

**Promotion of Access to Information Act, 2000 (PAIA) Manual**  
for  
**The David and Tracey Frankel Foundation Trust trading as NextUp (NextUp)**  
(Trust Number IT0011804/2021(T))

**CONTENTS**

- 1. Purpose of PAIA Manual**
- 2. Key contact details for access to information of NextUp**
- 3. Guide on how to use PAIA and how to obtain access to the Guide**
- 4. Records Available in terms of other Legislation**
- 5. Schedule of Records**
- 6. Form of Request**
- 7. Availability of this Manual**
- 8. Updating of this Manual**

**1. PURPOSE OF PAIA MANUAL**

This PAIA 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 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;
- 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 of 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. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF NEXTUP**

### **3.1. Information Officer (IO)**

Information Officer: Mrs Valeria Jansen  
Address: Postnet Suite 20 Private Bag X12 Greenside, 2034  
Telephone Number: 082 653 7032  
Email: [finance@nextup.org.za](mailto:finance@nextup.org.za)

### **3.3 National or Head Office**

Postal Address: Postnet Suite 20 Private Bag X12 Greenside, 2034

Physical Address: Olivienhoutbosch Library, Cr. Lindani and Waterberg Street,  
Oliveinhoutbosch, 0175

Telephone: 082 653 7032

Email: finance@nextup.org.za

Website: www.nextup.org.za

### 3. 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. Members of the public can inspect or make copies of the Guide from our offices or the office of the Regulator, during normal working hours.
- 4.4. The Guide can also be obtained-
  - 4.4.1. upon request to the Information Officer;
  - 4.4.2. from the website of the Regulator (<https://inforegulator.org.za/>).
- 4.6 A copy of the Guide is also available in the following official languages, for public inspection during normal office hours-
  - 4.6.1 English
  - 4.6.2 Afrikaans
  - 4.6.3 isiZulu

### 4. CATEGORIES OF RECORDS OF THE NEXTUP WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

General information about NextUp which is automatically available and does not need to be requested can be accessed via the internet on our website at <https://nextup.org.za/> and social media pages.

**5. DESCRIPTION OF THE RECORDS OF NEXTUP WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

| Category of Records                                                                                                                                       | Applicable Legislation                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Register, record or reproduction of the earnings, time worked, payment for piece work and overtime and other prescribed particulars of all the employees. | Compensation for Occupational and Diseases Act, 130 of 1993 |
| Records of workplace incidents including incidents which resulted in employees having to receive medical treatment                                        | Compensation for Occupational and Diseases Act, 130 of 1993 |
| Records of recommendations made to NextUp in terms of issues affecting the health of employees                                                            | Compensation for Occupational and Diseases Act, 130 of 1993 |
| Written particulars of an employee after termination of employment                                                                                        | Basic Conditions of Employment Act 75 of 1997               |
| Employee's name and occupation                                                                                                                            | Basic Conditions of Employment Act 75 of 1997               |
| Time worked by each employee                                                                                                                              | Basic Conditions of Employment Act 75 of 1997               |
| Remuneration paid to each employee                                                                                                                        | Basic Conditions of Employment Act 75 of 1997               |
| Date of birth of any employee under the age of 18 years                                                                                                   | Basic Conditions of Employment Act 75 of 1997               |
| Records in respect of its workforce, its employment equity plan and other records relevant to its compliance with this Act                                | Employment Equity Act 55 of 1998                            |
| PAIA Manual                                                                                                                                               | Promotion of Access to Information Act 2 of 2000            |
| Records of collective agreements, arbitration awards and determinations                                                                                   | Labour Relations Act 66 of 1995, Wage Act 5 of 1957         |
| Records of strike, lock-out or protest action involving employees                                                                                         | Labour Relations Act 66 of 1995                             |
| Records of disciplinary transgressions, the actions taken by NextUp and the reasons for the actions                                                       | Labour Relations Act 66 of 1995                             |

|                                                                                                                      |                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Employee records – names, identifications numbers and monthly remuneration and address at which employee is employed | Unemployment Insurance Act 63 of 2002                                                                                                      |
| Employee remuneration and tax records                                                                                | Tax Administration Act 28 of 2011, Income Tax Act 58 of 1962                                                                               |
| NextUp tax and financial records                                                                                     | Trust Property Control Act 57 of 1988, Tax Administration Act 28 of 2011, Income Tax Act 58 of and Skills Development Levies Act 9 of 1999 |
| Records relating to based black economic empowerment and employment equity                                           | Broad-Based Black Economic Empowerment Act 53 of 2003 and Employment Equity Act 55 of 1998                                                 |
| Electronic communications and transactions records                                                                   | Electronic Communications & Transactions Act 25 of 2002                                                                                    |

