

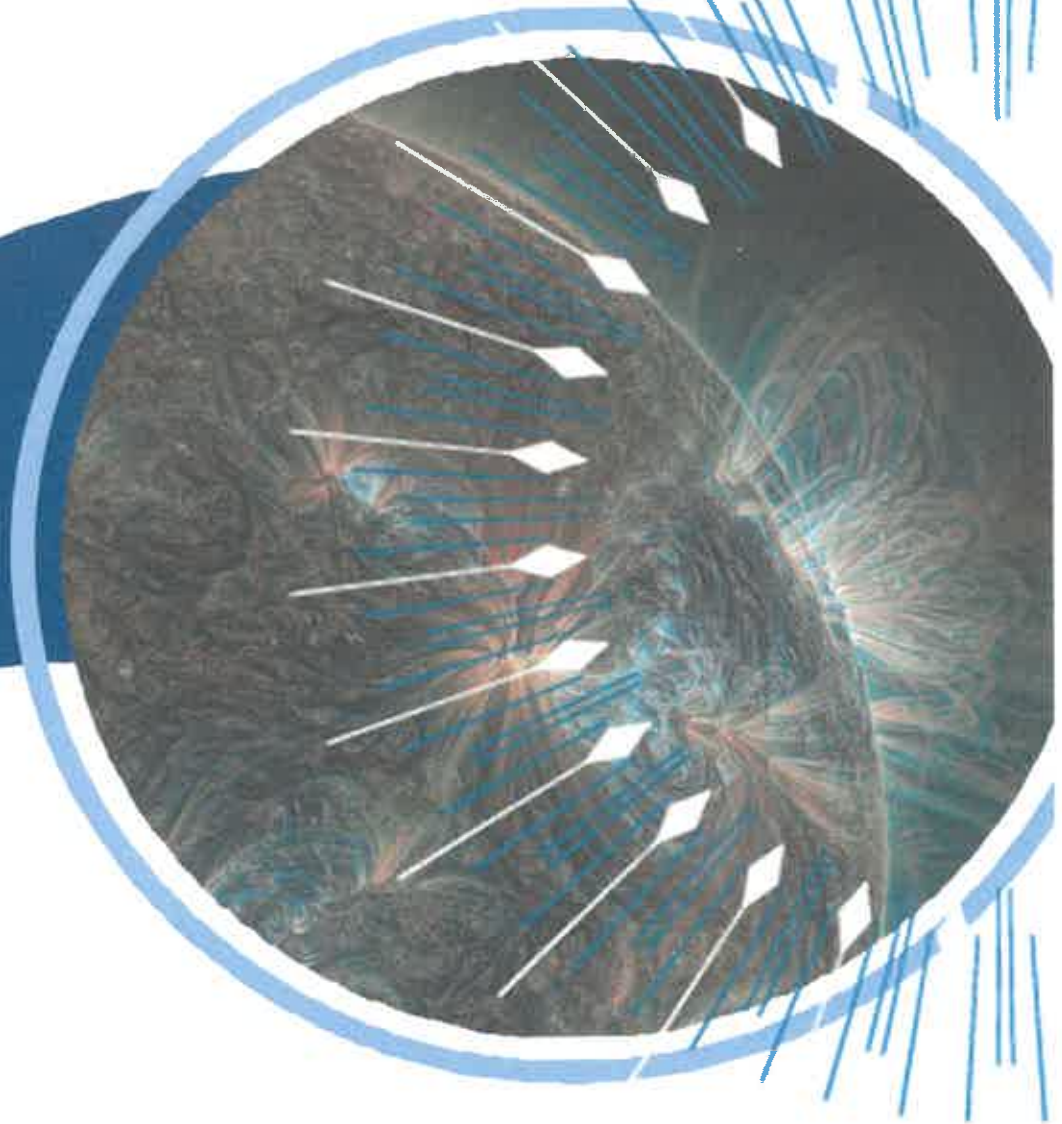


science, technology
& innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA



SANSA
SOUTH AFRICAN NATIONAL
SPACE AGENCY



PAIA MANUAL

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- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person, but excludes information about an individual who has been dead for more than 20 years;

