



office of the premier

Department:
Office of the Premier
Northern Cape Province
REPUBLIC OF SOUTH AFRICA

PAIA MANUAL

**Prepared in terms of section 14 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

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FOREWORD

In order to give effect to the right to access to information held by the state/ public bodies and private bodies, the Promotion of Access to Information Act (PAIA), No 2 of 2000 and the Protection of Personal Information Act (POPIA), No 4 of 2013 was enacted.

In terms of these pieces of legislation, public and private bodies must, *inter alia*, prepare a Manual which sets out the type of information or records in the possession of the body, which information is readily available and which information may be requested for copying.

The right to access information remains a cornerstone of South Africa's democracy, as it promotes transparency, accountability and effective governance of public and private bodies.

The Northern Cape Office of the Premier remains committed to uphold these principles, and in fulfilling its obligations in terms of section 14 of the Promotion of Access to Information Act, 2000, the Office of the Premier accordingly hereby make available its Manual.



JUSTICE BEKEBEKE

INFORMATION OFFICER

NORTHERN CAPE OFFICE OF THE PREMIER

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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“DG”	Director-General
1.2	“DIO”	Deputy Information Officer;
1.3	“IO”	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“NCOTP”	Office of the Premier, Northern Cape Province
1.6	“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as Amended;
1.7	“PFMA”	Public Finance Management Act No.1 of 1999 as Amended;
1.8	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.9	“Regulator”	Information Regulator.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the nature of the records which may already be available at Office of the Premier, Northern Cape, without the need for submitting a formal PAIA request;
- 2.2 have an understanding of how to make a request for access to a record of the Office of the Premier, Northern Cape;
- 2.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 2.4 know all the remedies available from the Office of the Premier, Northern Cape regarding request for access to the records, before approaching the Regulator or the Courts;
- 2.5 the description of the services available to members of the public from the Office of the Premier, Northern Cape, and how to gain access to those services;
- 2.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;

- 2.7 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;
- 2.8 know if the Office of the Premier, Northern Cape 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
- 2.9 know whether the Office of the Premier, Northern Cape has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. ESTABLISHMENT OF THE OFFICE OF THE PREMIER, NORTHERN CAPE PROVINCE

The Office of the Premier, Northern Cape (NCOTP) is established under section 7(2)(a) of the Public Service Act, 1994, read with section 195(5) of the Constitution.

3.1. Objectives/Mandate

The Office of the Premier is centrally positioned within the provincial government and derives its mandates from the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996). The department acts in support of the powers and duties of the Premier and the Executive Council, provided for, *inter alia*, under section 125 and section 127 of the Constitution and in support of the powers and duties of the Director-General as Head of the Office of the Premier, provided for under Section 7(3) of the Public Service Act, 1994 (Proclamation 103. of 1994).

3.1.1 CONSTITUTIONAL MANDATE

In accordance with Section 125 of the Constitution the Premier exercises executive authority, together with the other members of the Executive Council, by-

- implementing provincial legislation in the Province;
- implementing all national legislation within the functional areas listed in Schedule 4 or 5 except where the Constitution or an Act of Parliament provides otherwise;

- administering in the Province, national legislation outside the functional areas listed in Schedule 4 and 5, the administration of which has been assigned to the provincial executive in terms of an Act of Parliament;
- developing and implementing provincial policy;
- co-ordinating the functions of the provincial administration and its departments;
- preparing and initiating provincial legislation; and
- performing any other function assigned to the provincial executive in terms of the Constitution or an Act of Parliament;
- In accordance to Section 127 of the Constitution of the Republic of South Africa the following functions are assigned specifically to the Premier:
 - assenting to and signing Bills;
 - referring a Bill back to the provincial legislature for reconsideration of the Bill's constitutionality;
 - referring a Bill to the Constitutional Court for a decision on the Bill's constitutionality;
 - summoning the legislature to an extraordinary sitting to conduct special business;
 - appointing commissions of inquiry;
 - calling a referendum in the Province in accordance with national legislation;
 - appoint members of the Executive Council, assigns their powers and functions, and may dismiss them

