b>Address:</b> 87 Central Street Houghton Johannesburg 2198	Deputy Information Officer

## 8. CORPORATE STRUCTURE OF THE NFVF



## 9. RECORDS IN POSSESSION OF THE NFVF

9.1. As a Public Body the NFVF is in possession of many records falling under various categories. Some records are automatically made available and are published free of charge, other records are subject to request through the PAIA process detailed in this Manual.

9.2. The NFVF holds Records in accordance with the following categories:

a) **Sector Information**

The NFVF through the exercise of its mandate has an in depth understanding of the South African film and television sector including analytical information, stakeholder information and broad information pertaining to South African produced films and television shows.

b) **Funding Records**

The NFVF funds South African film and television projects as earlier described in this Manual. Records of successful and unsuccessful funding applicants are kept with the NFVF. Included in funding records are the proposals for funding received by the NFVF.

c) **Sector Research**

The NFVF conducts research into the South African film and television sector in order to compile reports. Some of these reports are published by the NFVF and can be accessed without a PAIA request.

d) **Stakeholder Database**

The NFVF is mandated to develop and maintain a database of all film and video stakeholders in South Africa including producers, directors, crews, screen writers, organisations, facilities and equipment.

e) **Bursaries**

The NFVF is mandated to make bursaries available for local students studying aspects relevant to the film and television sector.

f) **Ministerial Directions**

The NFVF as an agency of the Ministry of Sports, Arts and Culture, is subject to directions of the Minister which may include:

- I. Advise the Minister on matters relating to the film and video industry;
- II. Publish information on the NFVF's objects and functions;
- III. Perform such duties in respect of the NFVF's objects as the Minister may assign to it;
- IV. Undertake or procure the undertaking of investigations and research concerning the NFVF's objects as the Minister may assign to it;
- V. In conjunction with the Department of Trade and Industry and the Department of Education, investigate the viability of a national film school;
- VI. Promote the distribution and showing of local films and videos through South Africa;
- VII. Liaise with the Independent Broadcasting Authority to encourage the use of local content on television;
- VIII. Approach the film and video industry and other interested parties for financial contributions to the Film and Video Initiative.

The NFVF will facilitate Access Requests to any Records derived from the above activities except to the extent that any ground of Chapter 4 of PAIA (Grounds for Refusal of Access to Records) arises.

g) **Internal Administration**

The NFVF is headed by a Council established in terms of Section 6 of the Act. Records pertaining to current and past Council members as well as matters pertaining to Council member meetings are kept by the NFVF.

Records pertaining to the Executive Committee of the Council are also stored by the NFVF.

h) **Advisory Panels**

The NFVF is empowered to form advisory councils for every field of the film and video industry. Advisory panels consist of a members who have achieved a level of distinction within the field they advise.

i) **Employees and Staff**

The NFVF is empowered to employ any number of staff required to fulfil its functions.

Records pertaining staff requirements, staff expertise and duties are kept by the NFVF.

j) **Financial Records**

The NFVF obtains funds from the following sources –

- I. Money allocated by Parliament;
- II. Money paid to the Council by users of NFVF services;
- III. Donations and contributions from any source;
- IV. Interest on investments made by the Council;
- V. Income derived from any other source; and
- VI. Funds from the Film and Video Initiative and the Film Development Fund, respectively established under Section 18 of the NFVF Act.

Records relating to the finances of the NFVF and the Council are kept by the NFVF.

## 10. RECORDS AUTOMATICALLY DISCLOSED

Whether published on its website or through any other means, the NFVF makes several records automatically available free of charge. These include:

### 10.1. Research Reports

Compiled as part of the mandate of the NFVF to conduct research into understanding aspects of the film and video sector. Box office reports are published on the NFVF's website.

### 10.2. The South African Film and Television Awards (SAFTAs)

The NFVF publishes information pertaining to the SAFTAs, including:

- I. Information about the awards ceremony;
- II. How to apply for the SAFTAs;
- III. Information on previous winners;
- IV. Social media accounts for the SAFTAs.

### **10.3. Funding Information**

As part of its core mandate to develop the South African film and television sector, the NFVF has published the following information pertaining to its funding processes:

- I. An overview of the funding process;
- II. The development funding process for persons or organisations which require funding to develop a concept or idea;
- III. Production funding process for feature films, short films and documentaries;
- IV. Education and training funding for skills development;
- V. Marketing and distribution funding to promote local films and television content.
- VI. Funding cycles and approvals; and
- VII. Forms to request funding.

### **10.4. Filmmaking in South Africa**

Pertaining to filmmaking in South Africa, the NFVF has published the following information on its website:

- I. An overview of filmmaking in South Africa;
- II. Information on co-production treaties, guidelines and application forms;
- III. Incentives for locally produced film and television content;
- IV. A database of film crew and specialists;
- V. A database of film and television organisation stakeholders in South Africa;
- VI. A database of filming locations in South Africa; and
- VII. A script editors database and tips to assist screen writing techniques.

