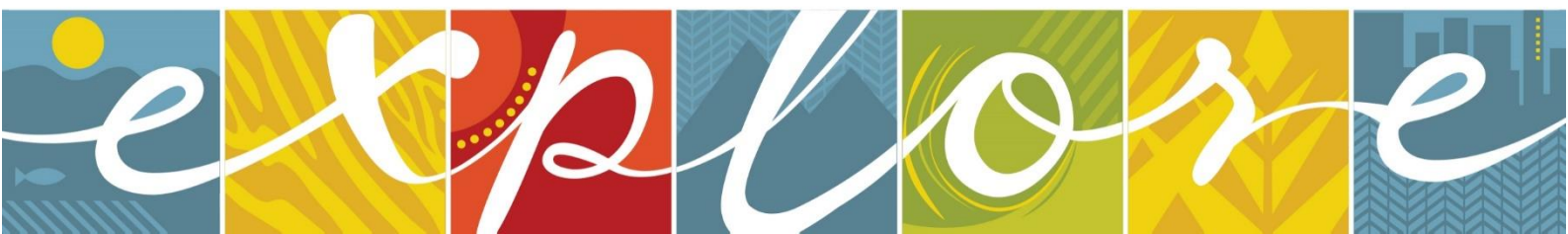


PAIA MANUAL

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

Number of policy	ECPTA – Legal 0005 / 2022
Version	3 rd Version
Applicability	ECPTA Employees
Contact person	Xoliswa Mapoma/Melumzi Fadashe
Status	Draft
Date of approval	March 2022
Date last amended	November 2019
Related policies	Document Storage & Control Data Protection and Privacy Policy Information Management and Communication Technology Security Policy
Legal framework	The Eastern Cape Parks and Tourism Agency Act 2 of 2010 (Eastern Cape) The Public Finance Management Act 1 of 1999 Access to Information Act 2 of 2000 Promotion of Just Administrative Action Act 3 of 2000 Protection of Personal Information Act 4 of 2013



LIST OF ACRONYMS AND ABBREVIATIONS

- | | | |
|-----|--------------------|---|
| 1.1 | "CEO" | Chief Executive Officer |
| 1.2 | "DIO" | Deputy Information Officer; |
| 1.3 | "ECPTA" | Eastern Cape Parks and Tourism Agency |
| 1.4 | "IO" | Information Officer; |
| 1.5 | "Minister" | Minister of Justice and Correctional Services; |
| 1.6 | "PAIA" | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| 1.7 | "POPIA" | Protection of Personal Information Act No.4 of 2013; |
| 1.8 | "Regulator" | Information Regulator; and |
| 1.9 | "Republic" | Republic of South Africa |

THE EASTERN CAPE PARKS AND TOURISM AGENCY

The Eastern Cape Parks and Tourism Agency has been established as a Schedule 3C Public entity in terms of the Eastern Cape Parks and Tourism Agency Act 2 of 2010(Act). This Act sets out the legislative framework within which the ECPTA will operate and in terms of which the ECPTA will carry out its mandate of Biodiversity Conservation and promotion of Tourism in the Province.



1. Strategic Overview

1.1.1 Vision

ECPTA envisages inclusive economic growth supported by sustainable utilisation of natural resources

1.1.2 Mission

Our mission is to lead responsible conservation and tourism for the benefit of current and future generations

1.1.3 Values

The values that support the actions of the ECPTA are:

RESPECT

We treat the environment, our communities, our partners and one another with respect and dignity

HUMILITY

There is a spirit of caring, community, harmony, and responsiveness in our approach to our work

INTEGRITY

We conduct our business in a principled manner that is honest and uncompromising

NECESSITY

We are pragmatic about sustaining a balance between human progress, economic growth, and environmental conservation

OPTIMISM

We are committed to collaborations that build a positive future for our Province



1.2. Structure

Eastern Cape Parks and Tourism Agency is governed by a Board of Directors appointed by the Member of the Executive Council for the Economic Development, Environmental Affairs and Tourism

The Eastern Cape Parks and Tourism Agency Board is made up of 7(seven) members including the Chairperson.All members have been appointed in accordance with the provisions of the Eastern Cape Parks and Tourism Agency Act 2 of 2010.

