



**Cordwalles**  
PREPARATORY SCHOOL FOR BOYS  
*Your Son's Foundation For Life.*

**Manual for: Cordwalles Preparatory School  
NPO020-256**

**Prepared in terms of the requirements of the PROMOTION  
OF ACCESS TO INFORMATION ACT No. 2 of 2000  
(hereinafter referred to as the "Act")**

**1. Introduction**

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.

Specifically, section 51(1) of the Act provides that within six months after the commencement of this section or within six months after coming into existence of the private body concerned, the head of a private body must compile a manual that must contain information regarding the subjects and categories of records held by such private bodies.

In this context, a "private body" is defined as any natural person who carries or has carried on any trade, business or profession, but only in such capacity or any partnership which carries or has carried on any trade, business or profession or any former or existing juristic person (e.g. any company, close corporation or business trust).

Cordwalles Preparatory School falls within the definition of a "private body" and this Manual has been compiled in accordance with the said provisions and to fulfil the requirements of the Act.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In this context, Section 9 of the Act recognizes that access to information can be limited. The limitation relates to circumstances where such release would pose a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

Accordingly, this manual provides a reference to the records held by Cordwalles Preparatory School and the process that needs to be adopted to access such records.

**All requests for access to information (other than information that is available to the public) must be addressed to the Head of the Information Officer named in section 2 of this Manual.**

## **2. Business and Contact Details**

Name of Business:	Cordwalles Preparatory School
Information Officer:	Mr. Lance Veenstra
Position:	Headmaster
Postal Address:	P/Bag 9063, KwaZulu-Natal, 3200
Physical Address:	101 Howick Road, Wembley, Pietermaritzburg, KwaZulu-Natal, 3201
Phone Number:	0333423077
Email Address:	headmaster@cordwalles.co.za
Website:	www.cordwalles.co.za

## **3. Manual and Guidelines**

Any enquires relating to this guide should be directed to the South African Human Rights Commission, PAIA Unit, Private Bag 2700, Houghton, 2041, Telephone 011 484 8300, Website [www.sahrc.org.za](http://www.sahrc.org.za), Email PAIA@sahrc.org.za.

Copies of the Guide are also available at the following places:

- The office of the Government Communications and Information Services;
- Library of Parliament, Cape Town;
- The South African Library, Cape Town;
- Natal Society Library, Pietermaritzburg;
- The State Library in Pretoria;
- City Library Services, Bloemfontein;
- The National Film, Video and Sound Archives, Pretoria;

Copies of the Guide are also available in all official languages at the following offices:

- All offices of public bodies;
- All Magistrates' Offices;
- All offices of the Department of Justice and Constitutional Development;
- All Post Offices;
- Cordwalles Preparatory School, Information Officer. Related costs for the account of the requester.

## **4. Records available in terms of Section 52(2) of the Act**

Cordwalles Preparatory School has not published a notice in terms of Section 52(2) of the Act, however, it should be noted that the information relating to Cordwalles Preparatory School and its operations is freely available on its website. Further information in the form of marketing brochures, advertising material and other public communication is made available from time to time.

## **5. Records that are held at the offices of the business**

The following is a list of records that are held at the business's office:

### **Administration**

- Attendance registers
- Correspondence
- Founding Documents
- Licenses (categories)

- Minutes of Committee and Management Meetings
- Minutes of Staff Meetings
- Statutory Returns
- Database of parents, pupils, Trustees, Board of Governors, Old Boys'
- School Policies, rules, regulations and disciplinary codes

### **Human Resources**

- Conditions of Service
- Employee Records
- Employment Contracts
- Employment Equity Records
- General Correspondence
- Information relating to Health and Safety Regulations
- Pension and Provident Fund Records
- Remuneration Records and Policies
- Salary Surveys
- Skills Requirements
- Staff Recruitment Policies
- Statutory Records
- Training Records

