



KAY-DEE·EDUCARE·CENTRE·CC

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# PAIA MANUAL

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

DATE OF COMPILATION: 01/10/2021

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## 1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	<b>“MEMBER”</b>	Member of Close Corporation
1.2	<b>“DIO”</b>	Deputy Information Officer;
1.3	<b>“IO”</b>	Information Officer;
1.4	<b>“Minister”</b>	Minister of Justice and Correctional Services;
1.5	<b>“PAIA”</b>	Promotion of Access to Information Act No. 2 of 2000( as Amended;
1.6	<b>“POPIA”</b>	Protection of Personal Information Act No.4 of 2013;
1.7	<b>“Regulator”</b>	Information Regulator; and
1.8	<b>“Republic”</b>	Republic of South Africa

## 2. 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 and Deputy 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.

### **3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF KAY-DEE EDUCARE CENTRE CC**

#### **3.1. Chief Information Officer**

Name:	Odette Wondrina Leach
Tel:	(021) 6899615
Email:	kaydee@kaydee.co.za
Cell number:	082 8900 555

### **3.2. Deputy Information Officer**

Name: Not applicable  
Tel: Not applicable  
Email: Not applicable  
Fax Number: Not applicable

### **3.3 Access to information general contacts**

Email: [kaydee@kaydee.co.za](mailto:kaydee@kaydee.co.za)

### **3.4 National or Head Office**

Postal Address: 1 Richmond Road, Mowbray, 7700

Physical Address: Hill Park Lane, Mowbray, 7700

Telephone: (021) 689 9615

Email: [kaydee@kaydee.co.za](mailto:kaydee@kaydee.co.za)

Website: [www.kaydee.co.za](http://www.kaydee.co.za)

## **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 PAIA<sup>1</sup> and section 56 of POPIA<sup>2</sup>;
- 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 11<sup>3</sup>; and
  - 4.3.3.2. access to a record of a private body contemplated in section 50<sup>4</sup>;
- 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 14<sup>5</sup> and 51<sup>6</sup> 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 15<sup>7</sup> and 52<sup>8</sup> providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22<sup>9</sup> and 54<sup>10</sup> regarding fees to be paid in relation to requests for access; and

4.3.10. the regulations made in terms of section 92<sup>11</sup>.

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/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

#### 4.6.1 ENGLISH & AFRIKAANS

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<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> 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

<sup>8</sup> 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

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> 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.”

**5. CATEGORIES OF RECORDS OF KAY-DEE EDUCARE CENTRE CC WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

Category of records	Types of the Record	Available on Website	Available upon request
Prospectus	History of the business and services offered	X	
Registration	Admission forms for new clients	X	
Fee structure	Fees payable by clients for services	X	
Services	Type of services available including extra-mural classess	X	
News	Monthly articles published to social media for general information regarding childhood development	X	
Contact details	Contact details for any enquiries, as well as an online enquiry option. Banking Details	X	
Policy documents	Admissions Policy Apparatus & Cleaning Policy Children's Rights Policy Covid-19 Policy Electronic Communications & Emergency & Evacuation Policy Social Media Policy Food & Nutrition Policy Health & Safety Policy Human Resources Policy Outings & Excursions Policy Parent Handbook Transport Policy		X X X X  X X X X X X X X



**6. DESCRIPTION OF THE RECORDS OF KAY-DEE EDUCARE CENTRE CC WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Category of Records	Applicable Legislation
Basic Conditions of Employment Act	Basic Conditions of Employment Act (No 7 of 1997)
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Children's Act	Children's Act (No 38 of 2005)
Compensation for Occupational Injuries and Diseases Act	Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (as amended)
Employment Equity Act	Employment Equity Act 55 of 1998
Environmental Health by-law	Environment Health by-law Provincial Gazette
Guidelines for Early Childhood Development Services	Guidelines for Early Childhood Development Services – Department of Social Development
Income Tax Act	Income Tax Act No 58, 1962
Labour Relations Act	Labour Relations Act no 66 of 1995 & Labour Relations Amendment Act
Occupational Health and Safety Act	Occupational Health and Safety Act 85 of 1993
Protected Disclosures Act	Protected Disclosures Act No 26 of 2000
Skills Development Act	Skills Development Act No 97 of 1998
Skills Development Levies Act	Skills Development Levies Act No 9 of 1999
Unemployment Insurance Act	Unemployment Insurance Act No 63 of 2001

**7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY KAY-DEE EDUCARE CENTRE CC**

Subjects on which the body holds records	Categories of records
Financial	<ul style="list-style-type: none"> <li>- Financial Accounting</li> <li>- Financial Reporting</li> <li>- Contracts Administration</li> <li>- Asset Register</li> <li>- Statements</li> <li>- Budgets</li> <li>- Reports and Returns</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>- HR Policies and procedures</li> <li>- Employees records</li> <li>- Learning and Development</li> <li>- Skills Development and Training Plans</li> <li>- HR Interventions</li> </ul>
Operations Policies	<ul style="list-style-type: none"> <li>- Specific Contracts</li> <li>- Donations</li> <li>- Funds</li> <li>- Suppliers</li> <li>- Finance Management</li> <li>- Human Resources</li> <li>- Marketing</li> </ul>
Corporate Governance	<ul style="list-style-type: none"> <li>- Business Plans</li> <li>- Occupational Health and Safety Plan</li> <li>- Evacuation procedures</li> </ul>

Media	<ul style="list-style-type: none"> <li>- Newsletters</li> <li>- Website content</li> <li>- Photographs &amp; Videos</li> </ul>
Supply Chain	<ul style="list-style-type: none"> <li>- Contracts</li> <li>- Quotations and Purchases</li> <li>- Lease Agreements</li> </ul>
Clients	<ul style="list-style-type: none"> <li>- Personal details</li> <li>- Employment details</li> <li>- Bad debt records</li> <li>- Income details</li> </ul>

## 8. PROCESSING OF PERSONAL INFORMATION

### 8.1 Purpose of Processing Personal Information

Personal information is required to create a profile for the client for accounting purposes, as well as to ascertain affordability.

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

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	names, address, identity numbers, employment status, bank details and telephone numbers, relationship to children
Service Providers	names, registration number, vat numbers, address and bank details, telephone numbers
Employees	names, address, qualifications, gender and race, identity numbers, tax numbers, telephone numbers
Children	Medical disabilities, names, date of birth, identity number and gender

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

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names for employee criminal checks	South African Police Services
Employee qualifications for qualification verifications	South African Qualifications Authority Education Department - Registration of ECD CECD – Registration of ECD Department of Social Development – Registration of After-school ECD Seta for Skills Development
Client credit and payment history for credit information	Credit Bureaus Legal – for bad debt recoveries

### 8.4 Planned transborder flows of personal information

*Not applicable*

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

All personal data of employees and clients are stored in locked filing cabinets and any electronically stored data is stored on a computer with secure log in required to gain access to the computer.

Only authorized employees who work with employee and/or client files have access to the filing cabinets and computers.

Any data that is sent via email for whatever reason is sent as a password protected file.

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

9.1 A copy of the Manual is available-

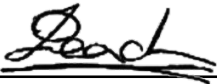
- 9.1.1 on the company website, namely [www@kaydee.co.za](http://www.kaydee.co.za);
- 9.1.2 head office of Kay-Dee Educare Centre CC for public inspection during normal business hours;
- 9.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.1.4 to the Information 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 head of Kay-Dee Educare Centre CC will on a regular basis update this manual.

*Issued by*



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**Odette Leach**  
**Principal / Sole Member**