

**Institute of Packaging SA**  
***IPSA***  
**the "Institute"**

**Promotion of Access to Information Act Manual**  
**the "PAIA Manual"**

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person or entity, whether such information is required by someone to protect his/her rights.

## **A. OVERVIEW**

The Institute of Packaging SA (IPSA) the "Institute" is a common law association of packaging professionals whose aim is to promote high standards and professionalism in the packaging industry, to provide opportunities for networking and education and to promote the recognition of packaging as a profession. The Institute's Gold Pack Awards, Student Gold Pack Awards and the four-tier skills development programme are key focus areas to achieve these aims. Through the provision of these services, the Institute is necessarily involved in collecting, using and disclosing certain aspects of the personal information of its members, students, associates and other stakeholders.

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

## **B. AVAILABILITY OF THIS MANUAL**

A copy of this Manual is available -

- Physically at 1 Dorryce Lane, Morningside Manor, Sandton
- On request from our Information Officer
- On our website: [www.ipsa.org.za](http://www.ipsa.org.za)

## **C. COMPANY CONTACT DETAILS (Section 51 (1) (a))**

Information Officer:	Mr William MARSHALL
Chairman:	Mr Charles Muller
Postal Address:	P.O. Box 781732, Sandton, 2146
Street Address:	1 Dorryce Lane, Morningside Manor, Sandton
Telephone Number:	0118041614
Email:	Secretary@ipsa.org.za

## **D. THE ACT**

More information on how the Act works and all other information can be obtained from the SAHRC – SA Human Rights Commission, at:

Private Bag X2700  
Houghton  
2041  
Tel: 011 877 3600

There are also provincial SAHRC offices in all nine provinces.

- The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

## E. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

- **Voluntary Disclosure**

The following information is made known automatically: website; fees schedule; internal school policies; all marketing brochures and persons do not have to request such information.

- **Records Available In Terms Of Other Legislation**

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.

- Business legislation (including all regulations issued in terms of such legislation): The Companies Act 71 of 2008; Income Tax Act 58 of 1962; Value Added Tax Act 89 of 1991; Labour Relations Act 66 of 1995; Basic Conditions of Employment Act 75 of 1997; Employment Equity Act 55 of 1998; Skills Development Levies Act 9 of 1999; Unemployment Insurance Act 63 of 2001; Electronic Communications and Transactions Act 25 of 2002; Telecommunications Act 103 of 1996; Electronic Communications Act 36 of 2005; Consumer Protection Act 68 of 2008; Broad-based Black Economic Empowerment Act 53 of 2003; National Credit Act 34 of 2005; Long-term Insurance Act 52 of 1998; etc.
- Education legislation (including all regulations issued in terms of such legislation)

- **RECORDS HELD BY THE INSTITUTE**

We hold records in the categories listed below. *The fact that we list a record type here does not necessarily mean that we will disclose such records*, and all access is subject to the evaluation processes outlined herein, which will be exercised in accordance with the requirements of the Act.

Records	Subject	Availability
<b>Internal records relating to our business</b>	Founding and other documents, minutes and policies; annual and other reports; financial records; operational records, policies and procedures; contracts; licenses, trademarks and other intellectual property; production, marketing records; other internal policies and procedures; internal correspondence; statutory records; insurance policies and records; etc.	
<b>Personnel records</b>	Records relating to members, associates, temporary employees, fixed term employees, part-time employees, permanent employees, locums, contractors, partners, directors, executive directors, non-executive directors, national and regional committee members. It includes personal files and similar records, records a third parties have provided to us about their personnel; employment contracts, conditions of employment; workplace policies; disciplinary records; termination records; minutes of meetings; performance management records and systems and all employment- related records and correspondence.	
<b>Member and Student records</b>	Member and student lists; funding records; agreements; consents; needs assessments; financial and accounts information; research information; evaluation records; profiling; academic qualifications and academic performance; and similar information.	
<b>Supplier and service provide records</b>	Supplier registrations; contracts; confidentiality agreements and non-disclosure agreements, communications; logs; delivery records; commissioned work; and similar information, some of which might be provided to us by such suppliers and providers under service- and other contracts.	
<b>Technical records</b>	Manuals, logs, electronic and cached information, product registrations, product dossiers, approvals, conditions and requirements, trade association information and similar product information.	
<b>Third party information</b>	May be in our possession but which would be subject to the conditions set in relation to such possession and use or purpose limitations	
<b>Environment and market information</b>	Information bought, publicly available information and commissioned information which pertains to the specific sector and market of our business and factors that affect the business, professional and healthcare environment.	
<b>Financial</b>	AFS	Request in terms of PAIA
	Financial and Tax Records	
	Asset Register	
	Management Accounts	

## F. HOW TO REQUEST ACCESS TO RECORDS HELD BY THE INSTITUTE

Requests for access to records held by the Institute must be made by email request or per forms that are available from our website. When a record is requested, the following will apply:

- Fees may be payable. These fees are prescribed by law and can change from time to time.
- The prescribed Request Form must be completed. It can be obtained from the Information Officer, on the school's website ([www.ipsa.org.za](http://www.ipsa.org.za)), on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or on the website of the Department of Justice ([www.justice.gov.za](http://www.justice.gov.za)) under "PAIA" and "forms".
- **On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information**
  - Address your request to the National Secretary.
  - Provide sufficient details to enable the Institute to identify:
    - The record(s) requested;
    - The requester (and if an agent is lodging the request, proof of capacity); If the requester is acting on behalf of someone else, the signature of the other person as the one who has authorised the request to be made.
    - The form of access required (inspection of copy, paper copy, electronic copy, transcript, etc.);
    - The postal address of the requester in the Republic;
    - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
    - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.
  - If the record is part of another record, the requester will only be given access the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.
  - All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act. One can, for example, not access another person's confidential information, or trade- or commercial secrets of a business.
  - An answer on a request for information must be made within 30 days of the request, and if not granted and the requester is not satisfied s/he can approach the courts within 30 days.

## G. PRESCRIBED FEES

The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at [www.sahrc.org.za](http://www.sahrc.org.za).

The following applies to requests (other than personal requests):

- A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- Records may be withheld until the fees have been paid.

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