



GAUTENG PROVINCE

PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

GAUTENG PROVINCIAL TREASURY

PAIA AND POPIA MANUAL

This manual was prepared in accordance with section 14 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013.

2024/2025

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PART 1: GENERAL PROVISIONS

1 BACKGROUND

- 1.1 The purpose of the Promotion of Access to Information Act (Act no. 2 of 2000) (the “PAIA”) is to give effect to the constitutional right of access to any information held by the state, as well as information held by another person that is required for the exercise or protection of any right.
- 1.2 The motivation for giving effect to the right to access to information is to foster a culture of transparency and accountability both in public and private bodies, and to promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all their rights.
- 1.3 Similarly, the Protection of Personal Information Act (Act no. 4 of 2013) (the “POPIA”) gives effect to the constitutional right of privacy of natural and juristic persons and lays down principles with which public and private bodies must comply when processing personal information.
- 1.4 Section 14 of the PAIA prescribes that a public body, such as the Gauteng Provincial Treasury, must compile a manual. The manual should provide details of the Information Officer (and deputies, where available), structure, functions and records of such a body and state the way in which the personal information under control of the body is processed and protected.
- 1.5 The purpose of this manual is to provide information that shall enable a person to understand the functions of the Gauteng Provincial Treasury and the records in its custody.

2 DEFINITIONS

- 2.1 “consent” means any voluntary, specific and informed expression of will in terms of which permission is given for the Processing of Personal Information;
- 2.2 “Data Subject” means the person to whom Personal Information relates;

- 2.3 **“De-identify” means, in relation to Personal Information of a Data Subject, to delete any information that identifies the Data Subject, that can be used or manipulated by a reasonably foreseeable method to identify the Data Subject, or can be linked by a reasonably foreseeable method to other information that identifies the Data Subject;**
- 2.4 **“Gauteng Provincial Treasury” means the Gauteng Provincial Treasury, established under Section 7(2) and listed under Schedule 2 of the Public Service Act (Proclamation no. 103 of 1994);**
- 2.5 **“Deputy Information Officer” means the person designated as such in terms of par. 5 below, if any;**
- 2.6 **“GPG” means the Gauteng Provincial Government;**
- 2.7 **“Information Officer”, in relation to the Gauteng Provincial Treasury (being a public body), means the Head of the Gauteng Provincial Treasury in terms of section 1 of PAIA;**
- 2.8 **“Manual” means this information manual prepared in terms of Section 14(1) of PAIA, and incorporating the requirements of POPIA;**
- 2.9 **“Operator” means a person who Processes Personal Information for a Responsible Party in terms of a contract or mandate, without coming under the direct control of that party;**
- 2.10 **“Person” means a natural person or juristic person;**
- 2.11 **“Personal Information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:**
- 2.11.1 **information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the Person;**

- 2.11.2 **information relating to the education or the medical, financial, criminal or employment history of the Person;**
- 2.11.3 **any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the Person;**
- 2.11.4 **the biometric information of the Person;**
- 2.11.5 **the personal opinions, views or preferences of the Person;**
- 2.11.6 **correspondence sent by the Person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;**
- 2.11.7 **the views or opinions of another individual about the Person;**
- 2.11.8 **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;**
- 2.12 **“processing”, “processed” or “process” means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:**
 - 2.12.1 **the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;**
 - 2.12.2 **dissemination by means of transmission, distribution or making available in any other form;**
 - 2.12.3 **merging, linking, as well as restriction, degradation, erasure or destruction of information;**
- 2.13 **“Public Record” means a Record that is accessible in the public domain and which is in the possession of or under the control of a public body, whether or not it was created by that public body;**

- 2.14 **“Requester” means any Person (other than a public body or an official thereof or a person acting on behalf of another public body) making a request for access to a Record of the Gauteng Provincial Treasury in terms of this Manual;**
- 2.15 **“Responsible Party” means a public or private body or any other Person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information.**

PART 2: PROMOTION OF ACCESS TO INFORMATION

3 PURPOSE OF THE MANUAL

- 3.1 **The purpose of this Manual is to inform persons and entities dealing with the Gauteng Provincial Treasury of the manner in which:**
- 3.1.1 **they may request access to information held by the Gauteng Provincial Treasury;**
- 3.1.2 **their Personal Information will be collected and processed;**
- 3.1.3 **to promote the right of access to information, to foster a culture of transparency and accountability within the Gauteng Provincial Treasury by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.**
- 3.2 **Section 9 of PAIA recognizes that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:**
- 3.2.1 **limitations aimed at the reasonable protection of privacy;**
- 3.2.2 **commercial confidentiality; and**
- 3.2.3 **effective, efficient and good governance; and**

3.2.4 in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

3.3 This Manual complies with the requirements of the guide mentioned in section 10 of the PAIA and recognizes that the appointed Information Regulator will be responsible for regulating compliance with the PAIA and POPIA and its regulations by private and public bodies.

4 HOW TO USE THE PROMOTION OF ACCESS TO INFORMATION ACT

4.1 The Information Regulator has published a guide as is prescribed by section 10 of the PAIA.

4.2 This manual provides information on:

4.2.1 the provisions and purpose of PAIA;

4.2.2 the address and contact details of all Information Officers in the Republic of South Africa;

4.2.3 the procedures to request information;

4.2.4 the assistance that can be expected from Information Officers and the Human Rights Commission;

4.2.5 the procedures for appeal;

4.2.6 the nature of information that can be requested; and

4.2.7 the fees payable for information requested.

4.3 The guide is available at the offices of the Information Regulator at the addresses set out below.

DESCRIPTION	INFORMATION REGULAR CONTACT PARTICULARS
Physical Address:	JD House, 27 Stiemens Street, Braamfontein, Johannesburg

Postal Address:	P.O Box 31533, Braamfontein, Johannesburg, 2017
Telephone no.:	+27 (0) 10 023 5200
Email:	inforeg@justice.gov.za
Website:	https://www.justice.gov.za/inforeg/contact.html

5 THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

- 5.1 The Information Officer of Gauteng Provincial Treasury is the Head of the Gauteng Provincial Treasury, or the person acting as such, in terms of section 1 of the PAIA.**
- 5.2 The Information Officer oversees the functions and responsibilities as required in terms of both PAIA as well as the duties and responsibilities in terms of section 55(1) of POPIA after registering with the Information Regulator. The Information Officer's responsibilities include:**
- 5.2.1 the encouragement of compliance, by the Gauteng Provincial Treasury, with the conditions for the lawful processing of personal information;**
 - 5.2.2 dealing with requests in terms of the PAIA and POPIA;**
 - 5.2.3 working with the Information Regulator regarding investigations conducted or complaints laid in relation to the Gauteng Provincial Treasury;**
 - 5.2.4 ensuring compliance by the Gauteng Provincial Treasury with the provisions of the PAIA and POPIA; and**
 - 5.2.5 attending to such matters as may be prescribed.**
- 5.3 The Information Officer may delegate such powers and duties conferred or imposed on him or her, where it is deemed necessary, to one or more Deputy Information**

Officers, as allowed in terms of Section 17(3) of the PAIA read with Section 56 of POPIA.

