

Bible Society of South Africa NPC

(Registration number 2008/007505/08)

PROMOTION OF ACCESS TO INFORMATION MANUAL

[Promotion of Access to Information Act, Act 2 of 2000 (“**PAIA**”)]

DATE OF COMPILATION: 22/06/2026

1. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 1.1. check the categories of records held by a body which are available without a party having to submit a formal PAIA request;
- 1.2. have a 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;
- 1.3. know the description of the records of the body which are available in accordance with any other legislation;
- 1.4. access all the relevant contact details of the Information Officer who will assist the public with the records they intend to access;
- 1.5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 1.6. know 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;
- 1.7. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.8. know the recipients or categories of recipients to whom the personal information may be supplied;
- 1.9. 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
- 1.10. 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. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE BIBLE SOCIETY OF SOUTH AFRICA

2.1. Information Officer

Name: **Rodney Peter Van Wyk**
Tel: 021 910 8701
E-mail: ceo@biblesociety.co.za

2.2 Access to information general contact

E-mail: biblia@biblesociety.co.za

2.3 Head Office

Postal Address: PO Box 5500
Tyger Valley, 7536
Physical Address: 134 Edward Street
Bellville, 7530
Telephone: 021 910 8777
E-mail: biblia@biblesociety.co.za
Website: www.biblesociety.co.za

3. OBJECTIVES OF THIS MANUAL

The objectives of this Manual are:

- to provide a list of all records held by the legal entity;
- to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- to define the manner and form in which a request for information must be submitted; and
- to comply with the additional requirements imposed by the Protection of Personal Information Act, Act 4 of 2013 ("**POPIA**").

4. ENTRY POINT FOR REQUESTS

PAIA provides that a party may only make a request for information if the information is required for the exercise or protection of a legitimate right.

Information will therefore not be furnished unless a party provides sufficient particulars to enable the Bible Society of South Africa to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.

The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.

The Information Officer will facilitate the liaison with the internal legal team on all of these requests.

All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in paragraph 2 above.

5. AUTOMATICALLY AVAILABLE INFORMATION

Information that is obtainable via the Bible Society of South Africa's website is automatically available and need not be formally requested in terms of this Manual.

6. INFORMATION AVAILABLE IN TERMS OF POPIA

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by the Bible Society of South Africa will depend on the nature of the data and the particular data subject.

Categories of data subjects and personal information collected by the Bible Society of South Africa	
Employees	• Name and contact details • Identity number and identity documents including passports • Employment history and references • Employee number • Banking and financial details • Details of payments to third parties (deductions from salary) • Name and contact details • Identity number and identity documents including passports • Employment history and references • Employee number • Banking and financial details • Details of payments to third parties (deductions from salary) • Employment contracts • Employment equity plans • Medical aid records • Pension fund records • Remuneration/salary records • Performance appraisals • Disciplinary records • Leave records • Training records • Qualifications • Parental status • Medical records • Marital status • Disability status • Criminal records
Consumers, prospective consumers (which may include employees) and donors	• Postal and/or street address • Title and name • Contact numbers and/or e-mail address • Employment history • Age • Gender • Marital status • Language • Financial information • Identity or passport number • Browsing habits and click patterns on the Bible Society of South Africa websites
Vendors /suppliers /other businesses	• Name and contact details • Identity and/or company information and directors' information • Banking and financial information • Information about products or services • Other information not specified, reasonably required to be processed for business operations.

The purpose of processing personal information	
For consumers	• Performing duties in terms of any agreement with consumers • Make, or assist in making, credit decisions about consumers • Operate and manage consumers' accounts and manage any application, agreement or correspondence consumers may have with the Bible Society of South Africa • Communicating (including direct marketing) with consumers by e-mail, SMS, letter, telephone or in any other way about the Bible Society of South Africa's products and services, unless consumers indicate otherwise • To form a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers • Carrying out market research, business and statistical analysis • Performing other administrative and operational purposes including the testing of systems • Recovering any debt consumers may owe the Bible Society of South Africa • Complying with the Bible Society of South Africa's regulatory and other obligations • Any other reasonably required purpose relating to the Bible Society of South Africa's business
For prospective consumers	• Verifying and updating information • Pre-scoring • Direct marketing • Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to the Bible Society of South Africa's business
For employees	• The same purposes as for consumers (above) • Verification of applicant employees' information during recruitment process • General matters relating to employees: • Pension • Medical aid • Payroll • Disciplinary action • Training • Any other reasonably required purpose relating to the employment or possible employment relationship.
For donors	• Performing administrative duties in terms of financial (or any other) contributions made by donors. • Communicating with donors by e-mail, SMS, letter, telephone or in any other way about the Bible Society of South Africa's fundraising projects. • To form a view of donors as individuals, families or groups to identify, develop or stay relevant with how they support the Bible Society of South Africa. • Carrying out statistical analysis • Performing other administrative and operational purposes including the testing of systems

