

RADIOLOGICAL SOCIETY OF SOUTH AFRICA

PAIA MANUAL

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1. INTRODUCTION TO THE RSSA

The Radiological Society of South Africa (RSSA) is a voluntary membership association for radiologists and is the voice of the radiology profession in South Africa.

2. CONTACT DETAILS

Business Name: Radiological Society of South Africa
 Executive Officer: Dr Richard Tuft
 Information Officer: Dr Richard Tuft
 Physical Address: 202a, Block B, Tokai Village Centre, Vans Road, Tokai
 Postal Address: PO Box 31593, Tokai, 7966
 Telephone Number: +27 (0) 84 293 9789
 E-mail address: admin@rssa.co.za
 Website address: www.rssa.co.za

3. GUIDE OF THE SA HUMAN RIGHTS COMMISSION / INFORMATION REGULATOR

The South African Human Rights Commission (SAHRC) / Information Regulator compiled a Guide, in terms of Section 10 of the Promotion of Access to Information Act (Act 2 of 2000), to assist persons wishing to exercise their rights in terms of this Act. This Guide is available in all the official languages and contains, amongst others, the following information:

- The purpose of PAIA;
- The manner, form and costs of a request for access to information held by a body;
- Legal remedies when access to information is denied;
- When access to information may be denied; and
- The contact details of Information Officers in the National, Provincial and Local Government.

Any person wishing to obtain the Guide may either access it through the website of the SAHRC at <https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf> or should contact the Information Regulator at:

Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Postal address: PO Box 31533, Braamfontein, Johannesburg, 2017

Telephone: +27 (0) 10 023 5207 / +27 (0) 82 746 4173

E-mail address: inforeq@justice.gov.za

Website: <https://www.justice.gov.za/inforeq/>

4. RECORDS

The RSSA holds the following categories of records:

4.1 Records relating to the RSSA:

Documents related to the establishment of the RSSA such as its constitution and other documents such as annual reports, governance documents (e.g. Code of Conduct and policies), minutes, resolutions, position statements and guidelines.

4.2 Management records:

Documentation relevant to office bearers and the management team of the RSSA as well as related to the management of the Association.

4.3 Membership records:

Records relating to members of the RSSA.

4.4 Employment records:

Employment contracts; conditions of employment and work place policies; employment equity and skills development plans and reports; attendance register; salary and wage register; performance management records; collective agreements; documents related to disciplinary proceedings, arbitration awards as well as legal cases and cases at the CCMA (Commission for Conciliation, Mediation and Arbitration); expense accounts; relevant tax information and related records; medical scheme and pension fund membership records; records relevant to contracted staff.

4.5 Health and safety records:

Evacuation plan; information related to the health and safety officer; health and safety incident reports

4.6 Financial records:

Annual Financial Statements; auditor's reports; accounting records; bank statements; invoices, statements, receipts and related documents; VAT records; tax returns and related documentation.

4.7 Records related to assets:

Asset register; purchase records; financing and lease agreements; sale and purchase agreements.

4.8 Agreements:

Agreements (and related documentation) with contractors, consultants and vendors.

4.9 Records relating to legal processes:

Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation; settlement agreements; legal opinions/advice.

4.10 Insurance records:

Insurance policies and related records; claims records.

5. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

The RSSA is required to hold certain records in terms of the following legislation subject to the specific protection offered by these laws:

1. Basic Conditions of Employment Act 75 of 1997;
2. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
3. Consumer Protection Act 68 of 2008;
4. Electronic Communications and Transactions Act 25 of 2002;
5. Employment Equity Act 55 of 1998;
6. Occupational Health and Safety Act 85 of 1993;
7. Promotion of Access to Information Act 2 of 2000;
8. Protection of Personal Information Act 4 of 2013;
9. Skills Development Levies Act 9 of 1999;
10. Skills Development Act 97 of 1998;
11. Unemployment Contributions Act 4 of 2002;

12. Unemployment Insurance Act 63 of 2001; and
13. Value Added Tax Act 89 of 1991.

6. RECORDS AUTOMATICALLY AVAILABLE

No notice has been submitted by the RSSA to the Minister of Justice and Correctional Services regarding the categories of records, which are available without a person having to request access in terms of Section 52(2) of PAIA. However, the information on the website of the RSSA is automatically available without having to request access in terms of PAIA. Access and usage of the information on the website are subject to the Website Terms and Conditions as well as the Privacy Policy of the RSSA.

7. PURPOSE OF PROCESSING PERSONAL INFORMATION

The RSSA processes personal information of data subjects for the following purposes:

1. for membership related purposes;
2. for the maintenance of association records;
3. for services provided to members and the public.
4. for communication with members on relevant services and industry matters and the RSSA's business, including industry and RSSA events;
5. to engage with regulators, relevant public bodies and other stakeholders (e.g. funders) on behalf of RSSA members;
6. for historical, statistical and research purposes; and
7. for any other lawful purpose related to the objects of and the services that the RSSA provides.

