



Promotion of Access to Information Manual

**Prepared in terms of section 51 of the Promotion of Access to Information Act
(Act No. 2 of 2000) (as amended)**

INSTITUTIONAL REGULATORY CODE

Policy Framework		Regulations/Rules	
Policy		Constitution	
Procedure (Manual)	X	Local document	
Guidelines		Other (name)	

Title: Promotion of Access to Information Act Manual

Category: Governance

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Conduct

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Management

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Clinical

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Approval Authority: Board

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PO/APO

☐

Senior Management

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Responsible Officer: Information Officer

Designated Officers: Senior Management

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1. DEFINITIONS AND ABBREVIATIONS:

Throughout this document, unless otherwise stated, the words in the first column have the meanings stated opposite it in the second column:

AGM	Annual General Meeting
BCEA	Basic Conditions of Employment Act
Board	Board of Trustees
CFO	Chief Financial Officer
CMS	Council for Medical Schemes
DIO	Deputy Information Officer
Employees	Refers to all Scheme officials, whether they are full time, part-time and/or contract employees (including Executives)
Employer	Refers to Foodmed
Foodmed	Foodmed Medical Scheme ("Scheme")
HR	Human Resources
IO	Information Officer
IT	Information Technology
King Reports	The various King Reports on Corporate Governance for South Africa
Manager	Refers to an employee's line manager or supervisor
Manual	This PAIA Manual
MSA	Medical Schemes Act, Act No 131 of 1998
PAIA	Promotion of Access to Information Act (Act No. 2 of 2000) (as amended)
Personal information	Any information relating to an identified or identifiable natural person, directly or indirectly, in particular by reference to an identifier such as a name, an identification (0) number, location information, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
PFMA	Public Finance Management Act (Act No. 1 of 1999) (as amended)
PMB	Prescribed Minimum Benefit
PO/APO	Principal Officer/Acting Principal Officer
POPIA	Protection of Personal Information Act (Act No.4 of 2013)
Regulator	Information Regulator
Remco	Remuneration Committee of the Scheme
RSA	Republic of South Africa
Senior Management	PO, Doctors and Financial Manager of the Scheme
Trustees	Members of the Board of Trustees of Foodmed

2. PURPOSE OF THIS PAIA MANUAL

This PAIA Manual is useful for the public to:

- 2.1 Check the nature of the records that may already be available at the Scheme, and the need for submitting a formal PAIA request;
- 2.2 Understand how to make a request for access to a record of the Scheme;
- 2.3 Access all the relevant contact details of the people who will assist the public with the records they intend to access;
- 2.4 Know all the remedies available from the Scheme regarding requests for access to the records before approaching the Regulator or the courts;
- 2.5 Have a description of the services the Scheme has available to members of the public, and how to gain access to those services;
- 2.6 Have guidance on how to use PAIA, as updated by the Regulator, and how to obtain access to it;
- 2.7 Understand if the Scheme will process personal information, understand and be aware of the purpose of processing of personal information, the description of data subjects' categories, and the information or categories of information relating thereto;
- 2.8 Know if the Scheme has planned to transfer or process personal information outside of the RSA, and the recipients or categories of recipients to whom the personal information may be supplied, and
- 2.9 Know whether the Scheme has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information that is to be processed.

3. AVAILABILITY OF THE MANUAL

A copy of the manual is available:

- I) On the website of the Scheme, i.e. www.foodmed.co.za;
- II) At the Head Office of the Scheme at 24 Faure Street, Ashton, 6715, Western Cape, for public inspection during normal business hours (Monday to Friday, between 08h00 and 16h00);
- III) To any person upon request, and upon the payment of a prescribed fee; and
- IV) To the Information Regulator, upon request.

A fee for a copy of the manual, as explained in **Annexure D**, shall be payable per each A4-size copy made.