The purpose of processing personal information	
	• Complying with the Bible Society of South Africa's regulatory and other obligations. • Any other reasonably required purpose relating to the Bible Society of South Africa's business
For vendors /suppliers /other businesses	• Verifying information and performing checks • Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties • Payment of invoices • Complying with the Bible Society of South Africa's regulatory and other obligations and • Any other reasonably required purpose relating to the Bible Society of South Africa's business.

6.1 The recipients or categories of recipients to whom the personal information may be supplied [S51(1)(c)(iii)]

- Any firm, organisation or party that the Bible Society of South Africa uses to collect payments and recover debts or to provide a service on its behalf;
- Any firm, organisation or party that/who provides the Bible Society of South Africa with products or services;
- Any party who the Bible Society of South Africa has reason to believe to be a data subject's/consumer's parent, carer or helper where he/she is unable to handle his/her own affairs because of mental incapacity or other similar issues;
- Any payment system the Bible Society of South Africa uses;
- Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where the Bible Society of South Africa has a duty to share information;
- Credit bureaus;
- Third parties to whom payments are made on behalf of employees;
- Financial institutions from whom payments are received on behalf of data subjects;
- Any other operator not specified;
- Employees, contractors and temporary staff; and
- Agents

6.2 Planned trans-border flows of personal information [S51(1)(c)(iv)]

- Storing information electronically and
- Making use of third-party service providers to fulfil a business function on behalf of the Bible Society of South Africa.

6.3 General description of information security measures to be implemented by the Bible Society of South Africa [S51(1)(c)(v)]

The Bible Society of South Africa takes extensive information security measures to ensure the security, confidentiality, integrity and availability of personal information in our possession. This is supported by appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Category of records	Records
Internal records The records listed pertain to the Bible Society of South Africa's own affairs	• Memoranda and Articles of Association • Financial records • Operational records • Intellectual property • Marketing records • Internal correspondence • Service records • Statutory records • Internal policies and procedures • Minutes of meetings
Personnel records For the purposes of this section, “ personnel ” means any party who works for or provides services to or on behalf of the Bible Society of South Africa and receives or is entitled to receive any remuneration and any other party who assists in carrying out or conducting the business of the Bible Society of South Africa. This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and/or contract workers.	• Any personal records provided to us by our personnel • Any records a third party has provided to us about any of their personnel • Conditions of employment and other personnel-related contractual and quasi legal records • Employment policies and procedures • Internal evaluation and disciplinary records and • Other internal records and correspondence.
Client-related records	• Contracts with a client and between a client and other parties
Other third-party records Records are kept in respect of other parties, including without limitation joint ventures and consortia of which the Bible Society of South Africa is a party, contractors and sub-contractors, suppliers, service providers, and providers of information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to the Bible Society of South Africa.	• Personnel, client, or Bible Society of South Africa records which are held by another party as opposed to being held by Bible Society of South Africa; and • Records held by the Bible Society of South Africa pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers.
Other records	• Information relating to the Bible Society of South Africa; and • Research information belonging to the Bible Society of South Africa or carried out on behalf of a third party.

7. CATEGORIES OF RECORDS AVAILABLE UPON REQUEST

The Bible Society of South Africa maintains records on the categories and subject matters listed above. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA.

Please note further that many of the records held by the Bible Society of South Africa are those of third parties, such as clients and employees, and the Bible Society of South Africa takes the protection of third-party confidential information very seriously.

8. REQUEST PROCEDURE

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of the Act.

8.1. Completion of the prescribed form

PAIA provides that a requester must be given access to a record of a public body if the requester complies with the procedural and substantive requirements in the Act and Regulations, and provided that the request for access to the record is not refused in terms of any ground for refusal contemplated in the Act.