5.4 The Deputy Information Officer, under the direction and guidance of the Information Officer, ensures the implementation of the PAIA and POPIA by the Gauteng Provincial Treasury, and provides assistance to anyone who, in terms of the PAIA or POPIA, wants to access information that is the custody of the Gauteng Provincial Treasury.

5.5 All requests for information in terms of this Manual must be addressed to the Deputy Information Officer.

5.6 The physical and postal address particulars of Gauteng Provincial Treasury are as follows:

CONTACT PARTICULARS: GAUTENG PROVINCIAL TREASURY	
Physical Address:	75 Fox Street, Marshalltown, Johannesburg, 2107
Postal Address:	Private Bag X12, Marshalltown, 2107

ITEM	INFORMATION OFFICER	DEPUTY INFORMATION OFFICER
Name:	Ms Ncumisa Mnyani	Mr Daniel Tsotetsi
Position:	Head: Gauteng Provincial Treasury	Director: Legal Services
Tel no.:	(011) 241 0854	(011) 241 0879
Email:	Ncumisa.Mnyani@gauteng.gov.za	GPT.DIO@gauteng.gov.za

6 MANDATE OF THE GAUTENG PROVINCIAL TREASURY

6.1 The mandate of the Gauteng Provincial Treasury is to promote good governance by providing stewardship on all financial matters in the Gauteng Province, including the preparation of provincial budgets and exercising control over its implementation, therefore providing sound financial management leadership that maximises service delivery through the effective

and efficient use of limited resources in the Gauteng province. The Gauteng Provincial Treasury also promotes and enforce transparency and effective management of revenue, expenditure, assets and liabilities of provincial departments and entities, and monitor and enforce compliance of Gauteng Provincial Government institutions with various applicable laws and regulations.

- 6.2 The purpose of Gauteng Provincial Treasury is to ensure that provincial priorities are adequately resourced while maintaining enhanced fiscal control, promoting good governance in the delivery of services to Gauteng citizens.**

- 6.3 The Gauteng Provincial Treasury derives its mandate primarily from the following legislation:**
 - 6.3.1 the Constitution of the Republic of South Africa, 1996;**

 - 6.3.2 the Public Finance Management Act (Act no. 1 of 1999) (“the PFMA”), as amended from time to time, as well as the Regulations promulgated thereunder;**

 - 6.3.3 the Municipal Finance Management Act (Act no. 56 of 2003), as amended from time to time, as well as the Regulations promulgated thereunder; and**

 - 6.3.4 the Public Service Act (Proclamation 30 of 1994), as amended from time to time, as well as the Regulations promulgated thereunder;**

 - 6.3.5 the Gauteng Provincial Appropriation Act, 2019 (Act no. 7 of 2019), as amended from time to time as well as the Regulations promulgated thereunder;**

 - 6.3.6 the Intergovernmental Fiscal Relations Act ,1997 (Act no. 7 of 1997); as amended from time to time, as well as the Regulations promulgated thereunder.**

7 THE FUNCTIONS OF THE GAUTENG PROVINCIAL TREASURY

7.1 In the furtherance of its mandate and purpose, the Gauteng Provincial Treasury performs the following functions within Gauteng Province, namely to:

7.1.1 manage and facilitate the provision of organisational risk and integrity management services;

7.1.2 manage and facilitate the provision of executive support and stakeholder management services;

7.1.3 promote accountability through substantive reflection of financial activities as well as compliance with financial norms and standards as contained in the PFMA;

7.1.4 ensure the effective and efficient administration of provincial fiscal resources to provide socio-economic research and analysis, and ensure effective oversight over revenue;

7.1.5 promote and enforce the transparency and efficiency of supply chain management and asset management;

7.1.6 ensure the effective and efficient management in municipalities and municipal entities and co-ordinate the provisioning of capacity building;

7.1.7 render audit services to the GPG;

7.1.8 ensure sound financial management in the Gauteng Provincial Treasury;

7.1.9 manage and monitor the provision of corporate services; and

7.1.10 manage and coordinate the provision of strategic management services.

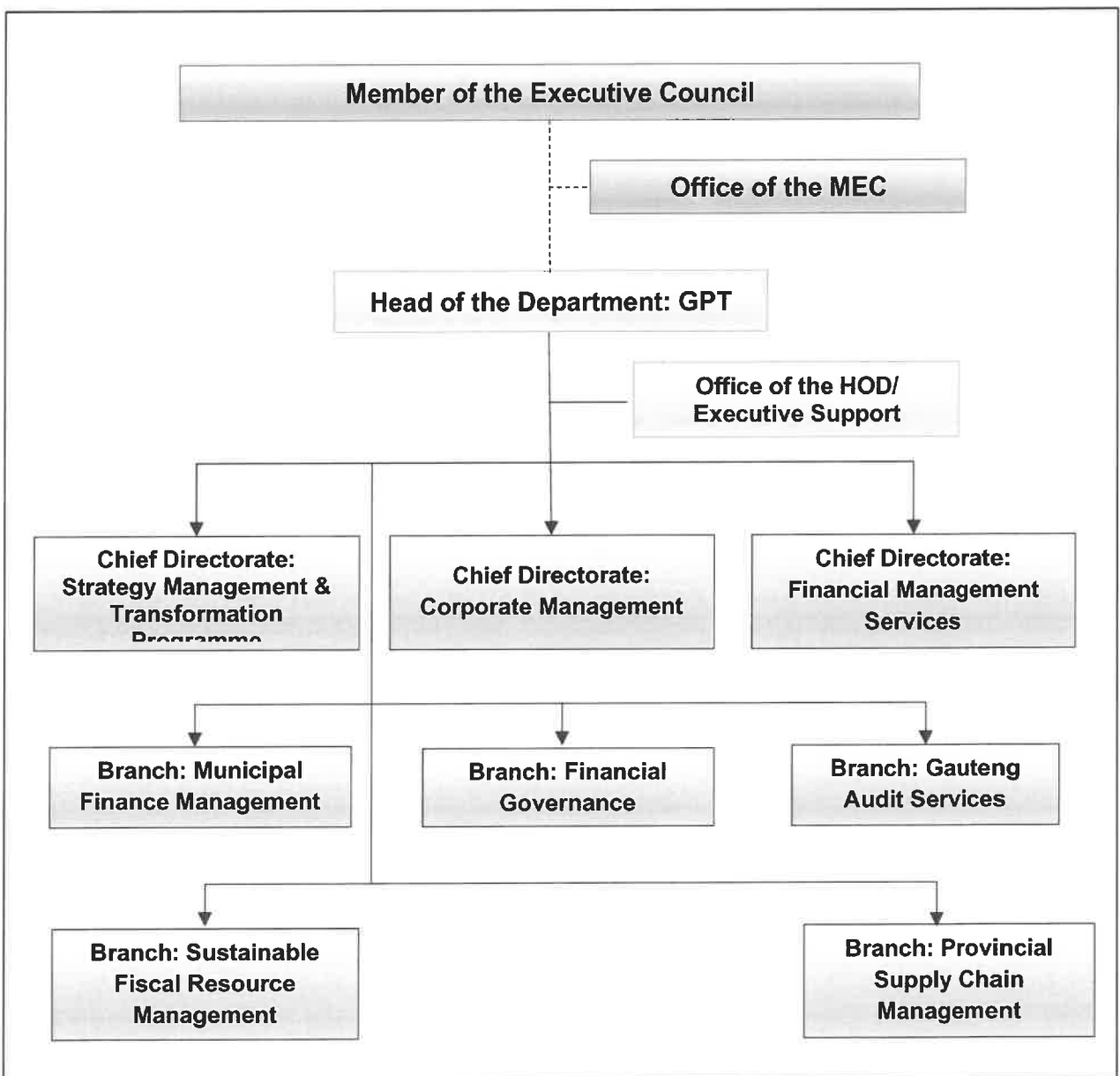
7.2 The Gauteng Provincial Treasury further is responsible for:

7.2.1 implementing of accounting practices that will promote the effective capturing of revenue, expenditure, assets and liabilities;

- 7.2.2 **effectively managing financial risks to which the GPG is exposed;**
- 7.2.3 **optimizing liquidity requirements and maximizing returns within acceptable levels of risk for the GPG;**
- 7.2.4 **sound cash management;**
- 7.2.5 **the efficient and effective management of GPG assets;**
- 7.2.6 **guiding the implementation of financial management reforms for provincial and local governments;**
- 7.2.7 **social and economic research and analysis to inform fiscal policy development and the annual budget process;**
- 7.2.8 **preparing annual budgets that are aligned to GPG strategic priorities to enable efficient and effective service delivery;**
- 7.2.9 **maintaining fiscal discipline by providing clear policy to GPG departments, entities and municipalities as well as by monitoring and evaluating financial performance of GPG departments, entities and municipalities;**
- 7.2.10 **providing strategic leadership as well as technical and strategic support in financial management and budgeting to GPG departments, entities and municipalities; and**
- 7.2.11 **managing and monitoring the implementation of public private partnerships in the Gauteng province to support economic growth and job creation;**
- 7.2.12 **to manage the budget allocation for the GPG;**
- 7.2.13 **to ensure the instilling of fiscal discipline and corporate governance in the province;**
- 7.2.14 **to ensure proper cash management;**

- 7.2.15 to ensure effective and efficient utilisation of resources – value for money and compliance with all relevant legislation;
- 7.2.16 to develop, implement and monitor compliance with corporate governance norms and standards relating to provincial and local government; and
- 7.2.17 to ensure adequate financial accountability.

8 STRUCTURE OF THE GAUTENG PROVINCIAL TREASURY



8.1 The functions of the branches of the Gauteng Provincial Treasury are as follows:

BRANCH	FUNCTIONS
<p>Chief Directorate: Strategy Management and Transformation Programme</p>	<p>The Chief Directorate: Strategy Management is responsible for:</p> <ul style="list-style-type: none"> ○ managing and coordinating the implementation and monitoring of the Gauteng Provincial Treasury strategy and transformation programme; ○ ensuring that gender, youth, women and people with disabilities issues are integrated into the departmental programmes; ○ managing and coordinating strategic planning; ○ managing and coordinating corporate performance monitoring and evaluation; ○ managing and coordinating internal risk and integrity management; and ○ managing and coordinating policy development and knowledge management.
<p>Chief Directorate: Corporate Management</p>	<p>The Chief Directorate: Corporate Services renders internal support services to the Head of Gauteng Provincial Treasury and Gauteng Provincial Treasury business units. The aim is to provide a comprehensive range of services aimed at refining corporate operations in accordance with best practice.</p> <ul style="list-style-type: none"> ○ <u>Corporate Services renders the following services to the Gauteng Provincial Treasury:</u> <ul style="list-style-type: none"> ○ auxiliary services which include building, facilities and transport services; ○ human resource management services; ○ human resource development, employee relations and wellness management ○ information technology services; ○ internal and external communications services; and ○ legal services.

BRANCH	FUNCTIONS
<p>Chief Directorate: Financial Management Services</p>	<p>The Chief Directorate: Financial Management Services provides sound financial management services to the Gauteng Provincial treasury by rendering financial and procurement services in compliance with the PFMA.</p> <ul style="list-style-type: none"> ○ <u>Its functions include:</u> <ul style="list-style-type: none"> ○ rendering financial and management accounting services to the Gauteng Provincial Treasury; ○ rendering supply chain management services to the Gauteng Provincial treasury; ○ provision of internal control services; and ○ provision of asset management services to the Gauteng Provincial Treasury. <p><u>The following Directorates form part of the Chief Directorate: Financial Management Services:</u></p> <ul style="list-style-type: none"> ○ Directorate: Financial and Management Accounting ○ Directorate: Supply Chain and Asset Management ○ Sub-Directorate: Internal Control ○ Sub-Directorate: Transport Management
<p>Directorate: Executive Support</p>	<p>The Directorate: Executive Support manages and facilitates the provision of executive support services to the Gauteng Provincial Treasury.</p> <ul style="list-style-type: none"> ○ <u>Its functions include:</u> <ul style="list-style-type: none"> ○ Managing executive, secretariat and administrative support services; ○ Management of the document flow between the Gauteng Provincial Treasury and the MEC's office; ○ Coordinating the departmental cabinet, parliamentary, cluster management and related structures processes; ○ Ensuring the development, review and approval of the PSA and PFMA delegation management by assigned officials; ○ Liaising with all provincial departments to obtaining information relating to budget submissions; ○ Ensuring timeous submissions of province wide

BRANCH	FUNCTIONS
	<p>reports by all units within the department;</p> <ul style="list-style-type: none"> ○ Ensuring that the PBC are used effectively and efficiently as per the legislation and regulatory framework in place; ○ Provision of executive secretariat function of all PBC, Finance Lekgotla meetings, EMT, ESMT, BMT and BAC meetings.
<p>Branch: Financial Governance</p>	<p>Financial Governance manages the multi-billion-rand operational cash flow of the Gauteng Provincial Government by negotiating agreements for banking services and investing surplus funds to optimise provincial revenue.</p>

BRANCH	FUNCTIONS
	<p><u>Its functions include:</u></p> <ul style="list-style-type: none"> ○ promoting accountability through substantive reflection of financial activities as well as compliance with financial norms and standards as contained in the PFMA; ○ compiling consolidated annual financial statements for the Gauteng Provincial Government and submitting these statements to the Gauteng Provincial Legislature for tabling by the Member of the Executive Council for Finance. <p>The following business units form part of Financial Governance:</p> <ul style="list-style-type: none"> ○ <u>Accounting Services, responsible for:</u> <ul style="list-style-type: none"> ○ leading the development of financial management skills and capacity within Gauteng Provincial Government departments, agencies and municipalities; Promote and report on the implementation of the accounting standards; ○ providing training and technical support to Gauteng Provincial Government departments, agencies and municipalities on financial accounting and asset management; Monitor the implementation of accounting services; ○ leading Gauteng Provincial Government departments on the implementation of accrual accounting; Provide accounting services support ○ compiling annual financial statements for the Gauteng provincial revenue fund; ○ ensuring effective and efficient asset management within Gauteng Provincial Government departments, agencies and municipalities; and ○ Enhance, monitor and enforce the transparent and effective management of movable assets. ○ <u>Risk Management, responsible for:</u> <ul style="list-style-type: none"> ○ Monitor, enforce and report on the implementation of risk management framework; ○ developing and maintain the provincial risk register;