1.1.7 **"Record"** of, or in relation to, a public or private body, means any recorded information –

- (a) regardless of form or medium;
- (b) in the possession or under the control of that public or private body, respectively; and
- (c) whether or not it was created by that public or private body, respectively;

1.2 Interpretation

1.2.1 any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the signature date, and as amended or substituted from time to time;

1.2.2 if any provision in a definition is a substantive provision conferring a right or imposing an obligation on any party then, notwithstanding that it is only in a definition, effect shall be given to that provision as if it were a substantive provision in the body of this Manual;

1.2.3 where any term is defined within a particular clause other than this, that term shall bear the meaning ascribed to it in that clause wherever it is used in this document;

1.2.4 where any number of days is to be calculated from a particular day, such number shall be calculated as excluding such particular day and commencing on the next day. If the last day of such number so calculated falls on a day which is not a business day, the last day shall be deemed to be the next succeeding day which is a business day;

1.2.5 any reference to days (other than a reference to business days), months or years shall be a reference to calendar days, months or years, as the case may be;

1.2.6 the use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording preceding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s;

1.2.7 insofar as there is a conflict in the interpretation of or application of this Manual and the Act, the Act shall prevail;

1.2.8 this Manual does not purport to be exhaustive of or to comprehensively deal with every procedure provided for in the Act. A requester is advised to familiarise his/her/itself with the provisions of the Act

- 3.4 know all the remedies available from SANSA regarding request for access to the records, before approaching the Regulator or the Courts;
- 3.5 the description of the services available to members of the public from SANSA, and how to gain access to those services;
- 3.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.7 if the body 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;
- 3.8 know if SANSA 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
- 3.9 know whether SANSA has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

4. ESTABLISHMENT OF SOUTH AFRICAN NATIONAL SPACE AGENCY

Section 2(1) of the South African National Space Agency Act, 2008 (Act No. 36 of 2008) (SANSA Act) establishes SANSA as a juristic person.

4.1. Objectives

SANSA objects are to—

- (a) promote the peaceful use of space;
- (b) support the creation of an environment conducive to industrial development in space technology;
- (c) foster research in space science, communications, navigation and space physics;
- (d) advance scientific, engineering and technological competencies and capabilities through human capital development outreach programmes and infrastructure development; and
- (e) foster international co-operation in space-related activities.

5. STRUCTURE OF THE SOUTH AFRICA NATIONAL SPACE AGENCY AND FUNCTIONS

- the Space Affairs Act;
- (b) advise the Minister on the development of national space science and technology strategies and programmes;
 - (c) implement any national space science and technology strategy; and
 - (d) acquire, assimilate and disseminate space satellite imagery for any organ of state.

6. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE SOUTH AFRICAN NATIONAL SPACE AGENCY

6.1 Chief Information Officer

Name: **Mr. Humbulani Mudau**
Email: hmudau@sansa.org.za

6.2 Deputy Information Officer

Name: **Mr Lavhelesani Netshidzivhani**
Email: lnetshidzivhani@sansa.org.za

6.3 Access to information general contacts

Email: popi_paia@sansa.org.za

6.4 Head Office

Postal Address: P O Box 484, Silverton, 0127, Gauteng South Africa

8.3 The aforesaid Guide contains the description of-

8.3.1 the objects of PAIA and POPIA;

8.3.2 the postal and street address, phone and fax number and, if available, electronic mail address of-

8.3.2.1 the Information Officer of every public body, and

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

8.3.3 the manner and form of a request for:

8.3.3.1 access to a record of a public body contemplated in section 11³; and

8.3.3.2 access to a record of a private body contemplated in section 50⁴;

8.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;

8.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;

8.3.6 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-

¹ Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

during normal working hours. The Guide can also be obtained-

8.4.1 upon request to the Information Officer;

8.4.2 from the website of the Regulator (<https://inforegulator.org.za>).