Access Request Form

A requester must make the request for access to a record on the prescribed form (Appendix B – Form 2 [Regulation 7]) and submit it to the Information Officer at the postal or physical address or e-mail address: biblia@biblesociety.co.za.

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

Access to Personal Information [S 23 POPIA]

POPIA provides that a data subject may, upon provision of adequate proof of identity, request the Bible Society of South Africa to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, to enable the responsible party to respond to a request, the Bible Society of South Africa must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

A requester must make the request for access to a record on the attached form (Appendix C) and submit it to the Information Officer at the postal or physical address or e-mail address: biblia@biblesociety.co.za.

Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information [S 24 POPIA]

A data subject has the right to request the correction, deletion or destruction of personal information held by the Bible Society of South Africa.

A data subject may request the correction or deletion of personal information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully.

A data subject may further request the destruction or deletion of a record of personal information where the Bible Society of South Africa is no longer authorised to retain such information in terms of applicable legislation.

Where a request is made telephonically, the Bible Society of South Africa will record the request and, upon request, make the recording or a transcription thereof available to the data subject free of charge.

Upon receipt of a request, the Bible Society of South Africa will, as soon as reasonably practicable, consider the request and take such action as may be required in terms of section 24 of POPIA, including correcting, deleting or destroying the personal information where appropriate, or providing the data subject with credible evidence in support of the information.

The Bible Society of South Africa will notify the data subject in writing of the action taken as a result of the request within 30 (thirty) days of receipt of the request.

A request for the correction, deletion or destruction of personal information must be submitted to the Bible Society of South Africa on a form substantially similar to Form 2 [Regulation 3] prescribed under POPIA, attached hereto marked, Appendix D - Form 2. Such request may be made at any time and free of charge.

A data subject must submit a request to the Information Officer at the postal or physical address or e-mail address: biblia@biblesociety.co.za set out on the abovementioned form.

Objection to the Processing of Personal Information [S 11 POPIA]

A data subject may, at any time, object to the processing of personal information:

- on reasonable grounds relating to his, her or its particular situation, where the processing is based on section 11(1)(d), (e) or (f) of POPIA, unless legislation provides for such processing; or
- where the personal information is processed for purposes of direct marketing.

A data subject may also withdraw consent to the processing of personal information at any time where processing is based on consent. The withdrawal of consent will not affect the lawfulness of any processing undertaken prior to such withdrawal, nor will it affect any processing undertaken in terms of section 11(1)(b) to (f) of POPIA.

Where a data subject has objected to the processing of personal information in terms of POPIA, their personal information may no longer be processed by the responsible party.

A data subject who wishes to object to the processing of personal information in terms of section 11(3)(a) of POPIA must submit such objection to the Bible Society of South Africa at any time during its office hours and free of charge.

A data subject who wishes to object to the processing of personal information must do so on a form substantially similar to Form 1 attached hereto as Appendix E - Form 1 [Regulation 2] and submit it to the Information Officer at the postal or physical address or e-mail address: biblia@biblesociety.co.za.

8.2. Proof of identity

Proof of identity is required to authenticate your identity and the request. You will, in addition to the prescribed forms, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

8.3. Payment of the prescribed fees

Section 54 of PAIA entitles the Bible Society of South Africa to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 8 promulgated under PAIA.

There are two categories of fees which are payable:

- The request fee: R140.00
- The access fee: This is calculated by considering reproduction costs, search and preparation costs, as well as postal costs. (See below Annexure B – PAIA Regulations: Fees in Respect of Private Bodies)

Item	Description	Amount
1	The request fee payable by every requester	R140.00
2	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3	Printed copy of A4-size page	R2.00 per page or part thereof.
4	For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requester) (iv) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
5	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6	Copy of visual images	
7	Transcription of an audio record, per A4-size page	R24.00
8	<u>Copy of an audio record on:</u> (v) Flash drive (to be provided by requester) (vi) Compact disc • If provided by requester • If provided to the requester	R40.00 R40.00 R60.00
9	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11	Postage, e-mail or any other electronic transfer	Actual expense, if any.

*Fees are subject to change without notice. Reliance is to be placed on fees communicated in PAIA Regulations at all times.

The data subject will be provided with a written estimate of the payable amount. The record will not be disclosed until the necessary fees have been paid in full.