BRANCH	FUNCTIONS
	<ul style="list-style-type: none"> ○ monitoring a risk management strategy within Gauteng Provincial Government departments, agencies and municipalities; ○ providing support and capacity building; ○ ensuring the effective utilisation of the Internal Audit business unit and the Audit Committee as risk management tools; ○ developing financial management skills and capacity in Gauteng Provincial Government departments and agencies, and; ○ improving and maintaining compliance with financial management norms in terms of the PFMA in Gauteng Provincial Government departments and agencies. ○ <u>Local Government Resource Management and Intergovernmental Relations, responsible for:</u> <ul style="list-style-type: none"> ○ implementing the MFMA in Gauteng municipalities; ○ monitoring compliance by supporting municipalities on issues of finance management, governance and administration under the MFMA. ○ <u>Financial Automation Management System, responsible for:</u> <ul style="list-style-type: none"> ○ monitoring the implementation of the P- Card System; ○ implementation of the automated invoicing solution; ○ research and Implement new and improved system to support departments. ○ <u>Compliance, responsible for:</u> <ul style="list-style-type: none"> ○ undertaking the promulgation of the Provincial Financial Act; ○ monitoring, evaluate and report on compliance with PFMA; ○ maintaining and implement the FMCMM ;

BRANCH	FUNCTIONS
	<ul style="list-style-type: none"> ○ developing, coordinating and issuing of provincial instructions; ○ facilitating and assisting with the development of provincial policies and procedure to comply with the minimum requirements.
<p>Branch: Sustainable Fiscal Resource Management</p>	<p>Sustainable Resource Management renders services aimed at optimising resource allocation and utilisation to benefit the citizens of the Gauteng province. To enforce the effective and efficient administration of fiscal resources at provincial institutions</p> <ul style="list-style-type: none"> ○ The following business units form part of Sustainable Resource Management: ○ <u>Economic and Fiscal Policy Oversight, responsible for:</u> <ul style="list-style-type: none"> ○ the optimal utilisation of existing revenue and investigating potential new revenue sources; ○ developing and implementing a comprehensive provincial revenue strategy; ○ providing advisory services to stakeholders on fiscal policy matters and the medium term fiscal framework; and ○ undertaking socio-economic research and analysis in the Gauteng province in order to inform resource allocation and utilisation. ○ <u>Budget Management, responsible for:</u> <ul style="list-style-type: none"> ○ allocating Gauteng provincial resources in an optimal and transparent manner this is aligned to national and provincial priorities and addresses equity, need and spatial development; and ○ implementing budget reforms to enhance budgeting processes in the Gauteng province in accordance with best practice. ○ <u>Infrastructure Management</u> <ul style="list-style-type: none"> ○ Enhance and monitor infrastructure delivery by Provincial Departments and Provincial Entities.

BRANCH	FUNCTIONS
	<ul style="list-style-type: none"> ○ Enhance and monitor infrastructure delivery by municipalities ○ Provide advice and guidance on the implementation and management of PPP Infrastructure. ○ <u>Financial Asset and Liabilities</u> <ul style="list-style-type: none"> ○ ensuring proper management of the Provincial Revenue fund; ○ managing and reporting on performance of investments and liabilities; ○ providing knowledge management and capacity development; ○ optimising cash flow management within the Gauteng Provincial Government; ○ ensuring liquidity and that provincial priorities are adequately funded; ○ investing funds efficiently and optimally on behalf of the Gauteng Provincial Government; and ○ defining a framework for financial management systems. ○ <u>Public Finance, responsible for:</u> <ul style="list-style-type: none"> ○ providing strategic support to Gauteng Provincial Government departments and agencies pertaining to the effective utilisation of Gauteng provincial resources; ○ conducting sector level policy analysis in order to maximise efficiency and value for money; and ○ monitoring and evaluating performance outcomes of provincial spending.
Branch: Gauteng Audit Services	<ul style="list-style-type: none"> ○ <u>The Branch: Gauteng Audit Services is responsible for the rendering of audit services in the GPG departments.</u> ○ <u>It includes the following business units:</u> <ul style="list-style-type: none"> ○ <u>Directorate: Internal Audit Quality Assurance</u> ○ <u>Chief Directorate: Risk and Compliance Audit Services Clusters 1,2 and 3,</u>

BRANCH	FUNCTIONS
	<ul style="list-style-type: none"> ○ Chief Directorate: Risk and Compliance Audit Services Clusters 4,5 and 6; and the ○ Chief Directorate: Performance and Computer Audit Services. ○ <u>Its functions include:</u> <ul style="list-style-type: none"> ○ Conducting of quality assurance reviews to ensure audit compliance with the International Standards for the professional practice of internal auditing of the Institute of Internal Auditors; ○ Managing and ensuring performance of the risk and compliance audits for the GPG; ○ Managing and conducting performance audits and computer audits for the GPG; ○ Reporting to the relevant audit committees about internal control in the GPG.
<p>Branch: Provincial Supply Chain Management</p>	<ul style="list-style-type: none"> ○ The Branch: Provincial Supply Chain Management is responsible for promoting and enforcing transparency and effective supply chain management. ○ <u>It includes the following business units:</u> <ul style="list-style-type: none"> ○ Chief Directorate: SCM Policy, Norms & Standards, Governance, Compliance and Monitoring & Evaluation, ○ Chief Directorate: SCM Client Support ○ Chief Directorate: Contract Management and Strategic Procurement. ○ <u>Its functions include:</u> <ul style="list-style-type: none"> ○ Establishing uniform SCM policy, norms and standards, governance mechanisms and enforce compliance; ○ Provision of SCM client support within the GPG; ○ Establishing SCM transversal contract management and strategic procurement mechanisms.

BRANCH	FUNCTIONS
<p>Branch: Municipal Finance Management</p>	<ul style="list-style-type: none"> ○ The Branch: Municipal Finance Management is responsible for ensuring effective and efficient management in municipalities and municipal entities in the Gauteng Province and coordinating the provisioning of capacity building. ○ <u>It includes the following business units:</u> <ul style="list-style-type: none"> ○ Directorate: Municipal Fiscal Planning & Policy, ○ Chief Directorate: Local Government Financial Services, ○ Chief Directorate: Municipal Accounting, Reporting & Asset Management ○ Chief Directorate: Municipal Compliance & Financial Management Support. ○ <u>Its functions include:</u> <ul style="list-style-type: none"> ○ Establishing optimal and sustainable budget management and monitoring the effective and efficient compliance with financial assets and liabilities management; ○ Monitoring compliance with financial management and annual reporting framework; ○ Enhancing, monitoring and enforcing transparent and effective asset management and co-ordinate, monitor and report on MFMA implementation; ○ Ensuring municipal compliance on financial management.