8. DATA SUBJECTS, THEIR PERSONAL INFORMATION AND POTENTIAL RECIPIENTS OF THIS INFORMATION

The RSSA holds the categories of records and personal information in respect of the categories of data subjects specified below. The potential recipients of the personal information processed by the RSSA are also specified. Information and records are only disclosed as may be necessary in the circumstances and authorised in terms of the law or otherwise with the consent of the relevant data subjects.

DATA SUBJECTS	CATEGORIES OF RECORDS	CATEGORIES OF PERSONAL INFORMATION	POTENTIAL RECIPIENTS OF THE PERSONAL INFORMATION
Employees and office bearers	Statutory records; appointment / election records; payment records; correspondence	Names and surnames; contact details e.g. address, telephone and e-mail addresses; identity numbers / dates of birth; race; gender; nationality; qualifications; statutory council registration numbers; registered professions; banking details; tax numbers; remuneration; correspondence	SA Revenue Services (SARS); relevant statutory bodies such as the Health Professions Council of SA (HPCSA); relevant contractors and vendors; relevant public bodies, including government departments; banks; vetting agencies; members of the public; auditor
Other contractors, vendors and suppliers	Agreements with contractors, vendors and suppliers; non-disclosure agreements; legal opinions and advice; invoices; correspondence	Names and surnames; organisation names and detail; relevant staff / office bearer details; contact details e.g. address, telephone numbers, e-mail addresses, website addresses; opinions; correspondence; track records; price structures; financial arrangements	Banks; auditor; legal advisers; members
Insurers	Insurance policies; payment of premiums; claims' records and related documents	Names and contact details e.g. addresses, telephone numbers, e-mail addresses; premiums; correspondence	Auditor; legal advisers; relevant public bodies; members
Public and statutory bodies	Complaints submitted to the relevant statutory bodies and related documents;	Names; contact details e.g. address, telephone numbers, e-mail addresses;	Members; members of the public

(e.g. HPCSA)	correspondence; newsletters and circulars issued by these bodies and councils; statutory information, including legislation	office bearers; fee structures; correspondence	
Medical schemes and other funders	Correspondence; rules; legislation	Relevant staff / office bearer details; contact details e.g. address, telephone numbers, e-mail addresses; correspondence	Members

9. PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

The RSSA stores electronic information, including personal information of data subjects, in the 'cloud', the servers of which may be located outside of the borders of the Republic of South Africa (RSA). Due care is taken in the selection of appropriate cloud service providers to protect the privacy of data subjects. The RSSA is not planning to send any other personal information about any data subject to any other third parties in foreign countries. Should this be required, relevant data subject consent will be obtained, where possible, and transfers of such information will occur in accordance with the requirements of the law.

10. SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

The RSSA is committed to ensuring the security of the personal information in its possession or under its control in order to protect it from unauthorised processing and access as well as loss, damage or unauthorised destruction. It continually reviews and updates its information protection measures to ensure the security, integrity and confidentiality of this information in accordance with industry best practices. The measures it adopts to ensure the security of personal information includes technical and organisational measures and internal policies to prevent unauthorised access, loss or use of personal information, for example, the physical securing of the offices where information is held; locking of cabinets with physical records; password control to access electronic records and off-site data back-ups. In addition, only those employees, office bearers and service providers that require access to the information

to discharge their functions relating to the RSSA's business and the services the RSSA provides will be permitted access to the relevant information and only if they have concluded agreements with or provided undertakings to the RSSA requiring them to implement appropriate security measures and to maintain the confidentiality of the information. Office bearers and contractors are required to adhere to the strict policies and processes implemented by the RSSA and are subject to sanctions for any security breach. All security breaches are taken seriously and are addressed in accordance with the law.

11. PROCEDURE TO OBTAIN ACCESS TO RECORDS OR INFORMATION

The fact that information and records are held by the RSSA as listed in this Manual should not be construed as conferring upon any requester any right to that information or record. PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any right. If a public body lodges a request, the public body must be acting in the public interest. Access to records and information is not automatic. Any person, who would like to request access to any of the above records or information, is required to complete a request form, which is available from the Information Officer and the Information Regulator at the contact details stipulated above.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester must identify the right he/she is seeking to exercise or protect and explain why the record requested is required for the exercise or protection of that right. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the request is made to the satisfaction of the Information Officer. Access to the requested records or information or parts of the records or information may be refused in terms of the law. Requesters will be advised of the outcome of their requests.

12. FEES PAYABLE TO OBTAIN THE REQUESTED RECORDS OR INFORMATION

Fees may be charged for requesting and accessing information and records held by the RSSA. These fees are prescribed in terms of PAIA. Details of the fees payable may be obtained from the Information Officer. The fees are also available from the Information Regulator

13. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available for inspection, free of charge, at the RSSA's offices and on its website. A copy of the Manual may also be requested from the Information Officer against payment of the appropriate fee, which may be obtained from the Information Officer.