The Information Officer may, by written notice, require a requester to pay the prescribed request fee (if applicable) before further processing a request for access.

Where the search for and preparation of records for disclosure is, in the opinion of the Information Officer, likely to exceed the prescribed hours provided for in the Regulations, the Information Officer may by notice require the requester to pay a deposit not exceeding one third of the anticipated access fee (which would be payable if the request is granted) before continuing with the request.

The requester must be informed of the amount of the deposit (where applicable) and the applicable procedure and timeframes, as well as their right to lodge a complaint with the Information Regulator or apply to a court in respect of the request fee or deposit.

If a deposit has been paid and the request for access is refused, the deposit must be refunded to the requester.

Access to records may be withheld until all applicable fees have been paid.

Where access is granted, the requester is liable for access fees relating to the reproduction of records and for the reasonable time spent searching for and preparing records for disclosure beyond the prescribed hours. These fees may include the cost of copying or transcribing records, applicable postal costs, and the time reasonably required for search and preparation.

8.4. Timelines for consideration of a request for access [S56-58]

Requests will be processed within 30 (thirty) days, after the request has been received or after the particulars required in terms of Section 53(2) of PAIA have been received, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

The '*original period*' may be extended once for a further period of no more than 30 days, if-

- a) the request relates to a substantial volume of records or necessitates a search through an extensive number of records, such that compliance within the original period would unreasonably disrupt the private body's activities;
- b) the request requires records to be searched for or obtained from an office of the private body located in a different town or city from that of the head's office, and this cannot reasonably be achieved within the original period;
- c) consultation with other divisions of the private body, or with another private body, is necessary or considered desirable in order to determine the request, and such consultation cannot reasonably be concluded within the original period;
- d) where two or more of the circumstances referred to in paragraphs (a), (b) and (c) are present, resulting in the original period being insufficient for the private body to process the request; or
- e) the requester has provided written consent to the extension.

Should an extension be required, you will be notified within 30 days, after the request is received of the period of the extension, together with reasons explaining why the extension is necessary.

The requester is entitled to submit a complaint to the Information Regulator or apply to a court in respect of the extension, and the procedure (including the period) for lodging the application.

In the event of a failure to give the decision on a request for access to the requester within the prescribed period, the head of the private body is, for the purposes of PAIA regarded as having refused the request.

However, if access is granted, the requester must be informed of any applicable access fee, the form in which access will be provided, and their right to lodge a complaint with the Information Regulator or apply to a court regarding the access fee or form of access granted.

If access is refused, the requester must be provided with adequate reasons for the refusal, including the relevant provisions of PAIA relied upon, without disclosing the contents of the requested record. The requester must also be informed of their right to lodge a complaint with the Information Regulator or apply to a court against the refusal, as well as the applicable procedure and timeframes.

8.5. Grounds for refusal of access and protection of information [S63 – 69]

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third party (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third party;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put the Bible Society of South Africa at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by the Bible Society of South Africa.

8.5.1 Mandatory Disclosure in Public Interest [S70]:

Disclosure of a record is compulsory if it would reveal evidence of:

- (i) a substantial contravention of, or failure to comply with the law; or
- (ii) there is an imminent and serious public safety or environmental risk; and
- (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

8.5.2 Third Party Notification and Intervention [S71-73]:

If the request for access to information affects a third party, then all reasonable steps must be taken to inform such a third party to whom or which the record

relates. The third party must be informed within **21 (twenty-one) days** of receipt of the request. The third party would then have a further **21 (twenty-one) days** to make written/ oral representations and/or submissions why the request for access should be refused. Alternatively, the third party will have 21 (twenty-one) days to give written consent for disclosure of the record to the requester.

A decision shall be made by the Head of the private body, as soon as reasonably possible, but in any event within **30 days** after every third party is informed, after giving due regard to any representations made by a third party whether to grant the request for access;

A third party and requester shall be notified of the decision in the prescribed form and, if the requester stated, that he or she wishes to be informed of the decision in any other manner, inform him or her in that manner if it is reasonably possible.

If the request is granted, the notice shall state adequate reasons for granting the request, including the provisions of the PAIA Act relied upon to justify the granting.

The notice shall stipulate the third party's right to lodge a complaint to the Information Regulator or an application to court against the decision of the head within **30 days after** notice is given, as well as the procedure for lodging the complaint to the Information Regulator or the court application.