3.1.2 CORE LEGISLATIVE MANDATE (DIRECTOR-GENERAL)

Our core legislative mandate is derived from *Section 7(3) (c)* of the Public Service Act, 1994 (Proclamation No. 103 of 1994), which provides as follows:

- (i) In addition to any power or duty entrusted or assigned by or under this Act or any other law to the head of the Office of a Premier (Director-General), the said head shall-
- (ii) subject to section 125 (2) (e) of the Constitution, be responsible for *intergovernmental relations on an administrative level* between the relevant province and other provinces as well as national departments and national government components and for the *intra-governmental co-operation* between the relevant Office of the Premier and the various provincial departments and

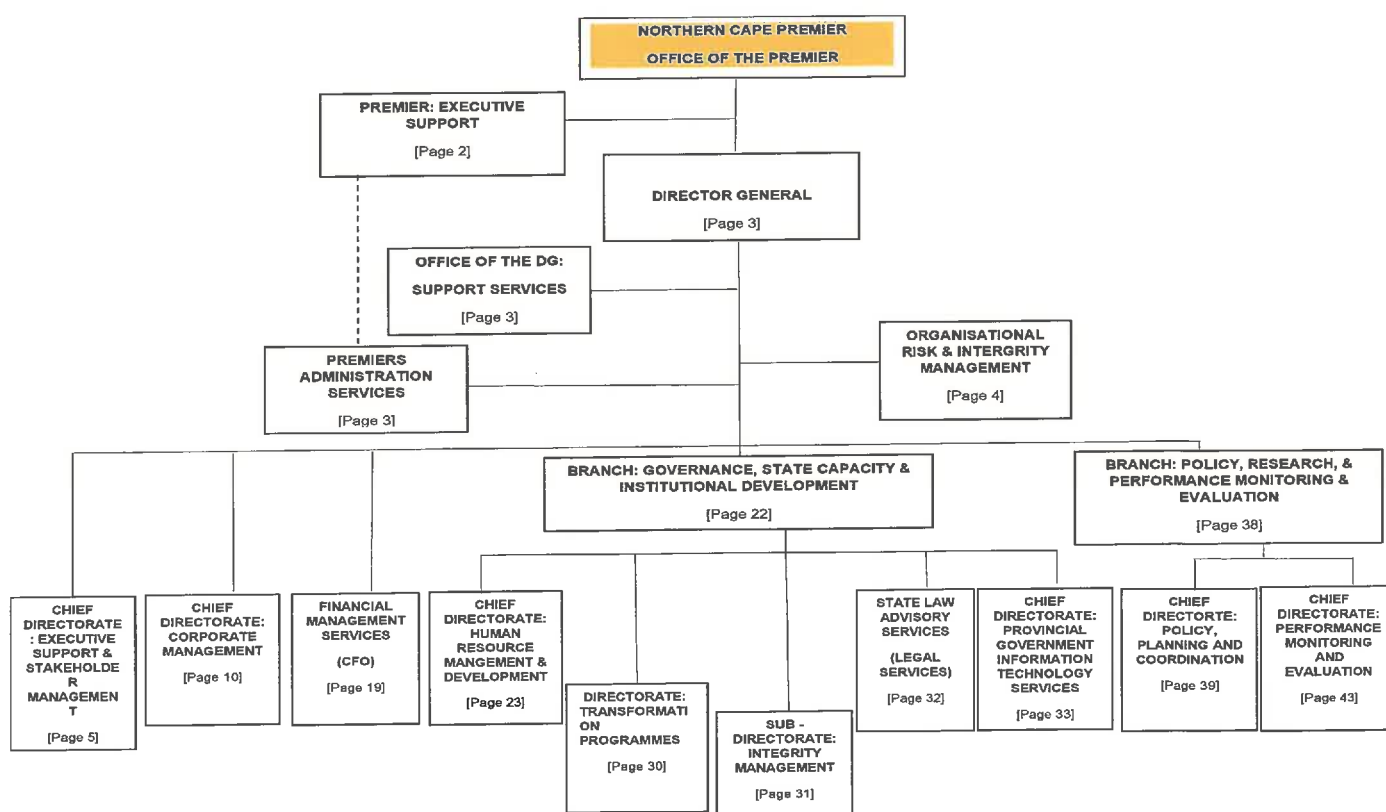
provincial government components, including the *co-ordination* of their actions and legislation; and

