
Promotion of Access to Information Act

The Information Regulator distributed a letter to all private bodies last week, **Wednesday 11 October 2023**. They are requesting all public and private bodies to replace the Access to Information forms on their websites within 14 days of receiving the communication, thus being **Wednesday 25 October 2023**.

The Information Regulator is requesting all public and private bodies to remove **Form C “REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY”** and replace this with 2 new forms:

- Form 02: Request for Access to Record [Regulation 7]- Public & Private Bodies.
- Form 03: Outcome of request and of fees payable [Regulation 8]- Public & Private Bodies.

As per PAIA, public and private bodies are required to have a PAIA Manual which has all the information regarding a person/s right to access personal information and the information of the company and its information officer from whom the person is requesting the information.

As part of our POPI Webinar and Resource pack we provided you with a template for the PAIA Manual. This Manual has the old “Form C” at the end of the manual. To be compliant, the PAIA Manual needs to be corrected.

Therefore, we have updated our PAIA Manual Template and replaced it on your Society / Management Group’s website or on the SAPPF Website / App.

To access the new PAIA manual, please login to either of these websites and go to the POPI Webinar either on the Resources Page / Practice Documents or Webinar Page and download the new “PAIA Manual – Updated 17 October 2023” template and add your practice / business / company information where there are the highlighted spaces and save the document. You will need to have a printed copy in a file at your practice and a link to the online file on your website.

We suggest you place a link to your PAIA manual where you have your privacy policy on your website (a template can also be found in the POPI Webinar and Resource Pack) or have your website team create a page which contains the link to the document and place the link to the page on the footer of your website called “PAIA”. *[An example of this can be found on the www.surgicom.co.za website].*

We have also attached a word version of the two forms in one document which you can add to your already existing PAIA manual by removing the Form C currently there and copy and paste these two forms on a new page at the end of your PAIA Manual.

If you have any questions or concerns, please contact your Society / Management Group or email carl@healthman.co.za

Regards,
HealthMan / SAPPF