### **10.5. A Database of South African Films**

The NFVF has published a database of locally produced films and television shows as well as a list of films currently showing.

### **10.6. Festivals and Events**

The NFVF has published a list of festivals and events relevant to the film and television sector in South Africa.

## 11. PROTECTION OF PERSONAL INFORMATION ACT

11.1. The NFVF processes and stores Personal Information of Data Subjects. All processing of Personal Information is conducted in accordance with the NFVF's Privacy Policy and the Protection of Personal Information Act. For further information on what Personal Information we collect, what safeguards we apply and what your Data Subject rights are, please consult our Privacy Policy.

In addition to the rights detailed in our Privacy Policy, for the purposes of this Manual, attention is brought to the following Data Subject rights:

### 11.1.1. Right to access Personal Information

As a Data Subject you have the right to request access to your Personal Information that we hold or are processing. A request for access to Personal Information can be completed using Annexure A. **A request for access to Personal Information is not subject to the payment of Fees.**

### 11.1.2. Right to object to processing of Personal Information

As a Data Subject you have the right to object to us collecting or processing your Personal Information. To lodge an objection to the processing of your Personal Information, you are required to complete and submit the Form contained in Annexure 3.

### 11.1.3. Right to correct or delete Personal Information

As a Data Subject you have the right to correct or delete any of your Personal Information we have under our control. In order to request the correction or deletion of your Personal Information, you are required to complete and submit the Form contained in Annexure 4.

## 12. SECTION 18(1) ACCESS REQUEST PROCEDURE

12.1. The NFVF has implemented the following process through which a Requestor may make an Access Request for any Record held by the NFVF.

### 12.1.1. Step 1: Application

To request any Record held by the NFVF the Request Form (Annexure A) should be completed and delivered to our officers through any of the following processes –

By Post	By Hand	By Email
Private Bag X04, Northlands, 2116	87 Central Street Houghton Johannesburg Gauteng 2198	<a href="mailto:paia@nfvf.co.za">paia@nfvf.co.za</a>

As provided for in Section 22(1) of the Act, the NFVF will levy a fee of R35.00 to process an Access Request. This Fee does not apply to personal requestors, that is Data Subjects requesting access to Personal Information on them held by the NFVF. The Fee is payable in cash when a Access Request form is delivered in hand or is subject to a bank deposit with proof of payment in any other instance.

The Access Request Fee may be deposited into the following bank account:

**Bank: FIRST NATIONAL BANK**

**Branch: BANKCITY**

**Branch Code: 250805**

**Name of Account: PUBLIC SECTOR CHEQUE  
ACCOUNT**

**Account Number: 62016286438**

**Reference: PAIA LEVY FEE (NAME OF REQUESTOR)**

#### 12.1.1.2. Step 2: Validation of Request

Any Access Requests are forwarded to the Deputy Information Officer of the NFVF who will make the decision on whether to accept or reject the Access Request.

Access Requests are only rejected by the NFVF where any of the following Chapter 4 Ground for Refusal of Access to Records (Sections 33-46 of PAIA) apply:

- I. Section 34: Mandatory protection of privacy of a third party natural person;
- II. Section 35: Mandatory protection of certain South African Revenue Service Records;
- III. Section 36: Mandatory protection of commercial information of third party;
- IV. Section 37: Mandatory protection of certain confidential information, and protection of certain other confidential information of third party;
- V. Section 38: Mandatory protection of safety of individuals, and protection of property;

- VI. Section 39: Mandatory protection of police dockets, bail proceedings, and protection of law enforcement and legal proceedings;
- VII. Section 40: Mandatory protection of records privileged from production in legal proceedings;
- VIII. Section 41: Defence, security and international relations of South Africa;
- IX. Section 42: Economic interests and financial welfare of South Africa and commercial activities of public bodies;
- X. Section 43: Mandatory protection of research information of third party, and protection of research information of public body;
- XI. Section 44: Operations of public body.

Should an Access Request be rejected on any of the above legislated ground, the Deputy Information Officer will inform the Requestor of the rejection and cite the relevant Section and Subsection of PAIA.

Where an Access Request is granted, the Deputy Information Officer will inform the Requestor of the outcome of the Access Request.

#### 12.1.3. **Step 3: Processing of Records**

Where the Access Request has been accepted the NFVF will begin compiling the necessary records. Processing of Records may take up to, but not longer than 30 days.

#### 12.1.4. **Step 4: Granting of Access to Records**

Records are provided in electronic format. Where a Record does not exist in electronic format, the Requestor is liable to pay an Access Fee to enable the scanning or transcribing of the Record into electronic format.