1.3 Board of Directors

The Board of Directors is the highest decision – making entity of the Eastern Cape Parks and Tourism Agency.

1.4 Executive Management

The Board performs its functions through the various departments headed by the Chief Executive Officer; Mr V Dayimani who oversees the running of the organization with an executive management team who manages the day-to-day operations of organization.

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held the entity 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 entity, by providing a description of the subjects on which the entity holds records and the categories of records held on each subject;



- 2.3 know the description of the records of the entity 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 entity 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 entity 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 entity 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 the ECPTA

3.1 Chief Information Officer

Name: Vuyani Dayimani
Tel: 043 705 4400



Email: Vuyani.Dayimani@ecpta.co.za

3.2 Deputy Information Officers

Name: Xoliswa Mapoma
Tel: 043 705 4400
Email: Xoliswa.Mapoma@ecpta.co.za

Name: Melumzi Fadashe
Tel: 043 705 4400
Email: Melumzi.Fadashe@ecpta.co.za

3.3 Access to information general contacts

Info@ecpta.co.za>

3.4 Head Office

Postal Address: PO Box 11235
Southernwood
East London
5213

Physical Address :17-25 Oxford Street
East London
5201

Telephone: 043 705 4400

Email:

Website: www.visiteasterncape.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.

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 entity, and

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

4.3.3 the manner and form of a request for-

4.3.3.1 access to a record of a public entity contemplated in section 11; and

4.3.3.2 access to a record of a private entity contemplated in section 50

4.3.4 the assistance available from the IO of a public entity 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 entity, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private entity;
- 4.3.7 the provisions of sections 14 and 51 requiring a public entity and private entity, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8 the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public entity and private entity, respectively;
- 4.3.9 the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 4.3.10 the regulations made in terms of section 92.
- 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-
 - 4.5.2 upon request to the Information Officer;
 - 4.5.3 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-



5. Categories of records of the ECPTA which are available without a person having to request access

Record	Location
Annual Reports	Head Office
General Information	Head Office
Brochures of Reserves	Head Office
Corporate Brand	Head Office

6. Description of records of ECPTA which are available in accordance with any other legislation

Category of Records	Applicable Legislation
POPIA Policy	Protection of Personal Information Act 4 of 2013
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Data Protection and Privacy Policy	2014 Standards Good Practice for Information Security
IMCT Policy	2014 Standards Good Practice for Information Security

7. Access to the records held by ECPTA

- Records required in terms of the ECPTA Act
- Records in terms of other legislation applicable to the ECPTA
- Services offered by ECPTA
- Clients of ECPTA



- Research conducted
- Annual Reports
- Operational reports
- Records of Meetings
- Policies
- Employment records and other related records
- Asset register
- Financial records
- Strategic and management plans
- Records of workshops and conferences attended
- Papers presented
- Archive material

Description of the categories of records held by ECPTA

- Confidential
- Personal
- Commercial
- Financial
- Statutory
- Legal
- Historical

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

8.2 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
Customer/Clients	Name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	Names, registration number, VAT Numbers, CSD, tax clearance, address, trade secrets, and bank details, etc.
Employees	Address, qualifications, gender, race, sex, etc.

8.3 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 criminal checks	South African Police Services
Qualification, for qualification verifications	South African Qualification Authority

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

The ECPTA has the Document Storage & Control, Data Protection and Privacy Policy



9 AVAILABILITY OF THE MANUAL

9.4 A copy of the Manual is available-

9.4.1 on www.visiteasterncape.co.za ,

9.4.2 head office of the ECPTA for public inspection during normal business hours
08:00am -4:30pm Monday to Thursday and 08:00am-04:00pm Friday;

9.5 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

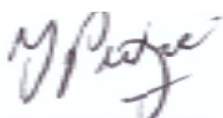
The Policy will be reviewed every three years.



Mr V. Dayimani

Chief Executive Officer

Date: _____ 30 March 2022 _____



Ms. T Putzier

Acting Chairperson of the Board

Date: _____ 31 March 2022 _____



