



**PAIA MANUAL
OF
ST ALBAN'S COLLEGE
PRIVATE SCHOOL
NPO REGISTRATION NO.:004353
PBO REGISTRATION NO.: 930/005/135**

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

DATE: 26/06/2026

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1. LIST OF ACRONYMS AND ABBREVIATIONS

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|-----|--------------------|---|
| 1.1 | “IO“ | Information Officer; |
| 1.2 | “Minister” | Minister of Justice and Correctional Services; |
| 1.3 | “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.4 | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 1.5 | “Regulator” | Information Regulator; and |
| 1.6 | “Republic” | Republic of South Africa |
| 1.7 | “St Albans” | St Alban’s College |

2. PURPOSE OF PAIA MANUAL

St Alban’s College is a non-profit association registered as a Non-Profit Company whose principal business is the operation of an independent boys senior school with boarding in Pretoria Gauteng. Our school profile is available at <https://stalbanscollege.com>.

This PAIA Manual is compiled in terms of the Promotion of Access to Information Act No. 2 of 2000 (“PAIA”) and the regulations relating to the Promotion of Access to Information published in the Government Gazette No. 45057 of 27 August 2021. The Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;

- 2.4 access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know if the body will process personal information, the purpose of processing personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body 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
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
- 2.11 Any queries regarding the Guide must be directed to the Information Regulator on the following details:

The Information Regulator (South Africa)

Toll Free number: 0800 017 160

Landline: 010 023 5200

Physical address: Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191

Postal address: P.O Box 31533, Braamfontein, Johannesburg, 2017

Helpdesk platform: "iSupport" is the Information Regulator's central helpdesk platform and offers a single point of contact in terms of timely and accurate responses. You will find the "iSupport" link on their website (<https://infoeregulator.org.za>) under "Contact Us" Email (complaints): PAIAComplaints.IR@justice.gov.za Email (general enquiries): enquiries@infoeregulator.org.za

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ST ALBAN'S COLLEGE

3.1 Chief Information Officer

Name: Krinesan Moodley
Tel: (012) 348 1221
Email: moodleyk@stalbanscollege.com

3.2 Access to information general contacts

Email: secretary@stalbanscollege.com

3.3 Other contact details

Physical Address: 110 Clearwater Road Lynnwood Glen Pretoria 0081

Telephone: (012) 348 1661

Email: secretary@stalbanscollege.com

Website: <https://stalbanscollege.com>

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-
 - 4.3.1. the objects of PAIA and POPIA;
 - 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and

- 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. 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-
 - 4.3.6.1. an internal appeal;
 - 4.3.6.2. a complaint to the Regulator; and
 - 4.3.6.3. 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;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*
 a) *that record is required for the exercise or protection of any rights;*
 b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
 c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁵ Section 14(1) of PAIA- *The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.*

⁶ Section 51(1) of PAIA- *The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.*

⁷ Section 15(1) of PAIA- *The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access*

⁸ Section 52(1) of PAIA- *The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access*

- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.
- 4.4. 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.
- 4.5. The Guide can also be obtained-
 - 4.5.1. upon request to the Information Officer;
 - 4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).
 - 4.5.3. Copy of the Guide during normal office hours.

5. CATEGORIES OF RECORDS AND TYPES OF RECORDS HELD BY ST ALBAN'S COLLEGE

This section outlines the various categories of records maintained by St Alban's College in the ordinary course of its operations and in support of its educational, administrative, and governance functions.

The records held by the College include, but are not limited to, records relating to learners, parents, employees, governing bodies, financial administration, service providers, and general institutional management.

The inclusion of any category of records in this manual does not imply that access to such records will be granted upon request. Requests for access to records will be assessed in accordance with the provisions of the Promotion of Access to Information Act (PAIA), and access may be refused on lawful grounds as set out in the Act.

Certain records are made available without the need for a formal PAIA request. These include information that is publicly accessible, such as newsletters, brochures, marketing materials, and

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

announcements relating to school activities, including the awarding of scholarships. These records may be accessed through the College's official communication channels, including its website.