9 ACCESS TO INFORMATION HELD BY GAUTENG PROVINCIAL TREASURY

The Gauteng Provincial Treasury holds information and records pertaining to the following, which may include arrangements with Operators:

9.1 Legislation and policies.

9.2 Organisation and control, which includes:

- 9.2.1 **delegation of authority;**
- 9.2.2 **planning documents;**
- 9.2.3 **office procedures and instructions;**
- 9.2.4 **organisational structure;**
- 9.2.5 **service delivery improvement;**
- 9.2.6 **reports;**
- 9.2.7 **occupational health and safety; and**
- 9.2.8 **office security.**

- 9.3 **Human resource management and development, which includes:**
 - 9.3.1 **human resource policies;**
 - 9.3.2 **employees;**
 - 9.3.3 **conditions of service;**
 - 9.3.4 **recruitment of employees;**
 - 9.3.5 **termination of service;**
 - 9.3.6 **employee training and development;**
 - 9.3.7 **reward and recognition of employees;**
 - 9.3.8 **relief arrangements;**
 - 9.3.9 **transformation and change management;**
 - 9.3.10 **human resource planning;**

9.3.11 **employee health and wellness programme;**

9.3.12 **labour relations;**

9.3.13 **Medical aid; and**

9.3.14 **job evaluation.**

9.4 **Financial management which includes:**

9.4.1 **budget management;**

9.4.2 **cash management;**

9.4.3 **reconciliations;**

9.4.4 **risk management; and**

9.4.5 **allowances.**

9.5 **Supply chain management, which includes:**

9.5.1 **policies;**

9.5.2 **reports;**

9.5.3 **stocktaking and inventory control;**

9.5.4 **tenders;**

9.5.5 **tender adverts, publications of bidders, finalised contracts, information on tenders awarded, supplier details on system;**

9.5.6 **contracts;**

9.5.7 **Transversal Tenders / Contracts/ Requests for Proposals/ Requests for Information/ Expression of Interest; and**

- 9.5.8 **asset management.**
- 9.6 **Facilities management, which includes:**
 - 9.6.1 **policies;**
 - 9.6.2 **office accommodation;**
 - 9.6.3 **occupational health and safety;**
 - 9.6.4 **transport; and**
 - 9.6.5 **parking.**
- 9.7 **Internal audit, which includes policies and reports pertaining to the internal audit function of the Gauteng Provincial Treasury.**
- 9.8 **Communication, which includes:**
 - 9.8.1 **policies; and**
 - 9.8.2 **records of publications, press releases, presentations, events calendar, speeches, marketing and events; and**
 - 9.8.3 **Strategic plans, annual performance plans, annual reports, legislature questions.**
- 9.9 **Meetings, which includes policies and records related to Gauteng Provincial Treasury meetings and forums.**
- 9.10 **Information services, which include information related to computer equipment and general records management.**
- 9.11 **Legal services, which include information related to contracts, legal advice and opinions, policy and litigation.**

9.12 Sustainable resource management, which includes policies and records pertaining to:

9.12.1 provincial budget;

9.12.2 medium term budget policy statement;

9.12.3 fiscal policy and economic analysis;

9.12.4 market data and information;

9.12.5 economic data;

9.12.6 public finance;

9.12.7 municipal budget and compliance; and

9.12.8 Public Private Partnerships.

9.13 Financial governance, which includes information pertaining to:

9.13.1 asset and liability management;

9.13.2 banking information;

9.13.3 cash flow management;

9.13.4 accounting services; and

9.13.5 risk management.

10 AUTOMATICALLY AVAILABLE INFORMATION

10.1 The Minister has, in terms of section 15(2) of the PAIA, published in the Government Gazette a notice of records that are automatically available.

10.2 These are records that are requested under the following conditions:-

- 10.2.1 a Requester does not need to complete the PAIA Form 2 (*Request for Access to Record*) in Annexure 1 and to pay the request fee of R100.00;
- 10.2.2 records may be available for free, for inspection, for a pre-determined fee or as copies; and
- 10.2.3 where copies (in any format) are made, the prescribed fee is payable – the Deputy Information Officer shall inform you whether or not a fee is payable.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) NONE	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii) NONE	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>About Us</p> <ul style="list-style-type: none"> • Heads • Contacts • Offices <p>Services</p> <ul style="list-style-type: none"> • Access Open Tender • Central Supplier Database • e-Catalogue • e-Invoicing • How to Tender Workshops • Query Supplier Payments • Register as Government Supplier • Register for e-Invoicing 	<p>The information is available on the Gauteng Provincial Treasury’s website which can be found on www.gauteng.gov.za for viewing and download without having to request access in terms of the PAIA.</p> <p>Website for GPG tenders https://e-tenders.gauteng.gov.za/.</p>

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (SECTION 15(1)(a))
<ul style="list-style-type: none"> • Submit Invoice • Subscribe to Gauteng Treasury Announcements • Subscribe to Gauteng Treasury News • Subscribe to Gauteng Treasury Warnings <p>News</p> <p>Announcements</p> <p>Publications</p> <p>Events</p> <p>Videos</p> <p>Financial and Budget Information</p> <p>Media and speeches</p> <p>Strategic Plan</p> <p>Annual Report</p> <p>Quarterly Economic Bulletins</p> <p>Provincial Economic Review</p> <p>PAIA Manual</p>	

11 PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY

- 11.1 **The functions of the Gauteng Provincial Treasury are such that its clients are other Gauteng Provincial Government departments, agencies and municipalities and therefore the Gauteng Provincial Treasury does not render services to the public.**
- 11.2 **There is accordingly no arrangement or provision for members of the public, by consultation, making representations or otherwise, to participate in or influence the formulation of policy and the exercise of powers or**

performance of duties by the Gauteng Provincial Treasury, as contemplated in section 14(1)(g) of the PAIA.

12 HOW TO REQUEST INFORMATION

12.1 Request

12.1.1 A person (a Requester) who requests access to Gauteng Provincial Treasury information or records must comply with all procedural requirements prescribed in terms of PAIA.

12.1.2 A request for access to information must be made in writing by completing the prescribed form for requesting access to a record of a public body which is attached hereto as PAIA Form 2 (*Request for Access to Record*) and marked Annexure 1.

12.1.3 PAIA Form 2 (*Request for Access to Record*) is also available upon request from the Deputy Information Officer or from the Gauteng Provincial Treasury's website.

12.1.4 A request fee of R100-00 is payable. Kindly refer to paragraph 12.6 below for payment methods.

12.1.5 The Requester must submit the completed PAIA Form 2 (*Request for Access to Record*) as well as proof of payment of the prescribed request fee to the Deputy Information Officer at the address specified in this manual.

