



# **CONGRESS OF THE PEOPLE**

## **PAIA MANUAL**

**Prepared in terms of section 51 of the  
Promotion of Access to Information  
Act, 2 of 2000  
(As amended).**

**DATE OF COMPILATION : 15 March 2024  
DATE OF REVISION : 15 March 2025**

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## 1. LIST OF ACRONYMS AND ABBREVIATIONS

- |     |                    |   |
|-----|--------------------|---|
| 1.1 | <b>“COPE”</b>      | Congress of the People  |
| 1.2 | <b>“IEC”</b>       | Independent Electoral Commission  |
| 1.3 | <b>“HR”</b>        | Human resources   |
| 1.4 | <b>“IO”</b>        | Information Officer;  |
| 1.5 | <b>“MIE”</b>       | Managed Integrity Solutions   |
| 1.6 | <b>“PAIA”</b>      | Promotion of Access to Information Act No. 2 of 2000<br><br>(As Amended); |
| 1.7 | <b>“POPIA”</b>     | Protection of Personal Information Act No.4 of 2013;                      |
| 1.8 | <b>“Regulator”</b> | Information Regulator; and  |
| 1.9 | <b>“Republic”</b>  | Republic of South Africa  |

## 2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 know the description of the records of the body which are available in accordance with any other legislation;

- 2.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 know 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;
- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 know if the body 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;
- 2.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

### **3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF COPE**

#### **3.1 Chief Information Officer**

Name: Mr Erick Mohlapamaswi: Acting General Secretary

Tel: 061 270 8447

Email: [gs@copesa.org.za](mailto:gs@copesa.org.za)

#### **3.2 Deputy Information Officer**

Name: Dikago Mathule

Tel: 061 963 9426

Email: [info@copesa.org.za](mailto:info@copesa.org.za)

#### **3.3 Access to information general contacts**

Email: [info@copesa.org.za](mailto:info@copesa.org.za)

### 3.4 National Office

Postal Address:

231 Webber Street

Selby

Johannesburg

2019

Physical Address:

231 Webber Street

Selby

Johannesburg

2019

Telephone : 061 963 9426

Email : Administrator@copesa.org.za

Website : [www.copesa.org.za](http://www.copesa.org.za)

## 4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

4.1 The Regulator has, in terms of section 10(1) of PAIA, as amended, 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 POPIA.

4.2 The Guide is available in each of the official languages and in braille.

4.3 The aforesaid Guide contains the description of **PAIA**

4.3.1 The objects of PAIA and POPIA;

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

4.3.2.1 the Information Officer of every public body, and

- 4.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA1 and section 56 of POPIA2;
- 4.3.3 the manner and form of a request for-
  - 4.3.3.1 access to a record of a public body contemplated in section 113; and
  - 4.3.3.2 access to a record of a private body contemplated in section 504;
- 4.3.4 the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6 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-
  - 4.3.6.1 an internal appeal;
  - 4.3.6.2 a complaint to the Regulator; and
  - 4.3.6.3 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 or a decision of the head of a private body;
- 4.3.7 the provisions of sections 145 and 516 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8 the provisions of sections 157 and 528 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

4.3.9 the notices issued in terms of sections 229 and 5410 regarding fees to be paid in relation to requests for access; and

4.3.10 the regulations made in terms of section 9211.

4.4 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5 The Guide can also be obtained-

4.5.1 upon request to the Information Officer;

4.5.2 from the website of the Regulator

(<https://www.justice.gov.za/infoereg/>).

4.6 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours-

4.6.1 English and Afrikaans

## 5. CATEGORIES OF RECORDS OF COPE WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Available on Website	Available Upon Request
Constitution	X	
Media Advisory	X	
Speeches	X	
Policies	X	
Manifestos	X	
Membership form	X	
Party 's deed of foundation		X
Public representatives of COPE		X
Membership data base		X

**6. DESCRIPTIONS OF THE RECORDS OF COPE WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

<b>Category of Records</b>	<b>Applicable Legislation</b>
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Political Party registration	Electoral Commission Act 51 of 1996
Funding of Political parties	Political party funding act 6 of 2018

**7. DESCRIPTION OF THE SUBJECTS ON WHICH COPE HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY COPE**

<b>Subjects on which the body holds records</b>	<b>Categories of records</b>
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plans, Congress reports, Organisational reports.
Human Resources	- HR policies and procedures - Advertised posts - Staff employment Contracts - Employees records COPE Financial policy
Service providers	Contacts, agreements, invoices.

**8. PROCESSING OF PERSONAL INFORMATION**

**8.1 Purpose of Processing Personal Information**

The Congress of the People processes personal information for a number of reasons:

- 8.1.1 conclusion of an obligation imposed by a contract to which the data subject is a party;
- 8.1.2 service provision;



- 8.1.3 employment of staff;
- 8.1.4 recruitment of membership;
- 8.1.5 advertising and marketing for the party;
- 8.1.6 financial reporting.

**8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto**

<b>Categories of Data Subjects</b>	<b>Personal Information that may be processed</b>
Members of the Party	name, address, or identity numbers, contact details, photo
Service Providers	name, registration number, vat numbers, address, trade secrets and bank details
Employees and Public Representatives.	address, qualifications, gender race, contracts, banking details, next of king.
Media	name, contact details
Relevant Government bodies (Parliament, IEC,)	name, contact details.

### 8.3 The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority, MIE
Names, Id numbers and bank details	Banks for processing of member party contributions.
Names and id numbers	IEC for election candidate registration

### 8.4 Planned transborder flows of personal information

None of COPE's information is flowing transborder.

### 8.5 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information.

8.5.1 back up: COPE information is backed up in external drives;

8.5.2 personal information is kept in locked cabinets;

8.5.3 technical gadgets of people dealing with personal information are protected by passwords;

8.5.4 devices used by people handling personal information are protected against phishing attack by anti-virus and malware;

8.5.5 people handling personal information of COPE are not allowed to use public insecure WIFI. The organisation does provide necessary data for work purposes;

8.5.6 IT equipment and records are disposed Disposal securely to ensure that no data is left, through the usage of deleting software.

## **9. AVAILABILITY OF THE MANUAL**

9.1 A copy of the Manual is available-

9.1.1 on [www.copesa.org.za](http://www.copesa.org.za);

9.1.2 head office of the CONGRESS OF THE PEOPLE for public inspection during normal business hours;

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

9.1.4 to the Information Regulator upon request.

9.2 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

## **10. UPDATING OF THE MANUAL**

The Leadership of CONGRESS OF THE PEOPLE will on a regular basis update this manual.

**Issued by**

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**Erick Mohlapamaswi**  
**Acting General Secretary**