If a request for access is granted, the requester must be given access to the record after expiry of 30 days after notice is given, unless a complaint to the Information Regulator or an application to court is lodged against the decision within that period.

9. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

10. AVAILABILITY OF THIS MANUAL

- 10.1 A copy of this Manual or the updated version thereof, is also available as follows-
- 10.2 on www.biblesociety.co.za and www.bybelgenootskap.co.za, if any, of the public body;
- 10.3 at the head office of the public body for public inspection during normal business hours; and
- 10.4 to the Information Regulator upon request.

11. INFORMATION REGULATOR GUIDE ON HOW TO USE PAIA

- 11.1 The Information Regulator is required to compile and publish a Guide to assist persons in exercising their rights in terms of PAIA and POPIA.

The Guide provides practical information on the objects of PAIA and POPIA and explains how these Acts are intended to give effect to the right of access to information and the right to privacy.

It further explains the manner and form in which requests for access to records of both public and private bodies may be made, and outlines the assistance available from Information Officers and from the Information Regulator in exercising these rights.

The Guide also sets out the legal remedies available in the event of any decision or failure to act under PAIA or POPIA, including the procedures for lodging internal appeals (where applicable), submitting complaints to the Information Regulator, and approaching a court for appropriate relief.

- 11.2 The Guide may be obtained from:

11.2.1 The Information Regulator:

- 11.2.1.1 Directly from the Information Regulator's website:
<https://info regulator.org.za/paia>
- 11.2.1.2 By requesting a copy from the Information Regulator on the prescribed form, Form 1, annexed hereto as Appendix A Form 1 in terms of Annexure A Form 1 [Regulations 2 and 3].
- 11.2.1.3 By inspecting a copy of the Guide at the office of the Information Regulator.

The Guide is available in all official languages and in accessible formats. The Information Regulator may not charge a fee for a copy of the guide or the inspection thereof. The Information Regulator will, if necessary, update and publish the guide at intervals of not more than two years.

11.2.2 The Information Officer of private body:

- 11.2.2.1 Directly from the private bodies' website (under PAIA Manual):
on www.biblesociety.co.za and www.bybelgenootskap.co.za
- 11.2.2.2 By requesting a copy from the Information Officer by using a form which corresponds substantially with Appendix A Form 1 [Regulations 2 and 3] and addressing it to the Information Officer.
- 11.2.2.3 A copy of the Guide is also available for inspection at no cost at the registered Head Office of the Information Officer.

The Information Officer has both the Afrikaans and English PAIA Guide available on its website and for inspection at its Head Office.

REQUEST FOR A COPY OF THE PAIA GUIDE
[Regulation 2 and 3]

TO:	*The Information Regulator PO Box 31533 Braamfontein, 2017		
	Email address:	infoereg@justice.gov.za	
	Tel number:	+27 (0)10 023 5200	
OR			
TO:	*The Information Officer _____ _____ _____ (Address)		
	Email address:		
	Tel number:		

I,			
Full names:			
In my capacity as (mark with 'x'):	Information Officer		Other:
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel (B):		Cellular:

Hereby request the following copy(ies) of the guide:

Language (mark with 'X')	No. of copies	Language (mark with 'X')	No. of copies
☐ Sepedi		☐ Sesotho	
☐ Setswana		☐ Siswati	
☐ Tshivenda		☐ Xitsonga	
☐ Afrikaans		☐ English	
☐ IsiNdebele		☐ IsiXhosa	
☐ IsiZulu			

Manner of collection (mark with 'x'):

Personal Collection	Postal address	Facsimile	Electronic communication (Please specify)
☐	☐	☐	☐

Signed at	this	day of	20	.
_____ Signature of requester <i>*Delete whichever is not applicable</i>				

APPENDIX B
FORM 2

REQUEST FOR ACCESS TO THE RECORD OF A PRIVATE BODY

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

[Regulation 7]

Note: 1. Proof of identity must be attached by the requester. 2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.	
TO:	The Information Officer _____ _____ _____ (Address)
E-mail address:	_____
Fax number:	_____
Mark with an 'X'	
☐ Request is made in my own name	☐ Request is made on behalf of another person