4. ESTABLISHMENT OF THE MEDICAL SCHEME

a. Objectives/mandates

The Scheme provides access to healthcare to employees of employer groups in the agricultural and/or food and beverage industries and their supply chains. Only those employees who earn below the BCEA threshold are eligible to join the Scheme. The Scheme provides primary healthcare to its members in the form of two clinics, one in Ceres and one in Ashton in the Western Cape, as well as through an outsourced network of healthcare providers.

The Scheme is registered with the Council for Medical Schemes (CMS) and is a private body. This manual is compiled in order to maintain full transparency and accountability in the Scheme's dealing with information, and to ensure that members of the public have the necessary access to information in the Scheme's possession which will aid them in exercising and protecting their

rights. This document contains details of the information that the Scheme possesses and describes the correct procedure to follow should you require access to any of this information.

A copy of this manual is available on the FOODMED website.

5. STRUCTURE AND FUNCTIONS OF THE SCHEME

The Scheme functions in accordance with the MSA and CMS guidelines.

a. Structure

The Scheme has the following decision-making structure:

- I) the Trustees
- II) the Principal Officer
- III) the Senior Management
- IV) the Staff at the clinics and head office

b. Functions of the Scheme

The Scheme is a non-profit organisation that receives contributions from its members and provides those members with access benefits, as registered at the Registrar. The Scheme is registered with the Registrar of Medical Schemes and complies with the MSA. The Scheme is PMB exempt.

Key obligations under the Act include:

- I) Covering certain chronic conditions
- II) Applying community rating, thus the same contribution percentages apply to all members regardless of age, gender, or health status.
- III) Admitting all eligible members.
- IV) Providing access to benefits as outlined in the Scheme's rules, which are approved and registered by the Registrar.
- V) Maintaining reserves equal to 25% of its annual contribution income and retaining surpluses.
- VI) Outsourcing claims administration to service provider.

Scheme governance requires having a Board of Trustees, with at least 50% elected from its members. The Board is responsible for protecting members' interests, avoiding conflicts of interest, and ensuring objectivity. The Board appoints a Principal Officer for day-to-day operations and to oversee financial matters, including record-keeping as well as submission of financial statements to the regulatory authority.

6. DESCRIPTION OF THE SUBJECTS ON WHICH THE SCHEME HOLDS RECORDS, AND CATEGORIES OF RECORDS HELD BY THE SCHEME

(Please note that this list is merely a general indication of information held by The Scheme. It will not necessarily be made available without approval, as certain records are confidential. Please feel free to consult The Scheme's website for information that is already available: www.foodmed.co.za)

The following list of records and documents with personal information are also held by Foodmed. Access to these documents may be protected by professional privilege or privacy laws or the grounds of refusal detailed in the POPIA.

6.1 STATUTORY PRIVATE BODY INFORMATION

- (i) Registration as a Medical Scheme in terms of the MSA.
- (ii) Register of members of the Board of Trustees.
- (iii) Register of Key Individuals and Representatives.
- (iv) Minutes of meetings.
- (v) Annual financial statements, including:
 - (a) Annual accounts;
 - (b) Reports by the Board of Trustees; and
 - (c) Auditor's reports.
- (vi) Books of account, including journals and ledgers.
- (vii) Delivery notes, orders, invoices, statements, receipts and vouchers.
- (viii) Supporting schedules to books of account and ancillary books of account.

6.2 STATUTORY EMPLOYEE RECORDS

- (i) Employees' names and occupations.
- (ii) Time worked by each employee.
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee.
- (v) Attendance register.
- (vi) Employment equity plan.
- (vii) Salary and wages register.
- (viii) Arbitration awards.
- (ix) Training records.
- (x) Staff records (after date of employment ceases).
- (xi) Tax returns of employees.

6.3 OTHER EMPLOYEE RECORDS

- (i) Employee contracts.
- (ii) Code of conduct.

6.4 ENVIRONMENTAL AND SAFETY INFORMATION

- (i) Emergency response plans.
- (ii) Permits, licences, approvals or registrations for operations of business.