- (iii) be responsible for the giving of *strategic direction* on any matter referred to in section 3 (1), but shall in respect of a provincial department of the relevant province exercise no power or perform no duty which is entrusted or assigned by or under this Act or any other law to the head of the provincial department.

4. STRUCTURE AND FUNCTIONS OF THE OFFICE OF THE PREMIER, NORTHERN CAPE PROVINCE

4.1 Structure

The top management structure of the NCOTP is as follows:



4.2 Functions

The functions of the NCOTP are aligned to its mandate set out in paragraph 3 above and which are summarised as follows:

- To provide strategic leadership within the provincial administration, which includes the setting of norms and standards in regard to the functions set out in section 3 of the Public Service Act, 1994;
- To coordinate the functions of the provincial departments and provincial government components, with the objective of achieving the provincial targets as set out in the Medium-Term Development Plan;
- To ensure interdepartmental cooperation between departments within the provincial administration; and
- To be responsible for intergovernmental relations between the province and other provinces as well as between the province and national organs of state.

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

5.1. Information Officer

Name: JUSTICE BEKEBEKE
Tel: 053 0300 614
Email: cynthiajoseph@ncpg.gov.za

5.2. Deputy Information Officer:

Name: GLADYS BOTHA
Tel: 053 0300 647
Email: pmona@ncpg.gov.za

5.3 Access to information general contacts

Email: paia-NCOTP@ncpg.gov.za

5.4 Head Office

Postal Address: Private Bag X5016, KIMBERLEY, 8300
Physical Address: t & i Building, Memorial Road, Monument Heights,
KIMBERLEY, 8301

Telephone: 053 0300 600
Email: cynthiajoseph@ncpg.gov.za
Website: www.northern-cape.gov.za

6. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE OFFICE OF THE PREMIER, NORTHERN CAPE

- 6.1 Should the Information Officer/ Deputy Information officer refuse or fail to provide access to any record that is held by the NCOTP, the person requesting the information is entitled to appeal the decision.
- 6.2 Should access be granted to a record that involves a third party, the latter is entitled to appeal the decision.
- 6.3 The appeal will be reviewed by the relevant authority in terms of the prescripts of the Promotion of Access to Information Act (Act No 2. 2000).
- 6.4 Should it be found that the request was wrongfully denied, the relevant Authority will reverse the initial decision of the Information Officer and grant access to the record. The requester will then be informed of the decision and the necessary fees that are payable for the reproduction of the record or part thereof.
- 6.5 In the event that the relevant authority supports the decision of the Information Officer not to grant access to the record, the requester will be informed of that decision. The requester will also be informed of further remedies.
- 6.6 Once all internal appeal remedies, as identified by the **NCOTP** have been exhausted, the requester has the right to lodge a complaint with the Information Regulator before resorting to judicial remedies.
- 6.7 If after a determination by the Information Regulator, the requester remains dissatisfied with the outcome, the requester may approach a court of law for appropriate relief.
- 6.8 The manner of an internal appeal, appeal fees, complaints procedures and applications to court are prescribed by the Act.

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

7.1. The Regulator has, in terms of section 10(1) of PAIA, 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.

7.2. The Guide is available in each of the official languages.

7.3. The aforesaid Guide contains the description of-

7.3.1. the objects of PAIA and POPIA;

7.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-

7.3.2.1. the Information Officer of every public body, and

7.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;

7.3.3. the manner and form of a request for-

7.3.3.1. access to a record of a public body contemplated in section 11³ and;

7.3.3.2. access to a record of a private body contemplated in section 50⁴;

7.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;

¹Section 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 access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 7.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6. 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-
 - 7.3.6.1. an internal appeal;
 - 7.3.6.2. a complaint to the Regulator; and
 - 7.3.6.3. 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;
- 7.3.7. 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;
- 7.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 7.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 7.3.10. the regulations made in terms of section 92¹¹.