The Requester may elect to inspect a physical Record that is not in electronic format at the premises of the NFVF. These inspections are subject to prior arrangement with the Deputy Information Officer.

## 13. GENERAL INFORMATION

13.1. Under Section 19 of PAIA, the NFVF has a duty to assist a Requester in making an Access Request to the NFVF or to another Public Body.

The Deputy Information Officer will provide any such assistance as required to ensure the Requester can make a valid Access Request.



13.2. The NFVF will transfer an Access Request to another public body according to the provisions of Section 20 of PAIA, namely if –

- I. The Record requested is not in the possession of the NFVF but is in the possession of another Public Body;
- II. The Record's subject matter is more closely connected to the functions of another Public Body;
- III. The Record contains commercial information on which any other public body has greater commercial interest.

In any event, the Requester will be notified of the transfer, reasons for the transfer and a new date by when the Access Request must be dealt with by the new public body.

13.3. The NFVF may under Section 24 of PAIA defer granting delivery of a Record subject to a successful Access Request where –

- I. The Record is set to be published within 90 days;
- II. The Record is required by law to be published but has yet to be published;
- III. The Record is prepared for submission to any legislature but has yet to be submitted.

13.4. The Deputy Information Officer will notify the Requester of the outcome of his or her Access Request within 30 days of the receiving the Request. Section 26 allows this period to be extended by another 30 days when –

- I. The Access Request is for a large number of Records or requires a search through a large number of Records;
- II. The Access Request requires a search for Records in offices of the public body not situated in the same time or city as the office of the Deputy Information Officer;
- III. Where the NFVF is required to conduct consultations across multiple internal departments or where the NFVF is required to consult with another public body; or
- IV. The Requester has consented to the extension.

13.5. Where an Access Request has been denied, the Requester is entitled to –

- I. Lodge an internal appeal;
- II. Lodge a complaint with the Information Regulator; or
- III. File a Court application.

## 14. FEES

14.1. Section 22 of the Act provides for Fees which are calculated according to a schedule of the Regulations.

14.2. Fees are leveraged against Requestors making an Access Requests other than an Access Request for Personal Information.

14.3. The Fee leveraged for an Access Request is R35.00 excluding Value Added Tax.

14.4. Where a physical document is requested, fees are calculated, in addition to the R35.00 as follows –

- I. **R 0,60** for every photocopied A4 page;
- II. **R 0,40** for every printed A4 page;
- III. **R 22,00** for a transcription of visual images;
- IV. **R 60,00** for a copy of visual images;
- V. **R 12,00** for a transcription of audio file onto an A4 page;
- VI. **R 17,00** for a copy of the audio file.

The NFVF will leverage a further Fee of **R 15,00** per hour for each hour or part thereof, excluding the first hour, required to prepare the Records for disclosure.

14.5. The following persons are exempt from paying the Fees detailed in this Manual –

- I. A single Requester who has a net annual income does not exceed **R 14, 712.00**; or
- II. A married or life partner Requester who's combined net annual income does not exceed **R 27,192.00**.

## 15. APPEAL

15.1. A Requester may lodge an internal appeal against a decision of the Deputy information officer concerning –

- I. A refusal of the Access Request;
- II. A dispute concerning Fees;
- III. A dispute concerning the extension of the period to handle the Access Request; and
- IV. A dispute concerning the form in which access was granted.

15.2. An internal appeal shall be lodged using the Form contained in Annexure B.

15.3. The internal appeal shall follow the prescribed process –

- I. The appeal must be lodged within 60 days of the dispute arising;
- II. If a third party requires notice of the appeal, the appeal shall be lodged within 30 days of notice been given;

- III. The appeal must be delivered to the Information Officer at either the physical address, fax address or email address;
- IV. The appeal must identify the subject of the appeal and state the reasons for the appeal;
- V. If the appellant wishes to be informed of the outcome of the appeal in a means other than writing, the appellant must state the manner and provide the required particulars;
- VI. The appeal must be accompanied by the prescribed appeal fee (the outcome of the appeal may be deferred until payment is made);

15.4. An appeal lodged after the expiry date will be allowed where the appellant can show good cause for the late filing. Where the late filing of the appeal is not granted, the appellant will be notified.

15.5. Within 10 business days after receipt of the appeal on the prescribed Form (Annexure B) the Information Officer will submit to any relevant authority –

- I. The appeal together with the reasons for the decision made;
- II. If the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and email address (whichever is available) of any third party that must be notified of the request.

The Minister of Sports, Art and Culture serves as the final authority for appeals within the NFVF.