In limited circumstances, personal information held by the College may be transferred beyond the borders of South Africa. Such trans-border flows of personal information typically relate to authorised transfers involving parents or learners who are not ordinarily resident in South Africa, as well as administrative and financial arrangements connected to overseas school activities, including educational tours. Any such transfers are undertaken in compliance with applicable data protection legislation and subject to appropriate safeguards.

The list of records kept by the College is:

5.1 Governance and Institutional Records

- Council and committee meeting minutes and resolutions
- Policies, procedures, and governance frameworks
- Strategic plans and institutional reports
- Legal and compliance documentation

5.2 Learner and Parent Records

- Admission and enrolment documentation
- Personal information of learners and parents/legal guardians
- Academic records, reports, and assessments
- Attendance records and disciplinary records
- Medical information and emergency contact details
- Correspondence with parents and guardians

5.3 Human Resources Records

- Employee personal information and employment contracts
- Recruitment, appointment, and vetting documentation
- Qualifications, training, and performance records
- Payroll, leave, and benefits information
- Disciplinary records and grievance proceedings

5.4 Financial and Administrative Records

- Accounting records and financial statements
- Fee structures, invoices, and payment records
- Banking and audit records
- Procurement and expenditure records
- Insurance documentation

5.5 Donor, Fundraising and Bursary Records

- Donor information and donation records
- Bursary applications and supporting documentation
- Financial aid assessments and allocation records
- Compliance documentation required in terms of FICA and other legislation

5.6 Service Provider and Third-Party Records

- Contracts and agreements with service providers
- Supplier information and due diligence records
- Records of contractors, consultants, and professional advisors

5.7 Information Technology and Communication Records

- Website content and digital communications
- Email correspondence and electronic records
- IT system records, access logs, and data security documentation

5.8 General School Operations Records

- Institutional and operational policies governing the functioning of the College
- Annual and operational budgets
- Information relating to sports fixtures, activities, and results
- Music tuition policies and related programme documentation
- Various institutional publications and communications
- Old Albanian (alumni) constitution and Annual General Meeting records
- Insurance policies and claims history
- Transport permits and related compliance documentation
- Health and safety compliance records
- Licences required for the operation of the College
- Marketing and promotional materials, including brochures

6. LIST OF LEGISLATION APPLICABLE TO ST ALBAN'S COLLEGE FOR WHICH CERTAIN RECORDS ARE AVAILABLE

Names of Legislation
Basic Conditions of Employment Act No. 75 of 1997
Compensation for Occupational Injuries and Diseases Act No. 130 of 1993

Occupational Health and Safety Act No. 85 of 1993
Employment Equity Act No. 55 of 1998
Financial Intelligence Centre Act No. 38 of 2001
Income Tax Act No. 58 of 1962
Labour Relations Act No. 66 of 1995
National Education Policy Act No. 27 of 1996
Skills Development Act No. 97 of 1998
Skills Development Levies Act No. 9 of 1999
South African Schools Act No. 84 of 1996
South African Council for Educators Act No. 31 of 200
Value Added Tax Act No. 89 of 1991
Unemployment Insurance Act No. 63 of 2001
PAIA Manual

7. PROCESSING OF PERSONAL INFORMATION

7.1 Purpose of Processing Personal Information

St Alban's College collects, processes, and retains personal information for a variety of operational, administrative, and legal purposes. Upon the enrolment of students, personal details such as names, addresses, financial records, and banking information of both parents and students are required to facilitate effective communication and the accurate processing of accounts and invoicing.

Personal information is also collected in relation to the appointment and administration of Council Members, staff, and service providers. In addition, the College may process personal information in connection with the receipt of donations and the administration of bursaries, including conducting background verification processes as required in terms of applicable legislation such as the Financial Intelligence Centre Act (FICA).

Furthermore, to support financial management and mitigate the risk of fraud, the College conducts appropriate verification of banking details and authorised representatives involved in financial transactions

7.2 The recipients or categories of recipients to whom the personal information may be supplied

St Alban's College may, during its operations and in compliance with applicable legislation, share personal information with third parties where such disclosure is necessary, lawful, and aligned with the purpose for which the information was collected. Personal information will only be disclosed to authorised recipients who require the information to perform their functions and duties.

The categories of personal information and corresponding recipients may include, but are not limited to, the following:.