6.5 FIXED PROPERTY

- (i) Title deeds.
- (ii) Building plans.

6.6 MOVABLE PROPERTY

- (i) Asset register.
- (ii) Finance and lease agreements.

6.7 INTELLECTUAL PROPERTY

- (i) Trademarks, trade names and protected names.
- (ii) Copyrights.
- (iii) Agreements relating to intellectual property, such as licence agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- (iv) Litigation and other disputes involving intellectual property.

6.8 AGREEMENTS AND CONTRACTS

- (i) Material agreements concerning provision of services or materials.
- (ii) Joint venture agreements, partnership agreements, participation, co-marketing, co-promotion or other alliance agreements.
- (iii) Agreements with contractors, suppliers and brokers.
- (v) Agreements with members.
- (vi) Purchase or lease agreements.

6.9 LEGAL INFORMATION

- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation.
- (ii) Settlement agreements.
- (iii) Licences, permits and authorisations.
- (iv) Statutory reports.

6.10 INFORMATION TECHNOLOGY RECORDS

- (i) Hardware.
- (ii) Operating systems.
- (iii) Telephone exchange equipment.
- (iv) Telephone lines, leased lines and data lines.
- (v) LAN installations.
- (vi) Software packages.
- (vii) Disaster recovery.
- (viii) Internal systems support and programming.
- (ix) Development and utilisation of current systems.
- (x) Agreements.
- (xi) Licences.
- (xii) Audits.

6.11 MARKETING RECORDS

- (i) Products.
- (ii) Markets.
- (iii) Brochures, newsletters and advertising materials.
- (iv) Sales.
- (v) Public relations policies and procedures.
- (vi) Advice records.
- (vii) Conflict of Interest and Complaints policy.

6.12 MEMBERSHIP AND CLAIM RECORDS

- (i) Employer Groups
- (ii) Members.
- (iii) Claims.
- (iv) Correspondence.

7. CATEGORIES OF SCHEME RECORDS THAT ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

- Newsletters
- Booklets
- Reports containing information for the general public
- Literature that is intended for public viewing

8. PROCESSING OF PERSONAL INFORMATION

a. Purpose of processing

The purpose of processing personal information at Foodmed is to ensure efficient administration, compliance with legal requirements, and the enhancement of operational functions. This PAIA Manual should be read in conjunction with the Foodmed POPIA policy and procedure, which outline how personal information must be processed.

b. Description of categories of data subjects, and of the information, or categories of information, relating thereto

Categories of data subjects	Personal information that may be processed
	Names, surnames. Contact details Residential, postal or business addresses. Unique identifier/ID number, staff code, membership number. Confidential correspondence Ethnic or social origin, religious beliefs, sexual orientation, gender, pregnancy, marital status, race, age. Financial information, employment history, criminal behaviour, age, physical- or mental health, disability, nationality.
Juristic persons, such as third parties, contractors, suppliers and service providers	Names of contact persons Name of legal entity Physical and postal addresses Contact details Member totals Financial, commercial or technical information and trade secrets.

c. Recipients, or categories of recipients, to whom personal information may be supplied

Categories of personal information	Recipients, or categories of recipients
ID number and names for criminal checks	South African Police Service (SAPS)

Names, surnames, ID numbers, company registration numbers, income tax numbers and contact details	Verification agencies
Dependent on request	Statutory oversight bodies, regulators or judicial commissioners of enquiry making a request for data. Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules. Anyone making a successful application for access in terms of PAIA. Any person who conducts business with the Scheme in the ordinary course of business

d. Planned trans-border flows of personal information

- I) If a data subject visits the Scheme's website from a country other than the country in which the Scheme's servers are located, the various communications will necessarily result in the transfer of information across international borders.
- II) The Scheme may need to transfer a data subject's information to other affiliates or service providers in countries outside of South Africa, in which case the Scheme will fully comply with applicable data protection legislation. This may happen if the Scheme's servers or suppliers and service providers are based outside of South Africa, if the Scheme's services are hosted in systems or servers outside of South Africa: and/or if a data subject uses the Scheme's services and products while visiting countries outside of this area. These countries may not have data protection laws similar to those of South Africa.