### **Operations**

- Brochures on Company Information
- Client and Customer Registry
- Contracts
- General Correspondence
- Strategic Plans

### **Finances**

- Annual Financial Statements
- Asset Register
- Banking Records
- Budgets
- Contracts
- Accounting Records
- Debtors Records
- General Correspondence
- Insurance Information
- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records (company and employee)

### **Information Technology**

- IT Policies and Procedures
- Network Diagrams

## **Statutory Records:**

At present these include records (if any) held in terms of:

- Basic Conditions of Employment 75 of 1997
- The South African Schools Act of 1996
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Debtor Collectors Act 114 of 1998
- Employment Equity Act 55 of 1998
- Employment of Educators Act 76 of 1998
- Electronic Communications and Transactions Act 25 of 2002
- Income Tax Act 95 of 1967
- Labour Relations Act 66 of 1995
- Local Government Municipal Property Rates Act 6 of 2004
- Medical Schemes Act 131 of 1998
- National Education Policy Act 27 of 1996
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Promotion of Access to Information Act 2 of 2000
- Regional Services Councils Act 109 of 1985
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 30 of 1996

## **6. Information Request Procedure**

- The requester must use the prescribed form to make the request for access to a record. A request form is available from our offices or at [www.cordwalles.co.za](http://www.cordwalles.co.za)
- The request must be made to the Information Officer named in Section 2 above. This request must be made to the address, or electronic mail address of the School.
- The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner should be used to inform the requester. If this is the case, please furnish the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and must provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer aforesaid.
- The prescribed request fee must be attached.

We will respond to your request within 30 days of receiving the request by indicating whether your request for access has been granted or denied.

Please note that the successful completion and submission of a request for access form does not automatically allow the requestor access to the requested record.

Access will be granted to a record only if the following criteria are fulfilled:

- The record is required for the exercise or protection of any right; and
- The requestor complies with the procedural requirements set out in the Act relating to a request; and
- Access to the record is not refused in terms of any ground for refusal as contemplated in Chapter 4 of Part 3 of the Act.

## **7. Denial of access**

Access to any record may be refused under certain limited circumstances. These include:

- The protection of personal information from unreasonable disclosure concerning any natural person;
- The protection of commercial information held concerning any third party (for example trade secrets);
- The protection of financial, commercial, scientific or technical information that may harm the commercial or financial interests of any third party;
- Disclosures that would result in a breach of a duty of confidence owed to a third party;
- Disclosures that would jeopardize the safety or life of an individual;
- Disclosures that would prejudice or impair the security of property or means of transport;
- Disclosures that would prejudice or impair the protection of a person in accordance with a witness protection scheme;
- Disclosures that would prejudice or impair the protection of the safety of the public;
- Disclosures that are privileged from production in legal proceedings unless the privilege has been waived;
- Disclosures of details of any computer programme;
- Disclosures that will put Cordwalles Preparatory School at a disadvantage in contractual or other negotiations or prejudice it in commercial competition;
- Disclosures of any record containing any trade secrets, financial, commercial, scientific, or technical information that would harm the commercial or financial interests of Cordwalles Preparatory School
- Disclosures of any record containing information about research and development being carried out or about to be carried out by Cordwalles Preparatory School

If access to a record or any other relevant information is denied, our response will include:

- Adequate reasons for the refusal; and
- Notice that you may lodge an application with the court against the refusal and the procedure including details of the period for lodging the application.

## **8. Fees**

The applicable fees are prescribed in terms of the Regulations promulgated under the Act. There are two basic types of fees payable in term of the Act.

### **Request Fee**

The non-refundable request fee of R 50 (excluding VAT) is payable on submission of any request for access to any record. This does not apply if the request is for personal records of the requestor. No fee is payable in such circumstances.

### **Access Fee**

The access fee is payable prior to being permitted access to the records in the required form. The applicable fees are prescribed in terms of Part III of Annexure A as identified in Government Notice Number 187, Regulation 11.