



# **PAIA MANUAL**

of the

## **Cancer Association of South Africa (CANSA)**

**Prepared in terms of Section 51 of the  
Promotion of Access to Information Act, 2000 (Act No 2 of 2000)  
[as amended]**

August 2024

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## 1.0 LIST OF ACRONYMS AND ABBREVIATIONS

<b>CANSA</b>	Cancer Association of South Africa.
<b>child</b>	A natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him- herself.
<b>CEO</b>	Chief Executive Officer.
<b>Constitution</b>	The Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) as amended.
<b>CoR39</b>	This document contains the Notice of Change concerning a Director. This form is issued in terms of section 70 (6) of the Companies Act, 2008, and Regulation 39 of the Companies Regulations, 2011.
<b>DIO</b>	Deputy Information Officer.
<b>IO</b>	Information Officer.
<b>PAIA</b>	Promotion of Access to Information Act, 2000 (Act No2 of 2000) as amended, referred to as “the Act” in this Manual.
<b>personal information</b>	Any information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to – <ul style="list-style-type: none"><li>(a) 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;</li><li>(b) Information relating to the education or the medical, financial, criminal or employment history of the person;</li><li>(c) Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li><li>(d) The biometric information of the person;</li><li>(e) The personal opinions, views or preferences of the person;</li><li>(f) 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;</li><li>(g) The views or opinions of another individual about the person;</li><li>(h) The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.</li></ul>
<b>POPIA</b>	Protection of Personal Information Act, 2013 (Act o 4 of 2013).
<b>Promotion of Access to Information Act, 2000 (Act No 2 of 2000)</b>	Promotion to Access Information Act, 2000 (Act No 2 of 2000) – also referred to as PAIA.

In order to assist those who are not familiar with the Protection of Personal Information Act (PAIA) requests, Section 10 of PAIA has instructed the South African Human Rights Commission ("SAHRC") to prepare a guide that contains information to assist members of the public in understanding how to exercise their rights under PAIA ("the Guide"). It is available in all official South African languages. The information Regulator will take over these duties from 1 July 2021 – in the case of the Cancer Association of South Africa, this will be the Chief Executive officer as Information Officer and the Deputy Information Officer.

If you have any queries, or need a copy of the Guide, please contact the SAHRC directly at:

**The South African Human Rights Commission**

PAIA Unit – The Research and Development Department  
Braampark Forum 3, 33 Hoofd Street, Braamfontein  
Private Bag x 2700, Houghton 2041  
Tel: +27 11 877 3803  
Fax: + 27 11 403 0625  
Email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

In the event of any queries about the Protection of Personal Information Act (POPIA), please contact the Information Regulator directly at:

**The Information Regulator – South Africa**

Website: <https://www.justice.gov.za/infoereg/index.html>.  
Address: SALU Building, 316 Thabo Sehume Street, Pretoria.  
Contact number: 012 406 4818.  
Fax number: 086 500 3351.  
Email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).

**Records Available Without a Request**

All records or information available on the CANSAs Website at [www.cansa.org.za](http://www.cansa.org.za), including all records and pamphlets produced by the CANSAs for public consumption, are automatically available and voluntarily disclosed. This information is available for viewing or downloading or access without you having to make a PAIA request.

**2. THE PROMOTION OF ACCESS TO INFORMATION ACT**

The Promotion of Access to Information Act, No 2 of 2000 ("the Act") was enacted on 3 February 2000, giving effect to the constitutional right in terms section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996, "the Constitution") of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

In terms of Section 51 of the Act, all Private Bodies are required to compile an Information Manual ("PAIA Manual").

Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and/or regulatory requirements, except where the Act expressly provides that the information may or must not be released. The Act sets out the relevant procedure to be adopted when requesting information from a Public or a Private Body.

### **3. PURPOSE/AIM OF THE PAIA MANUAL**

The aim of PAIA is to foster a culture of transparency and accountability by public and private bodies and assist in realising South Africa's goals of an open and participatory democracy. PAIA also gives effect to the right of access to information and actively promotes a society in which any person has effective access to information. This will enable any person to fully exercise their rights.

This PAIA Manual can be used by members of the public to check the categories of records held by the CANSAs without having to submit a formal PAIA request.

This PAIA Manual has as its purpose the intention that the Cancer Association of South Africa (CANSAs) complies with the PAIA Act and to create a culture of transparency and accountability within CANSAs by giving effect to the right to information that is required for the exercise or protection of any right that South Africans have 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.

It also ensures that the public is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to private bodies – in terms of PAIA, CANSAs is a private body.

The Manual makes it clear that in accordance with Section 9 of the Act the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial and personal confidentiality; and
- Effective, efficient, and good governance; and in a manner which balances that right that individuals may have with any other rights, including such rights as contained in the Bill of Rights in the Constitution.