e. General description of information security measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- I) The Scheme is committed to implementing leading data security safeguards
- II) The Scheme has specialised security teams that constantly review and improve its measures to protect all data subjects' personal information from unauthorised access, accidental loss, disclosure or destruction.
- III) If the Scheme has a contract with another organisation to provide the Scheme with a service/services to process a data subject's personal information on the Scheme's behalf, the Scheme will make sure that the service provider has appropriate security measures, and only processes the information in the way the Scheme has authorised them to. These organisations will not be entitled to use a data subject's personal information for their own purposes. If necessary, the Scheme's security teams will check such organisations, to make sure that they meet the security requirements the Scheme has set.
- IV) Communication over the internet (such as e-mails) are not secure, unless they have been encrypted. A data subject's communication may go through a number of countries before being delivered, as this is the nature of the internet. The Scheme cannot accept responsibility for any unauthorised access to, or loss of, personal information that is beyond The Scheme's control.

9. KEY CONTACT DETAILS FOR ACCESS TO THE SCHEME

I) Information Officer

Name and Surname	Ellen Odendaal
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Telephone number	+27 21 930 3550
Email address	info@foodmed.co.za or ellen@foodmed.co.za
Registered address	24 Faure Street, Ashton, 6715, Western Cape
Physical address	Foodmed Offices, 2nd Floor, 8 Park Central Building, 21 New Street, Durbanville, 7550, Western Cape

II) Deputy Information Officer

Name and Surname	Natasha Ouwenkamp
Telephone number	+27 23 615 1497
Email address	info@foodmed.co.za or natasha@foodmed.co.za
Physical address	24 Faure Street, Ashton, 6715, Western Cape

III) General contact details for access to information

For any questions regarding PAIA or this PAIA Manual, please send an e-mail to the following address:

Email address	info@foodmed.co.za
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IV) Foodmed Details

Registered address	24 Faure Street, Ashton, 6715, Western Cape
Postal address	Foodmed Offices, 2nd Floor, 8 Park Central Building, 21 New Street, Durbanville, 7550, Western Cape
Telephone number	+27 21 930 3550
Email address	info@foodmed.co.za
Website	www.foodmed.co.za

10. APPLICATION FORMS

In order for persons to obtain access to records as swiftly, inexpensively, and effortlessly as reasonably possible, an application form must be completed.

The application form (**Annexure A** - PAIA Application form) can be completed electronically, after which it may be printed. Hard copies of the application form are also available by request at info@foodmed.co.za or telephone number +27 21 930 3550.

11. FEES

a. FEES PAYABLE

The application form must be completed in full in accordance with the instructions given on the form and must be accompanied by the prescribed fees payable. Access fees shall be determined by a

number of variables, e.g. the format in which the record must be made available, the time spent in searching for the record, the voluminosity of the request, etc.

The request fee is a minimum fee payable for the submission of an application.

This amount is currently R150.00 (One Hundred and Fifty Rand Only) per request payable by every requestor, other than a personal requestor ** (i.e. someone requesting records about themselves), referred to in regulation 7(2) of the Regulations regarding the PAIA, and is not refundable.

Request fees are payable upon submission of the request form. An additional deposit may be levied in certain cases, depending on the nature (volume) of the information requested, as well as the format in which it is requested. The deposit shall be deducted from the access fee, if applicable.

Access fees are payable after a request for access to a record has been processed, with the exception of a record that contains personal information of the requestor, and provided that the record is ready to be made available. Please note that where possible, a quotation for the access fees shall first be furnished to the requestor.

Until further notice, the following fees will be used as general guidelines for the calculation of access fees:

b. Fees for reproduction

The fee for a copy of the Manual as contemplated in Regulation 5(c) of the Regulations regarding the PAIA is R5.00 for every photocopy of an A4- size page or part thereof.

