



UNIVERSITY OF PRETORIA

PROMOTION OF ACCESS TO INFORMATION MANUAL

PREPARED IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000 (AS AMENDED) (PAIA)

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1. PURPOSE OF THIS PAIA MANUAL

The purpose of this PAIA manual is to inform the public on:

- 1.1. the nature of the records available at the University without having to submit a formal PAIA request;
- 1.2. how to request access to a record;
- 1.3. access contact details of the persons who will assist in their request to access a record;
- 1.4. all the remedies and services available to them and how to access them;
- 1.5. access to the PAIA guide updated by the Regulator;
- 1.6. the purpose and description of personal information that is processed;
- 1.7. whether the University transfers or processes personal information outside South Africa and if so, who the recipients of that personal information are; and
- 1.8. whether the University has appropriate security measures in place to protect the personal information in its possession.

2. ESTABLISHMENT OF THE UNIVERSITY

The University of Pretoria is a public higher education institution established and incorporated in terms of the Higher Education Act 101 of 1997.

2.1 OBJECTIVES / MANDATE

The objective of the University is to be a leading research-intensive university in Africa, recognised internationally for its quality, relevance and impact, and also for developing people, creating knowledge and making a difference locally and globally.

In pursuing recognition and excellence in its core functions of research, teaching and learning, and integrating engagement with society and communities into these, we use quality, relevance, diversity and sustainability as our navigational markers.

The University of Pretoria's vision to be a leading research-intensive university means that the guiding strategy will be to locate the core activities of research, teaching and learning, and derived from these, engagement with society, firmly in national and regional contexts, and to project its academic work on the international stage. Central to the University's strategy is that it can and must have a positive impact on its immediate and broader communities and

environments, and that it is and will remain a hub of knowledge production that speaks to the global academic community.

3. DESCRIPTION OF THE UNIVERSITY'S STRUCTURE AND FUNCTIONS

The University functions in accordance with the Higher Education Act, the Statute and the Institutional Rules of the University.

The Statute of the University of Pretoria is approved by the Minister of Higher Education in terms of the Higher Education Act 101 of 1997 and gives effect to any law or guidelines relating to the University of Pretoria and promotes the effective and responsible management and governance of the University in respect of matters not expressly prescribed by any law.

The University structures are listed below, and their functions can be found in the Statute (available on our website on the [Policies and other important documents](https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents) page or found at <https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents>):

3.1. Governance structures:

3.1.1. Chancellor

3.1.2. Vice-Chancellor and Principal

3.1.3. Executive

3.1.3.1 Vice-Principals

3.1.3.2 Executive Directors

3.1.3.3 Registrar

3.1.3.4 Chief Operating Officer

- 3.1.4. Council and Council Committees
- 3.1.5. Senate and Senate Committees
- 3.1.6. Faculties, departments, schools and such other academic structures as may be determined by the Council
- 3.1.7. Various Professional service departments and other offices, bodies or structures determined by the Council
- 3.1.8. Institutional Forum
- 3.1.9. Student Representative Council
- 3.1.10 A Convocation
- 3.1.11 Academic employees of the University
- 3.1.12 Professional service employees of the University
- 3.1.13 Students of the University
- 3.1.14 All the University's properties and assets

4. INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

4.1. Information Officer

Name and surname:	Prof T Kupe
Position:	Vice-Chancellor and Principal
Physical address:	University of Pretoria cnr Lynnwood Road and Roper Street Hatfield South Africa
Postal address:	University of Pretoria Private bag X20 Hatfield 0028 South Africa

Tel no: (012) 420-2900
Email: informationofficer@up.ac.za

4.2. Deputy Information Officer(s)

Name and surname: Prof CMA Nicholson
Position: Registrar
Physical address: Room 4-23
Administration Building
cnr Lynnwood & University Road
Hatfield
Pretoria
Postal address: Private bag X20
Hatfield 0028
South Africa
Tel no: (012) 420-4236
Fax no: (012) 420-5849
Email: regis@up.ac.za

The University of Pretoria's physical address for the Hatfield Campus, which is the home of our central administration is:

cnr Lynnwood Road and Roper Street
Hatfield
South Africa

Postal address:
University of Pretoria
Private bag X20

Hatfield 0028

South Africa

Website: <http://www.up.ac.za>

If you have any questions about PAIA or this Manual, please email us at informationofficer@up.ac.za or contact us at the other contact details given in this section.

5. GUIDE ON HOW TO USE PAIA AND HOW TO ACCESS THE GUIDE

5.1. 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 the Protection of Personal Information Act 4 of 2013 (POPIA).

5.2. This Guide is available in each of the official languages of South Africa.

5.3. This Guide describes:

5.3.1. the object of PAIA and POPIA;

5.3.2. the postal and street address, phone and fax number and, if available, email address of:

5.3.2.1 the Information Officer, and

5.3.2.2 every Deputy Information Officer of every public body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

- 5.3.3. the manner and form of a request for access to a record of a public body described in section 11 of PAIA;
 - 5.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 5.3.5. the assistance that the Regulator can provide in terms of PAIA and POPIA;
 - 5.3.6. all remedies available in law 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-
 - 5.3.6.1 an internal appeal;
 - 5.3.6.2 a complaint to the Regulator; and
 - 5.3.6.3 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;
 - 5.3.7. the provisions of section 14 of PAIA requiring a public body to compile a manual and how to obtain access to a manual;
 - 5.3.8. the provisions of section 15 of PAIA providing for the voluntary disclosure of categories of records by a public body;
 - 5.3.9. the notices issued in terms of Section 22 of PAIA regarding fees to be paid in relation to requests for access; and
 - 5.3.10. the regulations made in terms of section 92 of PAIA.
- 5.4 Members of the public can inspect or make copies of the Guide at the offices of the public body, including the office of the Regulator during normal working hours. The Guide can also be obtained-
- 5.4.1 Upon request to the Information Officer;
 - 5.4.2 from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