12.1.6 The prescribed PAIA Form 2 (*Request for Access to Record*) in Annexure 1 must be completed with sufficient information to enable the Information Officer to identify the record requested as well as the identity and contact details of the Requester.

12.1.7 If a Requester requests information on behalf of another person then the capacity in which the request is being made must be specified.

Note: Access to information will be withheld until the applicable request fee has been paid.

12.2 Oral requests

12.2.1 Requests that are not made in writing are allowed, therefore:

12.2.1.1 A Requester who cannot read or write may present the request orally and such a request shall be recorded in writing and processed – the Information Officer or Deputy Information Officer shall provide guidance on the matter.

12.2.1.2 The Information Officer/ Deputy Information Officer is under an obligation to assist any requester who experiences difficulties with making a request for access to information.

12.2.2 If the Requester is unable to read or write, then the prescribed PAIA Form 2 (*Request for Access to Record*) may also be completed by a third party acting on behalf of such requester.

12.3 Voluntary Access

12.3.1 There is certain information that one may access without completing the request form (PAIA Form 2) at all.

12.3.2 Information that is automatically available shall be made available, either at the offices of the Gauteng Provincial Treasury or in the manner or form required by the Requester e.g. by email or post (where possible).

12.3.3 The manner of access shall include perusal, with copying of the record and/or transcriptions thereof (if required).

12.3.4 Payment of a fee may be required for some of the requested records.

12.3.5 For a list of records that are automatically available, kindly refer to paragraph 10 (*Automatically available information*) of this Manual.

12.4 Decision

12.4.1 The Information Officer/ Deputy Information Officer may refuse a request for access to information where the PAIA allows her/him to do so and will, upon receipt of a duly completed request in the prescribed PAIA Form 2 (*Request for Access to Record*), provide the Requester with the outcome of his or her request by way of the prescribed PAIA Form 3 (*Outcome of Request and Fees Payable*), attached hereto as Annexure 2.

12.4.2 The PAIA has provided certain grounds (in sections 7, 12 and Chapter 4 of PAIA) upon which a request may be refused and these grounds of refusal include the following:-

12.4.2.1 records requested for criminal or civil proceedings after commencement of proceedings;

12.4.2.2 disclosure of the record would constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement;

12.4.2.3 disclosure may endanger the life or physical safety of an individual;

12.4.2.4 disclosure of the record may cause prejudice to the defence, security and international relations of the country;

12.4.2.5 disclosure of the record is likely to materially jeopardise economic interests and financial welfare of the country;

12.4.2.6 records of an opinion, advice, report or recommendation, consultation, discussion, including minutes of a meeting, to formulate a policy or take a decision.

12.4.3 The Information Officer/ Deputy Information Officer is required to inform the requester of her/his decision, whether or not access is granted, within 30 calendar days. However, the period may be extended by

another 30 calendar days and, if the period is extended, the Requester shall be informed.

12.5 Granting access

12.5.1 The Requester must indicate the form or manner of access sought.

12.5.2 If a Requester requests information in a particular form (for example paper copy or electronic copy) then the Requester will receive access in that form unless such request would interfere unreasonably with the operations of the Gauteng Provincial Treasury, may cause damage to the record or infringe copyright of a third party.

12.5.3 An access fee for the search, preparation and reproduction of the requested record is payable, and the Information Officer/ Deputy Information Officer will indicate the access fee to the Requester when providing him or her with the outcome of the request by way of the prescribed PAIA Form 3 (*Outcome of Request and Fees Payable*). Please refer to paragraph 14 (*Fees*) below.

12.5.4 A Requester who seeks access to a record containing personal information about the requester is not required to pay a request fee. Every other Requester must pay the prescribed request fee.

12.6 Payment methods

12.6.1 Payment of any fees in terms hereof must be made in cash (or card – if the facility is available) at any office of the Gauteng Provincial Treasury.

12.6.2 Alternatively, a Requester may make a deposit into the bank account of the Gauteng Provincial Treasury:

Bank:	Standard Bank
Account number:	302284478
Branch code:	005055
Type of account:	Business Current Account

Reference:	PAIA Request/ Name & Surname of requester
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13 REMEDIES AVAILABLE TO REQUESTER

13.1 If a Requester is not satisfied with any decision of the Information Officer/ Deputy Information Officer, he or she has the right to lodge an internal appeal to the MEC and, if not satisfied with the decision of the MEC, the Requester may either:

13.1.1 complain to the Information Regulator; or

13.1.2 apply to court for relief.

13.2 Internal appeal

13.2.1 The internal appeal must be lodged with the relevant authority, who is the MEC.

13.2.2 The internal appeal must be lodged within 60 days of the decision of the Information Officer/ Deputy Information Officer by:

13.2.2.1 completing a PAIA Form 4 (*Internal Appeal*), which is attached hereto marked Annexure 3 or which is available upon request from the Deputy Information Officer; and

13.2.2.2 submitting the completed PAIA Form 4 (*Internal Appeal*) to the Information Officer by sending it to his or her email address stated in paragraph 5.6 above or by post to the address of the Information Officer.

13.2.3 The Deputy Information Officer shall help and guide the Requester through the process of lodging an appeal.

13.3 Complaint to the Information Regulator

13.3.1 The complaint must be lodged by completing a PAIA Form 5 (*Complaint Form*), which is attached hereto marked Annexure 4, and sending it to the Information Regulator.

13.3.2 This must be done within 180 calendar days of the MEC's decision.

13.3.3 The Information Regulator shall help and guide the complainant through the process of lodging a complaint.

ALTERNATIVELY

13.4 Application to a court

13.4.1 A Requester may apply to court to review the decision of the Gauteng Provincial Treasury if he/she is not satisfied with the decision thereof.

13.4.2 The application must be lodged within 180 calendar days of the decision of the MEC or that of the Information Regulator.

13.4.3 Every Magistrates Court has jurisdiction to hear the PAIA application.

13.4.4 The Clerk of the Court shall help and guide you through the process of lodging an application to the court.

14 PAYMENT OF FEES

14.1 The following fees are payable:

ITEM	DESCRIPTION	AMOUNT
1.	The "request fee" payable by every Requester	R 100.00

The "access fees" referred to in section 22(6) of PAIA (unless the Requester is exempted under section 22(8)) are as follows:

ITEM	DESCRIPTION	AMOUNT
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ITEM	DESCRIPTION	AMOUNT
2.	Photocopy of A4-size page	R 1.50 per page or part thereof
3.	Printed copy of A4-size page	R 1.50 per page or part thereof
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by Requester) (ii) Compact disc a. If provided by Requester b. If provided to Requester	R 40.00 R 40.00 R 60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size	R24.00
8.	For a copy of an audio record: (i) Flash drive (to be provided by Requester) (ii) Compact disc a. If provided by Requester b. If provided to Requester	R 40.00 R 40.00 R 60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour,	R100.00, not to exceed a total cost of R 300.00.