9 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE SOUTH AFRICAN NATIONAL SPACE AGENCY

Subjects on which the body holds records	Categories of records held on each subject
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan, Annual operation Plan
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures; - Advertised vacancies; - Employees records; - Learning and development e.g.: skills development and training plans - Employment equity plan and statistics

10 CATEGORIES OF RECORDS OF THE SOUTH AFRICAN NATIONAL SPACE AGENCY WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category	Document Type	Available on Website	Available upon request
Tender document	<ul style="list-style-type: none"> - Advertised tender - Name of successful bidder 	https://www.sansa.org.za	
Legislation /Regulations	<ul style="list-style-type: none"> - South Africa National Space Act, 2008 (Act No. 36 of 2008) - Science and Technology Laws Amendment, 2024 (Act No. 7 of 2014) - Science and Technology Laws 	https://www.sansa.org.za	

confidential by the SANSA, by the following means:

- (a) Submitting an application for any of the activities rendered by SANSA in terms of the South African National Space Agency Act, 2008;
- (b) Taking part in public hearings and submitting written comments when provided with such notice;
- (c) Lodging complaints with the SANSA.

12.2. More information on SANSA and the services available can be accessed in the following manner:

- Visiting the Authority's website at www.sansa.org.za ;
- Visiting the Authority's at its head office at:

Building 10, CSIR Campus, Meiring Naude Road, Brummeria, Pretoria 0184

12.3. SANSA follows transparent and consultative processes in terms of executing its mandate, and any interested party may participate.

13. PROCESSING OF PERSONAL INFORMATION

13.1 Purpose of Processing

As outlined in paragraph 12(1)(c), Personal Information may only be Processed for a specific purpose. The purposes for which SANSA Processes or will Process Personal Information, is set out below:

13.1.1 FOR EMPLOYEES:

- o Verification of applicant employees' information during recruitment process.
- o General matters relating to employees including:
 - Pension funds,
 - Medical aid,
 - Payroll,
 - Disciplinary action, and
 - Training.
- o Any other reasonably required purpose relating to employment or possible employment.
- o Complying with the SANSA regulatory obligations.

Employees	Gender, pregnancy; marital status; Race age, language, educational information (qualifications); financial information; employment history; ID number; physical and postal address; contact details (contact number(s), fax number, email address); criminal behaviour; well-being and their relatives (family members) race, medical, gender, sex, nationality,
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- (d) If the transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- (e) If the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would likely provide such consent.

Personal information may be transmitted transborder to SANSA's suppliers in other countries, and personal information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. SANSA will endeavour to ensure that its service providers and third parties will make all reasonable efforts to secure said data and Personal Information via contractual clauses or notices in agreements and otherwise.

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

The types of security measures implemented by SANSA in order to ensure that Personal Information is respected and protected are set out below. SANSA undertakes to institute and maintain the data protection measures to accomplish the following objectives outlined below. The details given are to be interpreted as examples of how to achieve an adequate data protection level for each objective. SANSA may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

o Access Control of Persons

SANSA shall implement suitable measures in order to prevent unauthorised persons from gaining access to data processing equipment where data is processed.

o Data Media Control

SANSA undertakes to implement suitable measures to prevent the unauthorised manipulation of media, including reading, copying, alteration or removal of the data media used by SANSA and containing Personal Information.

14.3 A copy of this Manual or the updated version thereof, is also available as follows-

14.3.1 on (<https://www.sansa.org.za>), if any, of the public body;

14.3.2 at the head office of the public body for public inspection during normal business hours (upon appointment);

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

14.3.4 to the Information SANSA upon request.

14.4 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.

15 UPDATING OF THE MANUAL

SANSA will, if necessary, update and publish this Manual annually.

Issued by



MR HUMBULANI MUDAU
CHIEF EXECUTIVE OFFICER