This PAIA Manual has been drafted in accordance with the generic manual for private bodies, which has been approved by the Human Rights Commission.

This PAIA Manual also complies with the requirements of Section 10 of PAIA and recognises that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Act and its Regulations by Public and Private Bodies. To obtain a copy of the PAIA Manual requestors must use Form 1 – Request for a Copy of the CANSAs PAIA Manual.

#### 4. THE CANCER ASSOCIATION OF SOUTH AFRICA (CANSA)

The Cancer Association of South Africa (CANSA) is a non-profit company, registered in terms of the Companies Act, 2008 (Act No. 71 of 2008) which replaced the Companies Act, 1973 (Act No 61 of 1973) and came into effect on 1 May 2011.

CANSA is a private body as defined by the Promotion of Access to Information Act, 2000 (Act No2 of 2000) as amended.

The CANSA was established in 1931 (and registered in 1932, Registration Number 1932/003720/08) by a group of individuals who were concerned over the high incidence of cancer in South Africa. CANSA is also registered as a Non-profit Organisation (Registration Number 000-524 NPO).

A leader in the fight against cancer in SA, since 1931, the vision of the CANSA, is to lead South Africa towards a cancer-free society.

It's mission as a non-profit organisation fighting cancer, is to enable research, educate the public and advocate for, and support, all people affected by cancer.

CANSA prides itself that it promotes health to all communities within South Africa to substantially reduce the impact of cancer.

The CANSA is committed to connecting people facing cancer with information, day-to-day help as well as emotional support they need in the communities where they live. Our aim is to ensure that cancer Survivors and their loved ones do not have to face cancer alone; CANSA is there to support them through every step of their cancer journey.



- Comprehensive Research Programmes
- Health Programmes and Care & Support to those affected
- Advocacy role

Focus:

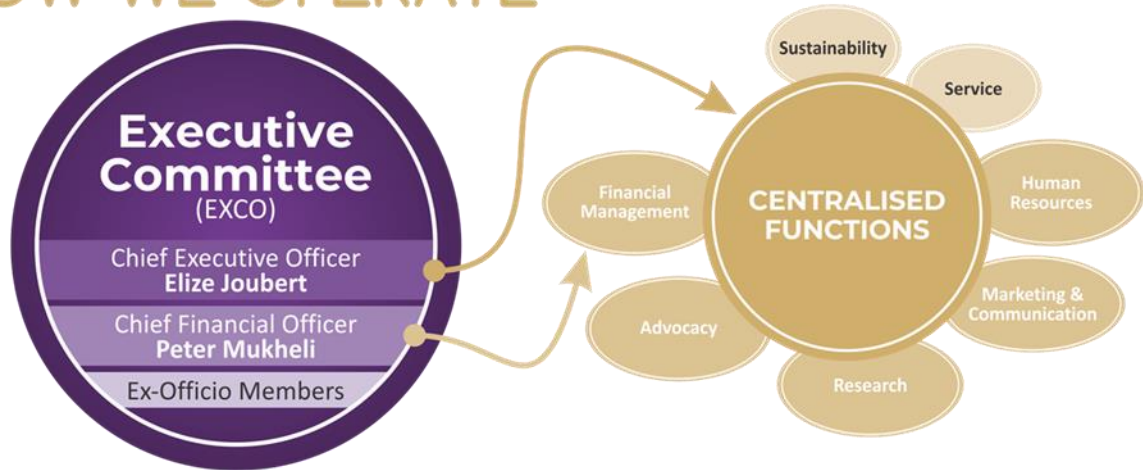
Educate and lower cancer risk  
Promote health and awareness  
and offer care and support to  
all cancer survivors and loved  
ones



#### 4.1 Structure of the CANSA

The CANSA holds itself to the highest standards of ethics and sound governance with a well-balanced Board of Directors committed to the sustainability and ethical conduct of services to the public.

## HOW WE OPERATE



#### Roles and Responsibilities

CANSA has a strong and capable Board of Directors to which CANSA's Chief Executive Officer and Executive Committee (EXCO) report. In accordance with Good Corporate practices and frameworks within CANSA, the Board appoints Sub-Committees to assist the Board in providing oversight over the work of management within specific portfolios.

This structured system of organisational governance ensures proper checks and balances, the input of appropriate experts on decision-making and strategic oversight of comprehensive nationwide operations.

The Board, as the highest decision-making body of CANSA, is responsible for the strategic direction of the company and appoints the Chief Executive Officer and Executive Directors to maintain the day-to-day management.