## 16. ANNEXURES

### Annexure A – PAIA REQUEST FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000)

[Regulation 6]

<b>FOR DEPARTMENTAL USE</b>	
Reference Number: _____	
Request received by _____ (state rank, name and surname of Information Officer / Deputy Information Officer) on _____ (date) at _____ (place).	
Request fee (if any):	R _____
Deposit (if any):	R _____
Access fee:	R _____
_____ SIGNATURE OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICER	

**A. Particulars of public body**

The Information Officer / Deputy Information Officer:

**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.<br>(b) The address and/or fax number in the Republic to which the information is to be sent must be given.<br>(c) Proof of the capacity in which the request is made, if applicable, must be attached. |
|---|

Full names and surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email 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 known to you, to enable the record to be located.  
(b) if the space provided is inadequate, please continue on a separate folio and attach 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 the record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

(a) A request for access to a record, other than a record containing personal information about entities or natural persons, will be processed only after a **request fee** has been paid.  
(b) You will be notified of the amount required to be paid as a request fee.  
(c) The **fee payable for access** to a record depends on the format in which access is requested 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**

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 below, state your disability and indicate in which format the record is required.

Disability:		Format in which record is required:			
<p>Mark the appropriate box with an <b>X</b>.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the format in which the record is available.</p> <p>(b) Access in the format requested may be refused in certain circumstances. In such case, you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the format in which access is requested.</p>					
<b>1) If the record is in written or printed form:</b>					
	Copy of record		Inspection of record		
<b>2) If the record consists of visual images:</b> (This includes photographs, slides, video recordings, computer generated images, sketches, etc):					
	View the images		Copy of the images		Transcription of the images
<b>3) If the record consists of recorded words or information which can be reproduced in sound:</b>					
	Listen to the soundtrack / audio		Transcription of the soundtrack / audio (written or printed document)		
<b>4) If record is held on computer or in an electronic or machine-readable form:</b>					
	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? <b>Postage is payable</b>				Yes	No
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.					
In which language would you prefer the record?					

**G. 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?

\_\_\_\_\_

Signed at this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS  
MADE

# Annexure B – PAIA FORM B

## NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000)

### [Regulation 8]

STATE YOUR REFERENCE NUMBER:

\_\_\_\_\_

#### A. Particulars of public body

The Information Officer / Deputy Information Officer:

#### B. Particulars of requester / third party who lodges the internal appeal

- (a) The particulars of the person who lodges the internal appeal must be given below.
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Capacity in which the internal appeal is lodged, on behalf of another person:

\_\_\_\_\_



**C. Particulars of requester**

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

**D. The decision against which the internal appeal is lodged.**

Mark the decision against which the internal appeal is lodged with an <b>X</b> in the appropriate box:	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of Section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of Section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of Section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	Decision to grant request for access

**E. Grounds for appeal**

If the space provided is inadequate, please continue on a separate folio and attach it to this form. **You must sign all additional folios.**

State the grounds on which the internal appeal is based: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State any other information that may be relevant in considering the appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Notice of decision on appeal**

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify and provide the necessary particulars to enable compliance with your request.

State the manner: \_\_\_\_\_

Particulars of manner: \_\_\_\_\_

Signed at this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on \_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_ (state rank, name and  
surname of information officer / deputy information officer).

Appeal accompanied by the reasons for the Information Officer's / Deputy Information  
Officer's decision and, where applicable, the particulars of any third party to whom or  
which the record relates, submitted by the Information Officer / Deputy Information  
Officer on \_\_\_\_\_ (date) to the relevant authority.

OUTCOME OF APPEAL:

Decision of Information Officer / Deputy Information Officer Confirmed / New Decision  
Submitted

New Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Relevant Authority

\_\_\_\_\_  
Date

Received by the Information Officer / Deputy Information Officer from the Relevant  
Authority on \_\_\_\_\_ (date).

# ANNEXURE C: POPIA FORM 1

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, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection 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 applicable.*

A	DETAILS OF 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 / email	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party	
Residential, postal or business address:	
	Code (    )

Contact number(s):	
Faxe number / email address	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at \_\_\_\_\_ (place) this \_\_\_\_\_  
day of \_\_\_\_\_ (month) 20 \_\_\_\_\_ (year)

\_\_\_\_\_  
*Signature of data subject / designated person*

## ANNEXURE D: POPIA FORM 2

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 objection 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 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 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 / email address	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of responsible party	
Residential, postal or business address:	<div style="text-align: right;">Code (    )</div>
Contact number(s): Fax number / email address	
<b>C</b>	<b>INFORMATION TO BE CORRECTED / DELETED / DESTROYED / DESTROYED</b>
<b>D</b>	<p>REASONS FOR THE 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</p> <p>REASONS FOR THE 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 AUTHORIZED TO RETAIN.</p> <p>(Please provide detailed reasons for the request)</p>


Signed at \_\_\_\_\_ (place) this \_\_\_\_\_ day of  
\_\_\_\_\_ (month) 20\_\_\_\_ (year).

\_\_\_\_\_  
*Signature of data subject/designated person*