For every printed copy of an A4-size page or part thereof held on computer or in electronic or machine-readable form (colour copies will be quoted separately): R5.00 per black-and-white copy.

For a copy in computer- readable form on -

- (i) Flash drive (provided by requestor): R50.00 each
- (ii) A compact disk (CD) if the requestor provides the CD: R50.00
- (iii) A compact disk (CD) if the requestor does not provide the CD: R70.00

For all e-mail transmissions without printing – the following requests may be outsourced by the Scheme, so prices can be requested:

For a copy of visual images; or

For a transcription of visual images - A4-size page or part thereof; or

For a transcription of an audio record - A4-size page or part thereof; or

For a copy of an audio record (if the requestor provides the CD or Flash drive for us); or

For a copy of an audio record (if the requestor does not provide the CD or Flash drive for us).

Access fees payable

(Unless exempted under section 22(8) of the Act):

For every photocopy of an A4-size page or part thereof (colour copies will be quoted separately):
R5.00 per black-and-white copy.

To search for the record for disclosure purposes, excluding the first hour, which is reasonably required for such a search and preparation: R145.00 per hour or part of an hour. The search and preparation fee cannot exceed R435.00.

The actual courier fee is payable when a copy of a record must be couriered to a requestor.

For purposes of Section 22 (2) of the Act, the following applies:

- (i) Six hours are the hours to be exceeded before a deposit is payable; and
- (ii) One third of the access fee is payable as a deposit by the requestor.

Please note! The Scheme is Value-added Tax ("VAT") exempted.

**** Personal requestors' requests are completely free of charge.**

c. PAYMENT OF FEES

Direct payments to the Scheme can be made into the Scheme's bank account, which will be confirmed on request.

Office hours are Mondays to Fridays from 8:00 to 16:00. Direct payments into the Scheme's bank account will be processed during office hours as soon as the deposit reflects in the Scheme's account.

12. PROCEDURE FOR THE APPLICATION FOR ACCESS TO INFORMATION

- To request access to records under PAIA, a requester must complete and sign the prescribed PAIA Application Form (refer to **Annexure A**) PAIA application is subject to a prescribed access fee, and the compiled application form must be submitted together with proof of payment.
- Requests can be submitted through the following channels:
 - By hand at the Information Officer's Office.
 - By courier to the Scheme's address.
 - By e-mail to info@foodmed.co.za and ellen@foodmed.co.za.
- All applications must comply with the requirements of sections 11(1) and 18 of PAIA. Section 11(1) provides for the general right of access, whilst section 18 outlines the procedural requirements for a valid request.

- Please note that Section 11 of the Act expressly provides that an application for access to information can inter alia be refused in the event where the application does not comply with the procedural requirements of the Act even if the information is otherwise accessible.

13. TIME LIMITS FOR DEALING WITH REQUESTS

Should the Scheme not respond within the prescribed time limits, a requestor may deduce that the Scheme refuses to grant access to the required information, and thereafter the requestor may make an internal appeal or bring the application to court.

14. FOODMED SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC, AND HOW TO GAIN ACCESS TO THOSE SERVICES

14.1 Employer Groups can request to join the Scheme

Contact us via email at info@foodmed.co.za; website at foodmed.co.za or phone us on +27 21 930 3550.

15. GUIDE ON HOW TO USE PAIA AND OBTAIN ACCESS TO THE GUIDE

- a. In terms of section 10(1) of PAIA, as amended, the Regulator has updated and availed the revised guide on how to use PAIA in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and the Protection of Personal Information Act (POPIA).
- b. The guide is available in English.
- c. The aforementioned guide contains a description of:
 - I) the objects of PAIA and POPIA;
 - II) the postal and street addresses, phone numbers, and e-mail addresses of:
 1. the Information Officers of every public body; and
 2. each Deputy Information Officer of every public body designated in terms of section 56 of POPIA ¹;
 - III) the manner and form of a request for:
 1. access to a record of a private body contemplated in section 50 ²;
 - IV) the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - V) the assistance available from the Regulator in terms of PAIA and POPIA;
 - VI) 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. an internal appeal;
 2. a complaint to the Regulator, and
 3. an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal, a decision by the Regulator, or a decision of the head of a private body;
 - VII) the provision of section 51³, requiring a private body to compile a manual, and how to obtain access to a manual;
 - VIII) the provision of section 52⁴, providing for the voluntary disclosure of categories of records by a private body;