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

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.”

7.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

7.4.1. upon request to the Information Officer;

7.4.2. from the website of the Regulator (<https://inforegulator.org.za>).

8. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE OFFICE OF THE PREMIER, NORTHERN CAPE

Subjects on which the body holds records	Categories of records held on each subject
Director General Support	<ul style="list-style-type: none"> -Annual Performance Report -Strategic Plan - Annual Performance Plan -Annual Report -HOD Forum minutes - SMT Minutes
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures; - Advertised posts; - Employees records; - Learning and development e.g: skills development and training plans - Employment equity plan and statistics
Labour Relations	<ul style="list-style-type: none"> - Disciplinary Records - Bargaining Council Agreements - Minutes with organised Labour - FOSAD
Finance	<ul style="list-style-type: none"> - Annual financial statements; - Budget Speech - Bid documents; - Asset register - Payment batches - Expenditure reports - Auditor-General Reports - Supply Chain Management Database

	<ul style="list-style-type: none"> - PMTEC
Information Technology (IT)	<ul style="list-style-type: none"> - IT Governance – Corporate Governance of ICT Policy Framework Version 2 - Cyber Security - Cloud - Knowledge Management - LAN / WAN - ICT Policies, Strategy and plans. - State Information Technology Agreements - 4IR commissioned documents - National Frameworks on ICT - Legislative framework on ICT
Inter-Governmental Relations (IGR)	<ul style="list-style-type: none"> - Government Protocol Management - Coordinate and Manage Donor Funding - International and National travels - Visas and Official Passport - Cooperation Agreements - Memorandums of Understanding - IGR Framework. (Policies)
Provincial Transformation Programme	<ul style="list-style-type: none"> - Coordination Role and Capacity Building. - Gender based violence and femicide Provincial Implementation Plan (endorsed by EXCO) Upon request. - Gender Responsive Planning Budgeting Monitoring and Evaluation - Monitoring and Evaluation of certain projects such as sanitary dignity drive. - Advocacy and Awareness raising documents - Information on Human Rights events - Training Manual/Presentations - Information on Human Rights Events
Communications	<ul style="list-style-type: none"> - National Communications Policy - Draft Provincial Communication Policy - Draft Provincial Communication Framework - Draft Provincial Implementation Plan - Provincial Commemorative Day Communication Plans/Events, Imbizos - State of the Province Address (SOPA).

	<ul style="list-style-type: none"> - Commemorative days info/ photos - Social Media Pages of Government Whatsapp channel, Facebook, X, Instagram. - Presidential Hotline Supervisory and Liaison Alliance and reports - Media Marketing - Designing - Photography and Branding - National Communication and Policy
Policy and Planning	<ul style="list-style-type: none"> - SPLUMA - Provincial Spatial Development Framework (PSDF) - Provincial Growth and Development Plan (PGDP) - Research papers - Policy Coordination
Monitoring and Evaluation	<ul style="list-style-type: none"> - Performance Information Management System (Consolidated and Validated Data of the Provincial Reports) - Performance Information of Provincial Departments - Frontline Service Delivery Information on identified institutions - Statistics SA Data
Risk	<ul style="list-style-type: none"> - Fraud and Risk Management Plan - Risk Assessment Report - Anti-Fraud and Anti-Corruption Strategy

9. CATEGORIES OF RECORDS OF THE OFFICE OF THE PREMIER WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
PGDP 2020 PSDF Review NCPS Planning system Strategic Plan Annual Performance Plan Annual Reports Budget Speeches	Website www.northern-cape.gov.za