ITEM	DESCRIPTION	AMOUNT
	reasonably required for such search and preparation.	
10.	Deposit: If search exceeds 6 hours	One-third of amount per request, calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual expense, if any.

14.2 Persons exempted from paying access fees:

PERSON OR PERSONS EXEMPTED FROM PAYING ACCESS FEES	
A single person whose annual income does not exceed	R14 712.00
Married persons or a person and his/her life partner whose annual income does not exceed	R27 192.00

PART 3: PROTECTION OF PERSONAL INFORMATION

15 CONDITIONS FOR LAWFUL PROCESSING

15.1 Chapter 3 of the POPIA provides 8 conditions for the lawful processing of Personal Information by the Responsible Party:

15.1.1 Accountability: The Responsible Party must take responsibility to comply with conditions for lawful processing of Personal Information.

15.1.2 Processing limitation: The Responsible Party must have good reason for processing information, i.e. processing must be lawful and conducted in a manner that does not infringe privacy of the Data Subject.

15.1.3 Purpose specification: Personal Information must be processed for purposes for which it was collected. The Responsible Party must ensure that the Data Subject is aware of the purpose of, and consents to, the collection of Personal Information.

- 15.1.4 **Further processing limitation:** The Responsible Party must ensure that if the Personal Information is further processed, the further processing must be compatible with the original purpose for which it was initially collected.
- 15.1.5 **Information Quality:** The Responsible Party must ensure the Personal Information they process is correct and complete.
- 15.1.6 **Openness:** The Responsible Party must process Personal Information in a way that allows the Data Subject to know what is happening to their Personal Information and how it is being used.
- 15.1.7 **Security safeguards:** The Responsible Party must provide proper and reasonable security measures for Personal Information.
- 15.1.8 **Data Subject Participation:** The Responsible Party must communicate with the Data Subject about processing and must allow the Data Subject to correct or update their Personal Information under control of the Responsible Party.

16 PURPOSE OF PROCESSING

- 16.1 **The Gauteng Provincial Treasury processes Personal Information for purposes related to the functions or activities of Gauteng Provincial Treasury, *inter alia* for:**
 - 16.1.1 **enforcing legislation concerning the effective capturing of revenue, expenditure, assets and liabilities of the Gauteng Provincial Government;**
 - 16.1.2 **general business administration purposes such as processing of Personal Information for payroll processes, recruitment purposes, pension, medical aid, disciplinary action, training and the like;**
 - 16.1.3 **contractual obligations with suppliers and service providers;**

- 16.1.4 purposes of legal proceedings by or against the Gauteng Provincial Treasury;
 - 16.1.5 statistical or research purposes;
 - 16.1.6 complying with obligations imposed by law;
 - 16.1.7 communicating with Data Subjects by email, letter, telephone, SMS;
 - 16.1.8 verifying and updating information at its disposal;
 - 16.1.9 assessment and processing of personnel related claims.
- 16.2 Gauteng Provincial Treasury generally process Personal Information relating to, but not limited to:

TYPE	PERSONAL INFORMATION PROCESSED
Natural Persons	Names, physical and postal addresses, date of birth, ID numbers, confidential correspondence, identifying numbers, email addresses, telephone numbers, medical information, criminal or employment history, biometric information, tax related information, personal opinions, information relating to race, gender, sex, marital status, nationality of person, language, ethic, colour, disability of person, biometric information, information relating to education, pension fund records, performance appraisals, disciplinary records, leave records, training records, remuneration and salary records, medical aid records, deductions from salaries, banking and financial records, documents relating to legal proceedings.
Juristic persons	Names, contact details, physical and postal address, tax related information, identifying numbers, symbols, email addresses, telephone numbers, location information, unique identifiers, confidential correspondence, financial information, directors and shareholders details, legal opinions, documents relating to legal proceedings.

16.3 Gauteng Provincial Treasury may process the Personal Information of the following categories of Data Subjects, which includes current, past and prospective Data Subjects:

16.3.1 Employees;

16.3.2 Job applicants;

16.3.3 Suppliers and service providers;

16.3.4 Individuals captured by CCTV;

16.3.5 Access control registers;

16.3.6 Visitors to any premises of Gauteng Provincial Treasury,

16.3.7 Officials from public and private bodies and other stakeholders.

17 RECIPIENTS OF PERSONAL INFORMATION

17.1 Regulatory bodies, statutory bodies and other organs of state;

17.2 Law enforcement agencies;

17.3 Employees of Gauteng Provincial Treasury;

17.4 Family and representatives of the person whose personal information Gauteng Provincial Treasury is processing;

17.5 Suppliers and service providers to whom Gauteng Provincial Treasury has a written contractual relationship with requiring them to have access to Personal Information;

17.6 Banks and other financial institutions;

17.7 Anyone making a successful application for access in terms of PAIA;

- 17.8 **Research and academic institutions;**
- 17.9 **Employment and recruitment agencies;**
- 17.10 **Medical aid schemes;**
- 17.11 **Insurance service providers;**
- 17.12 **Pension fund administrators;**
- 17.13 **Trade unions;**
- 17.14 **Institutions/Persons performing Psychometric assessments.**

18 TRANS-BORDER FLOW OF PERSONAL INFORMATION

Gauteng Provincial Treasury may transmit Personal Information across the borders of the Republic of South Africa to:

- 18.1 **Suppliers and service providers in accordance with written agreement concluded between Gauteng Provincial Treasury and relevant suppliers and service providers;**
- 18.2 **Personal Information may be stored in data servers hosted outside the Republic of South Africa which may not necessarily have adequate data protection laws;**
- 18.3 **Gauteng Provincial Treasury may share Personal Information with foreign jurisdictions in terms of agreements concluded with such jurisdictions and/or in accordance with international obligations binding on Gauteng Provincial Treasury and/or Republic of South Africa.**

19 GENERAL DESCRIPTION OF INFORMATION SECURITY MEASURES

Gauteng Provincial Treasury deploys up to date technology to safeguard confidentiality and ensure integrity of Personal Information under its control. Gauteng Provincial Treasury information security measures includes:

- 19.1 **Firewalls;**
- 19.2 **Encryptions;**
- 19.3 **Logical access control;**
- 19.4 **Confidentiality obligations imposed on employees, service providers and third parties whom Gauteng Provincial Treasury may share information with;**
- 19.5 **Physical access control;**
- 19.6 **Secure hardware and software;**
- 19.7 **Confidentiality and data privacy clauses in agreements concluded with suppliers and service providers.**

20 REQUEST FOR ACCESS TO PERSONAL INFORMATION

- 20.1 **A Requester has the right in terms of section 23 of POPIA (read with section 25 thereof) to ask whether or not Gauteng Provincial Treasury processes any Personal Information concerning him/her/it (i.e. the Data Subject self) or another data subject, provided that the Requester has the legal authority to make such a request.**
- 20.2 **The request must be sent for the attention of Deputy Information Officers listed in paragraph 5.6 above.**
- 20.3 **PAIA Form 2 (*Request for Access to Record*), which is attached hereto marked Annexure 1 must be completed by the Requester to make the above Request.**
- 20.4 **The processing of this type of requests is free of charge.**
- 20.5 **Where the response to the request is in the affirmative, a Requester may request additional information relating to the Personal Information that Gauteng Provincial Treasury is processing.**