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names of employees and contractors, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus
Banking and payment details (for fee payments, salary payments, and fraud prevention)	Banks Debtors Auditors
Personal and academic learner information (for educational administration)	Department of Basic Education Examination bodies Authorised education authorities
Medical and emergency contact information (where necessary	Doctors, Hospital, SAN, Marsh Insurance
Employee-related information (for payroll, benefits, and statutory compliance)	SARS, Medical Aid Companies, Pension Fund and Payroll Processing Company
Donor and bursary-related information (for funding and compliance purposes)	SARS, FICA, Audit and Council

7.3 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

St Alban's College implements appropriate, reasonable technical and organisational measures to safeguard personal information under its control against loss, misuse, unauthorised access, disclosure, alteration, or destruction. These measures are regularly reviewed and updated to ensure ongoing confidentiality, integrity, and availability of information. The security measures implemented by the College include, but are not limited to, the following:

Technical Safeguards

- Use of secure information systems with controlled access
- Password protection and user authentication protocols for all systems
- Data encryption, where appropriate, particularly for sensitive or financial information
- Installation and maintenance of anti-virus and anti-malware software
- Firewalls and network security controls to prevent unauthorised access
- Regular system updates and security patching
- Secure backup systems and data recovery processes to ensure availability of information

Organisational Safeguards

- Restriction of access to personal information on a need-to-know basis
- Implementation of confidentiality agreements for employees, contractors, and service providers
- Internal policies and procedures governing the handling and protection of personal information
- Training and awareness programmes for staff regarding data protection and information security
- Appointment of an Information Officer responsible for compliance with PAIA and POPIA
- Monitoring and management of third-party service providers to ensure compliance with data protection requirements

Physical Safeguards

- Secure access controls to buildings and offices
- Controlled access to filing systems and records storage areas
- Use of locked cabinets for sensitive physical records
- Visitor access control and supervision

8. AVAILABILITY OF THE MANUAL

8.1 A copy of the Manual is available-

8.1.1 on the St Alban's College website;

8.1.2 head office of St Alban's College at 110 Clearwater Road, Lynnwood Glen, Pretoria for public inspection during normal business hours;

- 8.1.3 to any person upon request and upon the payment of a reasonable prescribed fee as prescribed in the Regulations relating to PAIA and it can be accessed on <https://omforegulator.org.za/paia-forms>; and
- 8.1.4 to the Information Regulator upon request.

9. UPDATING OF THE MANUAL

The Information Officer of St Alban's College will on a regular basis update this manual in accordance with PAIA and POPIA

ANNEXURE A: PERSONAL INFORMATION REQUEST FORM

PROTECTION OF PERSONAL INFORMATION POLICY

Please submit the completed form to the Information Officer below:

Name	
Email address	

Please be aware that we may require you to provide proof of identification prior to processing your request. There may also be a reasonable charge for providing copies of the information requested.

Particulars of Data Subject

Name and Surname	
Identity Number	
Mobile number	
Email address	
Years associated with St Alban's College	

Request

I request St Alban's College to:

	Inform me where the school holds any of my personal information
	Provide me with a record or description of my personal information
	Correct or update my personal information
	Destroy or delete a record of my personal information

Other notes:

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Signature	Date
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ST ALBAN'S COLLEGE
PROTECTION OF PERSONAL INFORMATION POLICY

ANNEXURE B: POPIA COMPLAINT FORM

We are committed to safeguarding your privacy and the confidentiality of your personal information and are bound by the Protection of Personal Information Act.

Please submit the completed form to the Information Officer below:

Name	
Email address	

Where we are unable to resolve your complaint to your satisfaction you have the right to complain to the Information Regulator who can be contacted at <http://www.justice.gov.za/infoereg/index.html>

Particulars of Complainant

Name and Surname	
Identity Number	
Mobile number	
Email address	
Years associated with St Alban's College	

Details of complaint.

Desired outcome

Signature	Date



IT TAKES A SCHOOL WITH **VISION** TO PREPARE A **YOUNG MAN** FOR LIFE

Physical Address 110 Clearwater Road, Lynnwood Glen, Pretoria

Postal Address Private Bag X01, Lynnwood Ridge, Pretoria

Contacts t. +27 348 1221 www.stalbanscollege.com

