



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

NOTICE

AUTOMATIC AVAILABILITY OF CERTAIN RECORDS OF THE INFORMATION REGULATOR

In terms of

Section 15 of the Promotion of Access to Information Act 2 of 2000

And

**[Regulation 4 of the Regulations relating to the
Promotion of Access to Information, 2021]**

September 2022

DESCRIPTION OF THE CATEGORIES OF RECORDS OF THE INFORMATION REGULATOR THAT ARE AUTOMATICALLY AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Category	Description		Mode of Accessibility				
			Inspection	Purchase	Website	Copying	Free of charge
Legislations	Promotion of Access to Information Act 2 of 2000-		X		X		
	Promotion of Access to Information Amendment Act 54 of 2002		X		X		
	Protection of Personal Information Act 4 of 2013		X		X		
	Promotion of Access to Information Amendment Act 31 of 2019		X		X		
	The Political Party Funding Act 6 of 2018		X		X		
	Cybercrimes Act 19 of 2020		X		X		
Regulations	PAIA	Regulations that prescribe the grounds under which a person is exempt from having to pay fees- Government Notice R.991 in GG 28107-14 October 2005	X		X		

Category	Description	Mode of Accessibility				
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	Designation of Magistrate Courts as having the capacity to hear PAIA matters -Government Notice 1217 in GG 42717-19 September 2019	X		X		
	Rules of procedure for application to court in terms of the Promotion of Access to Information Act 2 of 2000, Government Notice R. 1284 in GG 42740-4 October 2019 (Promotion of Access to Information Rules)	X		X		
	Regulations relating to the Promotion of Access to Information, 2021-GG 45057, GoN 757	X		X		
	Draft rules of procedure relating to the matter in which PAIA Complaints and any PAIA Matter may be dealt with by the Enforcement Committee	X				
	Regulations relating to the Protection of Personal Information, 2018	X		X		
POPIA	Protection of Personal Information Act: Amendments to Regulations-GG 45120, GoN 829	X		X		

Category	Description	Mode of Accessibility					
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	Information Regulator's Rules of Procedure for Handling POPIA complaints	X		X			
	Draft rules of procedure relating to the matter in which POPIA Complaints and any POPIA Matter may be dealt with by the Enforcement Committee	X					
Forms	PAIA	Form 01: Request for a Guide from the Regulator [Regulation 2]	X		X	X	X
		Form 01: Request for a Copy of the Guide from an Information Officer [Regulations 3]	X		X	X	X
		Form 02: Request for Access to Record [Regulation 7]	X		X	X	X
		Form 03: Outcome of request and of fees payable [Regulation 8]	X		X	X	X
		Form 04: Internal Appeal Form [Regulation 9]	X		X	X	X
		Form 05: Complaint Form [Regulation 10]	X		X	X	X
		Form 13: PAIA Request for Compliance Assessment Form [Regulation 14(1)]	X		X	X	X

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POPIA	Form 1: Objection to the Processing of Personal Information	X		X	X	X
	Form 2: Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information	X		X	X	X
	Form 3: Application for the Issue of a Code of Conduct	X		X	X	X
	Form 4: Application for the Consent of a Data Subject for the Processing of Personal Information for the Purpose of Direct Marketing	X		X	X	X
	Form 5: Complaint Regarding Interference with the Protection of Personal Information/Complaint Regarding Determination of an Adjudicator	X		X	X	X
	Form 20: Request for an Internal Review s in the rules of procedure relating to the manner in which a complaint must be submitted and handled by the Information Regulator	X		X	X	X

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			Inspection	Purchase	Website	Copying	Free of charge
		Application Form for authorisation to process Special Personal Information	X		X	X	X
		Application Form for authorisation to process Personal Information of Children	X		X	X	X
		Exemption Application Form- section 37(1)	X		X	X	X
		Application form for Registration of Information Officers	X		X	X	X
		Application Form for Prior Authorisation	X		X	X	X
Enforcement Committee		Terms of Reference for Enforcement Committee	X		X	X	
Manual		PAIA Manual- (English- Afrikaans- Sesotho- Braille)	X		X	X	
	PAIA	PAIA Manual Template for a Public Body	X		X	X	
		PAIA Manual Template for a Private Body	X		X	X	

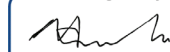
Category	Description		Mode of Accessibility				
			Inspection	Purchase	Website	Copying	Free of charge
Templates		Automatically availability of certain records of the Private and Public Body	X		X	X	X
	POPIA	Notification of a security compromise in terms of Section 22 of Protection of Personal Information Act 4 of 2013	X		X	X	
Guidance Notes and Procedures	PAIA	Procedures for making information electronically available	X		X	X	
		PAIA Guide- Guide on how to use the Promotion of Access to Information Act 2 of 2000 (English- Afrikaans – isiNdebele – isiXhosa – isiZulu – Siswati – Sepedi – Sesotho – Setswana – Tshivenda – Xitsonga -Braille (physical copy only).	X		X	X	
	POPIA	Guidance Note on the processing of Special Personal Information	X		X	X	
		Guidance Note on the processing of personal information of children	X		X	X	
		Guidance Note on the processing of personal information in the management and containment of Covid-19 Pandemic in terms of the Protection of Personal Information Act 4 Of 2013 (POPIA), 03 Apr 2020	X		X	X	

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	Guidance Note on Processing of Personal Information of a Voter by a Political Party in terms of the Protection of Personal Information Act, 4 of 2013	X		X	X	
	Guidelines on registration of Information Officers	X		X	X	
	Guidance Note on applications for Prior Authorisation	X		X	X	
	Guidance Note on Exemptions	X		X	X	
	Guidelines on drafting Codes of Conduct	X		X	X	
Policies	Code of Ethics and Conduct	X		X	X	
	Policy on Disclosure of Interests	X		X		
	Personal-Information-Impact-Assessments	X				
Registers	Code of conduct	X				
	Information Officer	X				
	Section 32 statistics	X				

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		Inspection	Purchase	Website	Copying	Free of charge
	Latest notice of automatically available records of public bodies	X		X	X	
	Complaints	X				
	Assessments	X				
	Prior Authorisation Applications	X				
	Exemptions Applications	X				
	Special Personal Information Applications	X				
	Personal Information of Children Applications	X				
Strategic Documents (Plans and Report)	Strategic Plan	X		X	X	
	Annual Performance Plan	X		X	X	
	Annual Performance Report	X		X	X	
Reports	Investigation Reports			X		
	Assessment Reports			X		

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		Inspection	Purchase	Website	Copying	Free of charge
Notices	Enforcement Notices	X		X	X	
	Information Notices	X				
	Infringement Notices	X		X	X	
	Notice in terms of the commencement date of section 58(2) of POPIA, - GG 44782, GeN 395			X	X	
Communications	Media statements			X		
Human Resource	Job Advertisement			X		
Supply Chain	Bid advertisement and Bid Awarded			X		
Education and Training	training manual	X			X	X

DocuSigned by:



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Mr Mosalanye Mosala

INFORMATION OFFICER**Date: 16 September 2022**