- 20.6 **The additional information may relate to the following:**
- 20.6.1 **The record or description of the Personal Information;**
 - 20.6.2 **The purposes of the processing of the Personal Information;**
 - 20.6.3 **The categories in which such Personal Information falls;**
 - 20.6.4 **The identity of third parties or categories of third parties who have or have had access to the Personal Information;**
 - 20.6.5 **Whether any cross-border transfer of Personal Information has or will occur and what safeguards to protect the Personal Information are in force;**
 - 20.6.6 **How long the Personal Information is stored (or what criteria or legal platform is used to determine the time-period that the data will be stored for);**
 - 20.6.7 **If the Personal Information was not directly collected from the data subject, the disclosure of the identity of the source of the Personal Information, i.e. Personal Information collected from a third-party source;**
 - 20.6.8 **Whether the Personal Information is and/or will be subjected to any automated processing and/or profiling and any potential consequences involved.**
- 20.7 **PAIA Form 2 (*Request for Access to Record*), which is attached hereto marked Annexure 1 must be completed by the Requester to make this request for additional information.**
- 20.8 **A reasonable fee in respect of the provisioning of the above information (or where a fee has been prescribed by regulation, the prescribed fee) may be levied by Gauteng Provincial Treasury. In this regard:**
- 20.8.1 **Gauteng Provincial Treasury will provide the Requester with a written estimate of the fee before providing the above information;**

- 20.8.2 **Gauteng Provincial Treasury may require the Requester to pay a deposit for all or part of the fee before processing the request.**

21 HOW TO OBJECT TO THE PROCESSING OF PERSONAL INFORMATION

- 21.1 **The Data Subject has the right in terms of section 11(3) of POPIA to object to Gauteng Provincial Treasury processing his/her/its Personal Information. The right to object is subject to exceptions contained in POPIA. The objection must be submitted on POPIA Form 1 (*Objection to Processing*), which is attached hereto marked Annexure 5.**
- 21.2 **You may submit your objection to the Information Officer/ Deputy Information Officer at their addresses listed in paragraph 5.6 above.**
- 21.3 **The objection can be raised against the processing of Personal Information in the following circumstances:**
- 21.3.1 **the processing of Personal Information for direct marketing purposes other than direct marketing by means of unsolicited electronic communications as contained in section 69 of POPIA;**
- 21.3.2 **the processing of Personal Information based on legitimate interest of the Data Subject;**
- 21.3.3 **the processing of Personal Information to pursue Gauteng Provincial Treasury's legitimate interest or interest of a third party to whom the information is supplied.**
- 21.4 **Reasons, in sufficient detail, for the objection based on the Data Subject's particular circumstances must be provided to allow Gauteng Provincial Treasury to assess the validity of such objection.**
- 21.5 **Gauteng Provincial Treasury may, depending on applicable provisions of POPIA refuse the objection to it processing the Data Subject's Personal Information.**

- 21.6 Upon receipt of the objection, Gauteng Provincial Treasury will assess the validity of the Data Subject's objection and, if satisfied, will within a reasonable time cease processing the Data Subject's Personal Information and will render proof to the Data Subject to this effect.
- 21.7 Where an objection does not accord with the dictates of POPIA, Gauteng Provincial Treasury may refuse the objection.
- 21.8 If you are disgruntled with the way Gauteng Provincial Treasury handled your objection to the processing of Personal Information or if you believe that Gauteng Provincial Treasury is unlawfully processing your Personal Information, you may lodge a complaint with the Information Regulator by completing PAIA Form 5 (*Complaint Form*), attached hereto as Annexure 4. Complaints to the Information Regulator may be sent to complaints.IR@justice.gov.za.


22 HOW TO REQUEST FOR CORRECTION, DELETION OR DESTRUCTION

- 22.1 Data Subjects have the right in terms of section 24 of POPIA to make a request to Gauteng Provincial Treasury to:
- 22.1.1 Correct or delete Personal Information in its possession that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or
- 22.1.2 Destroy or delete a record of Personal Information about self which Gauteng Provincial Treasury is no longer authorized to retain.
- 22.2 You may submit your request for the correction, deletion or destruction of Personal Information to the Information Officer/ Deputy Information Officer at their addresses listed in paragraph 5.6 above.

- 22.3 The request must be submitted on POPIA Form 2 (*Request for Correction/ Deletion of Personal Information*), which is attached hereto marked Annexure 6.
- 22.4 This form must be completed in sufficient detail and must, *inter alia*, address the following:
- 22.4.1 identification of the specific information which the Data Subject wishes to be corrected, deleted, destructed or destroyed; and
 - 22.4.2 reasons, in sufficient detail, for the request for:
 - 22.4.3 the correction or deletion of the Personal Information of the Data Subject in terms of section 24(1)(a) of POPIA; and/or
 - 22.4.4 the destruction or deletion of a record of Personal Information about the Data Subject in terms of section 24(1)(b) of POPIA.
- 22.5 Upon receipt of a request for correction, deletion or destruction, Gauteng Provincial Treasury will assess the validity of the Data Subject's request and as soon as reasonably practicable notify the Data Subject of its decision, which may include a decision to:
- 22.5.1 Correct the Personal Information; or
 - 22.5.2 Destroy or delete the Personal Information;
- 22.6 Where the request does not accord with the prescripts of POPIA, Gauteng Provincial Treasury may refuse the request.
- 22.7 If you are disgruntled with the way Gauteng Provincial Treasury handled your request for correction or deletion or destruction of Personal Information or if you believe that Gauteng Provincial Treasury is unlawfully processing your Personal Information, you may lodge a complaint with the Information Regulator by completing PAIA Form 5 (*Complaint Form*), attached hereto as Annexure 4. Complaints to the Information Regulator may be sent to complaints.IR@justice.gov.za.

23 UPDATING AND AVAILABILITY OF THIS MANUAL

- 23.1 This Manual is to be made available in three official languages on the following Gauteng Provincial Treasury website: www.treasury.gpg.gov.za, and upon request from the Deputy Information Officer of the Gauteng Provincial Treasury.
- 23.2 This Manual may be updated as and when the need arises.


MS NCUMISA MNYANI
INFORMATION OFFICER
GAUTENG PROVINCIAL TREASURY
Date: 20 MARCH 2024

LIST OF FORMS:

- PAIA Form 2 – Request for Access to Record (Annexure 1)
- PAIA Form 3 – Outcome of Request and Fees Payable (Annexure 2)
- PAIA Form 4 – Internal Appeal (Annexure 3)
- PAIA Form 5 – Complaint Form (Annexure 4)
- POPIA Form 1 – Objection to Processing (Annexure 5)
- POPIA Form 2 – Request for Correction / Deletion of Personal Information (Annexure 6)