<p>SOPA Speeches</p> <p>Documents for public comment</p> <p>Newsletters</p> <p>Media statements</p>	
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Reports • Financial Items • Strategic and Operational Plans • Registers excluding financial ones • All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System. • Circulars Received • Publications published by the Office • Photographs • Miscellaneous • Approved organogram of the Office of the Premier • All records published on the department's website • All records of proceedings of public fora. 	<p>Information relating to the above services and access can be obtained from the Department:</p> <p>Office of the Premier Private bag X 5016 Kimberley 8300 Tel no: 053 0300 614</p> <p>Email address: cynthiajoseph@ncpg.gov.za; paia-NCOTP@ncpg.gov.za;</p> <p>Website: www.northern-cape.gov.za</p>
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<p>Bid Documents</p>	
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<ul style="list-style-type: none"> • Reports • Financial Items • Strategic and Operational Plans (readily available) • Registers excluding financial ones • All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System. • Circulars Received • Publications published by the Office • Photographs • Miscellaneous 	<p>Information relating to the above services and access can be obtained from the Department:</p> <p>Office of the Premier Private bag X 5016 Kimberley 8300</p> <p>Tel no: 053 0300 614</p>

<ul style="list-style-type: none"> • Approved organogram of the Office of the Premier • All records published on the department's website • All records of proceedings of public fora. 	<p>Email address: cynthiajoseph@ncpg.gov.za; paia-NCOTP@ncpg.gov.za;</p> <p>Website: www.northern-cape.gov.za</p>
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</p>	
<ul style="list-style-type: none"> • Reports • Financial Items • Strategic and Operational Plans • Registers excluding financial ones • All policy files created in terms of the Uniform Support Functions Filing System and the Uniform Personnel Functions Filing System. • Circulars Received • Publications. • Photographs • Miscellaneous • Approved organogram of the Office of the Premier • All records published on the NCPA website • All records of proceedings of public fora. 	<p>Information relating to the above services and access can be obtained from the Department:</p> <p>Office of the Premier Private bag X 5016 Kimberley 8300</p> <p>Tel no: 053 838 2600 Tel no: 053 0300 614</p> <p>Email address: cynthiajoseph@ncpg.gov.za; paia-NCOTP@ncpg.gov.za;</p> <p>Website: www.northern-cape.gov.za</p>

10. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE OFFICE OF THE PREMIER AND HOW TO GAIN ACCESS TO THOSE SERVICES

Office of the Premier is not necessarily a service orientated public body. In terms of the constitution its role is to coordinate activities of provincial administration and provide administrative support to the Premier and Executive Council. The following services are, however, provided directly to the public by or on behalf of the NCOTP:

10.1 TRANSVERSAL PROVINCIAL BURSARIES

The Unit provides bursaries for unemployed, academically deserving students so that they can pursue studies at tertiary level through full time and distance learning. The adjudication process for such bursaries is done by Office of the Premier and

other provincial departments. Information can be accessed at <http://www.northern-cape.gov.za>, facebook page.

10.2 THUSONG SERVICE CENTRES

Centres are located in various municipalities and provide a hub for various government departments to provide services to the public. The Thusong Service Centres are located in the following areas, and further information can be found at <http://www.northern.cape.gov.za>

Name of Thusong service centre	Physical Address	GPS Coordinates		Municipality
		Latitude	Longitude	
Manne Dipico Thusong	62 Sparrow, Pescodia	28,669146	24.715790	Sol Plaatje
Thlokomelo Thusong	cnr Maatanzima and letselo street, Mankuwane	-28,669146	24.722047	Sol Plaatje
Guinness Thusong	cnr Chamberlain and Church street, Colesberg	-30.7054410	25.1255390	Umsobomvu
Augrabies Thusong	199 Tin Crescent, Augrabies	-28.670393	20.425363	Kail Garib
Kgomotsego Thusong	33 Short street, Vanzylsrus	-26.876037	22.053100	Joe Morolong
Loeriesfontein Thusong	5 Mainstreet, Loeriesfontein	-30.949762	19.436784	Hantam

10.3 MME RE KA THUSA TRUST FUND

The Premier is also the Patron of the Mme Re ka Thusa Trust Fund, which was established for the purpose of empowering women businesses in the province, in both the formal and informal sectors. The Trust also provides financial assistance to women businesses in the form of loans and grants, and is managed by a number of Trustees appointed by the Master of the High Court.