- IX) the notices issued in terms of section 54⁵ regarding fees to be paid in relation to requests for access; and
 - X) the regulations made in terms of section 92⁶.
- d. Members of the public can inspect or make copies of the guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The guide can also be obtained:
- I) upon request to the Information Officer; and
 - II) from the website of the Regulator, at <https://info regulator.org.za>

¹ Section 56a) 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, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55 (1) of POPIA.

² 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.

³ Section 51(1) of PAIA: The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁴ Section 52(1) of PAIA: The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access.

⁵ Section 54(1) of PAIA: The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

⁶ Section 92(1) of PAIA provides that: "The Minister may, by notice in the Gazette, make regulations regarding:

- a) any matter which is required or permitted by this Act to be prescribed;
- b) any matter relating to the fees contemplated in sections 22 and 54;
- c) any notice required by this Act;
- d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- e) any administrative or procedural matter necessary to give effect to the provisions of this Act".

16. GROUNDS FOR REFUSAL TO GRANT ACCESS TO INFORMATION

- a. The Information Officer of the Scheme must refuse a request for access to a record if:
 - I) its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual; and
 - II) the disclosure would cause harm to the commercial, financial or trade secrets of a third party, unless consent is given.
- b. Record may not be refused if it:
 - I) Pertains to an individual who has consented in terms of section 48, or otherwise in writing to its disclosure to the requester concerned; or
 - II) Already is public; or
 - III) Pertains to an individual's physical or mental health or well-being, and giving access thereto would be in the individual's best interests; or

- IV) Pertains to an individual who is deceased, and the requestor is:
 - 1. the individual's next of kin; or
 - 2. making the request with the written consent of the individual's next of kin.
- V) Despite the grounds for refusal, access must be granted if the disclosure is in the public interest and outweighs any potential harm.

17. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT, OR FAILURE TO ACT, BY THE SCHEME

- a. A member or member of the public may file a complaint with the Information Officer or Deputy Information Officer in writing.
- b. Staff members may use the Scheme's grievance procedure to lodge complaints or resolve internal disputes in accordance with the Scheme procedures.
- c. Should the complaint be in respect of an act, or a failure to act in terms of PAIA, the person who is making the complaint may take such steps as are provided for in sections 74 to 82 of PAIA.
- d. Internal appeals can be made through the submission of an Internal Appeal Form to the Deputy Information Officer (refer to **Annexure B** for an example of an Internal Appeal Form).
- e. The requestor or third party referred to in section 74 of PAIA may submit a complaint to the Information Regulator after the requestor or the third party has exhausted the internal appeals procedure against the decision of The Scheme. This can be done by completing the following form: **Annexure C** – Complaint form, and emailing it to PAIAComplaints@inforegulator.org.za.
- f.

18. REFERENCES

<https://www.justice.gov.za/paia/paia.htm>

<https://inforegulator.org.za>

<https://foodmed.co.za>

19. REVIEW OF MANUAL

This Manual may be reviewed at any time by the PO/APO as well as the Board as and when required or when necessary. The Manual may be reviewed on an annual basis.

Approval and Effective Date of Manual

This Manual is hereby approved by the Board of Trustees and replaces and supersedes all previous leave policies issued, notwithstanding the date of signature, with effect from 1 July 2026 and will be valid until a new PAIA Manual has formally been adopted.

Chairperson

Date

Board Member

Date

Principal Officer

Date

DRAFT