**6. DESCRIPTION OF THE SUBJECTS ON WHICH NEXTUP HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT**

| <b>Subjects on which NextUp holds records</b> | <b>Categories of records</b>                                                                                                                                                                                                      |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trust Records                                 | <ul style="list-style-type: none"> <li>- Trustee Deed</li> <li>- Statutory records</li> <li>- Trustee minutes and resolutions</li> </ul>                                                                                          |
| Human Resources                               | <ul style="list-style-type: none"> <li>- HR policies and procedures</li> <li>- Advertised posts</li> <li>- Employees and consultant records</li> <li>- Training records</li> <li>- Insurance records</li> </ul>                   |
| Operational                                   | <ul style="list-style-type: none"> <li>- Request for Proposals</li> <li>- Trustee and Donor records</li> <li>- Beneficiary records</li> <li>- Partner records</li> <li>- Operational reviews</li> <li>- Vendor records</li> </ul> |

| Subjects on which NextUp holds records | Categories of records                                                                                                                                                                                                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <ul style="list-style-type: none"> <li>- Guidelines, policies and procedure</li> <li>- Contracts</li> <li>- Internal and external correspondence</li> <li>- Records provided by a third party</li> <li>- Databases</li> <li>- Information technology</li> <li>- Strategic Plans</li> </ul> |

## 7. PROCESSING OF PERSONAL INFORMATION

### 7.1 Purpose of Processing Personal Information

NextUp processes personal information in the ordinary course of its operations, including, but not limited to, the following:

1. providing and improving on its initiatives as outlined in the Trust Deed;
2. managing partnerships and commercial relationships with third parties;
3. to receive goods and/or services;
4. recruitment;
5. managing employee relationships and performing employment contracts as well as obligations imposed by law;
6. information analysis;
7. reporting;
8. communication purposes; and
9. administering our website.

For more information regarding the purposes we process personal information, please see our Privacy Notice on our website or for employees, please contact the Information Officer.

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

For information regarding the categories of data subjects and personal information we process, please see our Privacy Notice on our website or for employees and contractors, please contact the Information Officer.

### **7.3 The recipients or categories of recipients to whom the personal information may be supplied**

For information regarding the categories of potential recipients of personal information, please see our Privacy Notice on our website or for employees, please contact the Information Officer.

### **7.4 Planned transborder flows of personal information**

Given that the Internet is a global environment, using the Internet to collect and process personal information necessarily involves the transmission of data on an international basis. While we generally store all of the personal information that we collect about you in your region, it is possible that your personal information will be transmitted to parties outside your region including to our donors/trustees.

For more information regarding any planned transborder flow of your personal information, please see our Privacy Notice on our website or for employees, please contact the Information Officer.

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

We apply physical, technical and administrative measures to protect your personal information that is under our control from unauthorised access, collection, use, disclosure, copying, modification or disposal. All information you provide to us is stored on secure servers. We do not transfer your personal information outside of the country of your resident unless we are satisfied that there are sufficient safeguards in place to protect your personal information.

We employ up to date technology to ensure the confidentiality, integrity and availability of the personal information under our care. Measures include, but are not limited to:

- Firewalls.
- Virus protection software and update protocols.
- Encryption where possible.
- Electronic and physical access control.

- Secure setup of hardware and software making up the IT infrastructure.
- Outsourced service providers who process personal information on behalf of us are contracted to implement security controls.
- Policies and procedures are implemented to ensure the security of your information.

## **8. FORM OF REQUEST**

A requester must comply with all the procedural requirements contained in PAIA relating to the request for access to a record.

A request for access to records held by NextUp in terms of section 50 of PAIA must be made on the form contained in the Regulations regarding the Promotion of Access to Information (Form 2). The request must be made to NextUp at the address or email address, specified in section 1 above.

A requester must provide sufficient detail on the prescribed form to allow NextUp to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to NextUp. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

## **9. AVAILABILITY OF THE MANUAL**

9.1 A copy of the Manual is available-

9.1.1 on <https://nextup.org.za>;

9.1.2 head office of the NextUp for public inspection during normal business hours;

9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

9.1.4 to the Information Regulator upon request.

9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## 10. UPDATING OF THE MANUAL

The Information Officer of NextUp will on a regular basis update this manual.

*Issued by*

*Val Jansen*

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**Valeria Jansen**

**Chief Operating Officer**