6. AVAILABILITY OF THIS PAIA MANUAL

6.1. This PAIA manual is available in the following three official languages of South Africa:

6.1.1. English

6.1.2. Afrikaans

6.1.3. Sepedi

6.2. A copy of this Manual or an updated version thereof, is available:

6.2.1. on our website on the [Policies and other important documents](https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents) page or <https://www.up.ac.za/article/2754069/up-policies-and-other-important-documents>;

6.2.2. at our main campus in Hatfield for the public to inspect during normal business hours;

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

6.2.4. to the Information Regulator upon request.

6.3. A fee for a copy of the manual as contemplated in Annexure B of the Regulations, will be payable per each A4-size photocopy page made.

7. RECORD KEEPING: SUBJECTS ON AND CATEGORIES OF WHICH THE UNIVERSITY KEEPS RECORDS

(N.B.: The following is a broad indication of the information the University has in its possession. However, it does not necessarily imply that this information will be available on demand, as some of the records may be confidential or of a confidential, restricted nature.

Subjects on which the University holds records	Categories of records held
Students	Biographical information Previous qualifications Academic records

	Records of conduct Student statistics and profiles Financial status Disciplinary information Bursaries and loans Examination scripts (access only in terms of university Regulation G14)
Corporate policy:	Internal procedures and guidelines Directives Policy documents Rules and regulations Yearbook information
Meeting management:	Agendas and minutes of: <ul style="list-style-type: none"> • Council meetings • Senate meetings • Committees of the Council and Senate • Senior management • Faculty boards • Departments • Executive committees • Various committees • Student Representative Council (SRC) , service providers and students' associations
Officials and members:	Chancellor University Council Senate

	<p>Committees of the Council and Senate</p> <p>Senior management</p> <p>Faculties and Faculty boards</p> <p>Institutional Forum</p> <p>Student structures</p> <p>Convocation and Alumni</p>
Publications:	<p>Yearbooks</p> <p>Reports</p> <p>Programmes</p> <p>Addresses and speeches</p> <p>Journals</p> <p>Newspapers</p> <p>Scrapbooks, clippings and diverse publications</p> <p>Brochures, calendars and guides</p> <p>Theses and dissertations</p>
Personnel:	<p>Personnel records</p> <p>Personnel statistics</p> <p>Equal employment</p> <p>Skills development information</p> <p>Disciplinary information</p>
Finances:	<p>Creditors</p> <p>Debtors</p> <p>Salaries</p> <p>Assets</p> <p>Budgets</p>

	<p>Financial statements</p> <p>Internal audit reports</p> <p>Investments</p> <p>Insurance</p> <p>Special investigations</p>
<p>Management and operational information in respect of the following professional services of the University:</p>	<p>Education Innovation</p> <p>Enrolment and Student Administration</p> <p>Facilities Management</p> <p>Finance</p> <p>Human Resources</p> <p>Information Governance</p> <p>Information Technology Services</p> <p>Institutional Advancement</p> <p>Institutional Planning</p> <p>Internal Audit and Compliance Services</p> <p>Legal Services</p> <p>Library Services</p> <p>Research Innovation</p> <p>Residence Affairs and Accommodation</p> <p>Security Services</p> <p>Student Affairs</p> <p>Transformation Office</p> <p>TuksSport</p> <p>UP (University of Pretoria) Archives</p>

Management and operational information in respect of the following Faculties and their Departments, Schools, Institutes, Units, Bureaus, Centres and Groups:	Faculty of Humanities Faculty of Natural and Agricultural Sciences Faculty of Law Faculty of Theology and Religion Faculty of Economic and Management Sciences Faculty of Veterinary Science Faculty of Education Faculty of Health Sciences Faculty of Engineering, Built Environment and Information Technology Gordon Institute of Business Science (GIBS)
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8. CATEGORIES OF INFORMATION AUTOMATICALLY AVAILABLE WITHOUT A REQUEST

All information that the University publishes on its website (<http://www.up.ac.za>) is automatically available and no formal process is required to access those records.

9. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE UNIVERSITY AND HOW TO GAIN ACCESS TO THOSE SERVICES

You can read about our services and gain access to them by going to the 'About us' page on our website: www.up.ac.za/article/2749257/about-us

10. PARTICIPATION IN POLICY FORMULATION AND DECISION-MAKING AT THE UNIVERSITY

The University community may participate in the formulation of policy and in decision-making at the University as set out in the Higher Education Act 101 of 1997 and according to internal procedures agreed upon from time to time with the relevant representative bodies.

11. PROTECTION OF PERSONAL INFORMATION

Personal information is any information relating to an identifiable living individual and any information relating to an identifiable, existing juristic person. We collect and use personal information when providing our products and services, when doing research, and to manage our institution. Our privacy notices are available on the iGaPP website - <https://www.up.ac.za/iGaPP-programme>. You can find more information in our [privacy notices](#) about:

- the purposes for which we process personal information;
- the categories of data subjects whose personal information we process;
- the categories of information we process;
- the categories of recipients to whom we may supply personal information;
- transborder flows of personal information; and
- the information security measures we have implemented to ensure the confidentiality, integrity and availability of personal information.

12. UPDATING OF THE MANUAL

The University will, if necessary, update and publish this Manual annually.