The Trust Fund is situated at:

Bobby's Walk Building
6A Long Street
KIMBERLEY

Contact Numbers: 053-831 4583
Website: <https://mmerekathusatrufund.co.za>

11. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY OFFICE OF THE PREMIER

The public can participate or influence formulation of policy or the exercise of powers or performance of duties by Office of the Premier in one or more of the following ways;

Attending activities or sittings of the legislature;

Making inputs or comments on policy papers, drafts bills, notices;

Public participation in policy making takes place in the following ways; and

Through its unit, Executive Council Secretariat, Office of the Premier rolls out a programme called “EXCO meets the people” in terms of which Members of the Executive Council physically meet members of the public. In these meetings the latter are afforded an opportunity to voice any concerns. Some of these concerns are consolidated and concretised into policy.

12. PROCESSING OF PERSONAL INFORMATION

12.1 Purpose of Processing

Office of the Premier uses the information under its care for the following purposes;

Employment applications, vetting and screening

Employee general matters (pension, medical aid, payroll, disciplinary records)

Career incidences of Heads of Departments

Personnel Administration

Rendering services to other departments and provincial entities

Access to the building

Security

Supply Chain Management Processes

Bursary processes

Information as it relates to third parties, service providers, vendors, suppliers;

(Service Level Agreements, Regulatory requirements, Invoices, Verification of information and credit checks,

Monitoring and Evaluation data – processing of quarterly reports of departments, statistical information and Executive Council Outreach data to track progress with achievements of MTDP and policy and service delivery commitments made.

12.2 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
Natural Persons/Bursary holders /applicants	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number and confidential correspondence
Juristic Persons/Service Providers	Names of contact persons; Name of legal entity; physical and postal address; contact details (contact number(s), fax number, email address); registration number; financial, commercial, scientific or technical information and trade secrets, related information
Employees/Heads of Departments	Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details (contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality, financial disclosure information, gifts, donations received, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person

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

Category of personal information	Recipients or Categories of Recipients
Identity number and names, Address, List of Immovable property owned, personal details of spouse, Bank Statements,	State Security Agency
Qualifications, for qualification verifications	South African Qualifications Authority

<p>Identity Number, Address, Bank Statements, List of Immovable Assets, personal details of dependants</p> <p>Sending of emails and correspondence to staff, service providers</p>	OTHER GOVERNMENT DEPARTMENTS
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12.4 Planned transborder flows of personal information

Office of the Premier does not have plans to transfer personal information outside the Republic of South Africa. In the event such a need arises the Office of the Premier will ensure that the transfer adheres to relevant provisions of the Promotion of Personal Information Act (Act No.2 of 2000), including all other laws and treaties applicable to information handled by the state.

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

The Office of the Premier employs the following measures to safeguard personal information;

Anti- virus and Anti -malware solutions; Threat Intelligence/Virus Control

Access control;

Encryption;/Network

Firewalls; Emails

Provide overall security to its ICT infrastructure including software and hardware; Third party Assurance / E leave

Sourcing out security/Role of service providers.

SAAS / Box fusion.

Due diligence on networks.

Third party assurance.

Vetting of third party

E submission...

AGSA

13. AVAILABILITY OF THE MANUAL

13.1 This Manual is for now made available in the following official language(s)-

13.1.1 English;

13.2 A copy of this Manual or the updated version thereof, is also available as follows-

13.2.1 on the website www.northern-cape.gov.za, of the public body;

13.2.2 at the head office of the public body for public inspection during normal business hours;

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

13.2.4 to the Information Regulator upon request.

13.3. 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.

14. UPDATING OF THE MANUAL

The Office of the Premier, Northern Cape will, if necessary, update and publish this Manual annually.

A copy thereof can be obtained on Office of the Premier's website, www.northern-cape.gov.za

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