PERSONAL INFORMATION		
Full names:		
Identity number:		
Capacity in which request is made (when made on behalf of another person):		
Postal Address:		
Street Address:		
E-mail Address:		
Contact numbers:	Tel (B):	Facsimile:
	Cellular:	
Full names of person on whose behalf request is made (if applicable):		
Identity number:		
Postal Address:		
Street Address:		
E-mail Address:		
Contact numbers:	Tel (B):	Facsimile:
	Cellular:	

PARTICULARS OF RECORD REQUESTED	
Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>	

Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	

TYPE OF RECORD	
(Mark the applicable box with an 'X')	
Record is in written or printed form	
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS	
(Mark the applicable box with an 'X')	
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS	
(Mark the applicable box with an 'X')	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier services to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
Email of information (<i>including soundtracks if possible</i>)	

Cloud share/ file transfer	
Preferred language: (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)	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
(a) A request fee must be paid before the request will be considered. (b) You will be notified of the amount of the access fee to be paid. (c) The fee payable for access to a record depends on the form in which access is required 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.	
Reasons:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20_____.
_____ Signature of requester/ person on whose behalf request is made

FOR OFFICIAL USE	
Reference number:	
Request received by: (state rank, name and surname of information officer)	
Date received:	
Access fee:	
Deposit (if any):	

Signature of Information Officer

REQUEST FOR ACCESS TO PERSONAL INFORMATION IN TERMS OF SECTION 23 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

Requests can be submitted either via post or e-mail: biblia@biblesociety.co.za and should be addressed to the Information Officer.

Name of Responsible Party request is made to: _____

If request is for **access to** your own personal information records:

Last name appearing on records: same as below, or:

☐	Mr	☐	Mrs	☐	Ms
--------------------------	----	--------------------------	-----	--------------------------	----

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone number: _____

E-mail address: _____

Detailed description of requested records and/or personal information. (If you are requesting access to your personal information, please identify the personal information record containing the personal information, if known.)

Preferred method of access to records:

☐	Examine original	☐	Receive a copy
--------------------------	------------------	--------------------------	----------------

Responsible party use		
Date Received:	Request Number:	Comments:

Personal Information contained on this form is collected pursuant to the Protection of Personal Information Act, 2013 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information Officer of the Responsible Party.

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 request 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 is applicable.		
Mark the appropriate box with an "x".		
Request for:		
A	Correction of the personal information about the data subject which is in possession or under the control of the responsible party.	
	Deletion of the personal information about the data subject which is in possession or under the control of the responsible party.	
<i>Please select applicable reasons for the selected request:</i>		
	(a) Inaccurate	
	(b) Irrelevant	
	(c) Excessive	
	(d) Out of date	
	(e) Incomplete	
	(f) Misleading	
	(g) Obtained unlawfully	
OR		
B	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.	
	Destruction 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 THE DATA SUBJECT	
Name(s) and surname / registered name of data subject:		
Unique identifier/ Identity Number:		
Residential, postal OR physical business address & registered business address:		
	Code (____)	Code (____)
Contact number(s):		
E-mail address:		

B	DETAILS OF RESPONSIBLE PARTY	
Name(s) and surname / registered name of responsible party:		
Residential, postal OR physical business address & registered business address:		
	Code ()	Code ()
Contact number(s):		
E-mail address:		

C	PERSONAL INFORMATION TO BE CORRECTED/ DESTROYED/DELETED (Please specify the personal information required to be corrected/ destroyed/ deleted)	
D	EXPLANATION FOR THE SELECTED REASON FOR A REQUEST (Please provide detailed reasons for either 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 reasons for 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 authorised to retain.)	
Signed at _____ this _____ day of _____ 20____.		
Signature of data subject/ designated party		

**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 request 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 is applicable.

A	DETAILS OF THE DATA SUBJECT	
Name(s) and surname / registered name of data subject:		
Unique identifier/ Identity Number:		
Residential, postal OR physical business address & registered address of entity:		
	Code ()	Code ()
Contact number(s):		
E-mail address:		

B	DETAILS OF RESPONSIBLE PARTY	
Name(s) and surname / registered name of responsible party:		
Residential, postal OR physical business address & registered address of entity:		
	Code ()	Code ()
Contact number(s):		
E-mail address:		

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(3)(a) <i>(Please provide detailed reasons for the objection)</i>

Signed at _____ this _____ day of _____ 20____.

Signature of data subject/ designated party