#### Sub-Committees of the Board

- Audit and Risk Committee – ensures effective financial and broader risk management within the organisation.
- Investment Committee – promotes and ensures solid investment practice and growth.
- Remuneration (REMCO) Committee – enhances sound, transparent and fair human capital practice and employment equity.
- Research (RESCOM) Committee – ensures relevant and effective allocation and management of research funding.
- Social and Ethics Committee – promotes integration and oversees social and ethical matters relating to CANSA.
- Nominations Committee – ensures the Board has the appropriate composition for it to execute its duties effectively.
- Stakeholder Committee – assist the Board with its consideration and monitoring of the interest of the stakeholders of CANSA.

In accordance with the King IV Code on Corporate Governance, the Social and Ethics Committee was established, as a further Sub-Committee of the Board to address all ethical and social risk issues within

the Organisation. CANSA has more than the recommended Sub-Committees of the Board in place to address the specific risks identified within CANSA.

The EXCO-managed Risk Committees were restructured in 2020 to ensure realignment with the new CANSA Structure and the following Risk Committees were formed to identify and address the most significant operational risks in accordance:

- Risk Management Committee
- Quality Assurance Committee (determines and addresses standardisation and quality of all policies, procedures, processes, guidelines, and relevant documentation)

The Stakeholder Committee consisting of the Chairperson of the Provincial Councils and is chaired by the Chief Executive Officer (CEO) of CANSA, provides advice and guidance regarding business practices within operations.

At the Annual General Meeting held in September 2012, the members approved the Memorandum of Incorporation (MOI) in accordance with the new Companies Act, 2008 (Act No 71 of 2008), to enable the execution of the bigger, approved CANSA strategy.

The outsourced in-house Internal Audit function by PWC process makes provision for the review of internal controls, risk management and compliance with laws and regulations and established policies and procedures, while also identifying possible gaps in existing policies and procedures that could cause further risks.

CANSA has a well-established risk management committee which is chaired by the Chief Financial Officer, with a robust and embedded process of monitoring and managing risks across the Organisation. The Risk management policies and appetite frameworks are reviewed and updated to respond to changing risk profile and environment in which the organisation operates.

## MISSION

**As a non-profit organisation fighting cancer, we enable research, educate the public and advocate for and support all people affected by cancer.**

## VISION

**Leading South Africa towards a cancer free society.**





## 4.2 Functions within the CANSAs

Functions within the CANSAs are divided into eleven (11) functions (programmes):

### 4.2.1 Programme 1 Research

CANSAs's core research focus is on reducing risk, early detection and diagnosis, and optimising patient care and support. CANSAs uses evidence-based research to inform our advocacy work, our health education programmes, and our service to those living with cancer, their families, and wider community. We collaborate and fund cancer research through our different research programmes.

The programme has over 300 CANSAs Fact Sheets providing information on the various cancer and cancer-related topics.

Personal information kept by the Research Department include:

- Full name of Researcher
- Gender (where individuals can respond as: male, female, or other)
- Institutional address of researcher
- Identity number (already in the public domain in their CV)
- Title(s) of researcher
- Researcher's Institution contact details (phone and email)
- Area of expertise
- Curriculum Vitae (CV) – usually already in the public domain i.e. University websites
- If the individual is not a South African citizen, a copy of their residency permit.

### 4.2.2 Programme 2 Advocacy

The CANSAs's Advocacy Department drives a strategic process of influencing Government and other decision-makers about cancer control issues through use of evidence. CANSAs also promotes partnerships and collaboration with other key stakeholder to develop commitments, plans and policies, and allocate the necessary resources from prevention to treatment needed to drive and maintain change towards improved cancer outcomes as well as lowering cancer risk and provision of care and support for individuals diagnosed with cancer as well as those affected by the disease and to be the voice of the voiceless cancer patients and cancer survivors. It further aims to assist cancer patients and survivors in navigating their cancer journey towards reduction in cancer-related morbidity and mortality. The desired outputs of advocacy activities are to ensure early detection/screening services to all South Africans and to strengthen the health system of South Africa to ensure cancer patients get treatment timeously.

The following data forms part of the Advocacy records:

- Full names;
- ID Number;
- Name of Province;
- Name of Town/City;
- Home Address;
- Work Address;
- Email address;
- Cell number;
- Diagnosis;

- Name of treating physician/oncologist;
- Name of Hospital where treated;
- Hospital/Clinic number of patient;
- Current treatment;
- Unique problems and needs.

#### 4.2.3 Programme 3 Care and Support of Individuals Affected by Cancer (Services)

Through community programmes, the Department is responsible for the care and support of individuals affected by cancer. It offers care and support through Tele Counselling, clinical counselling, support groups, home-based care and its Information and Support Desks located at treatment and care centres. Furthermore, it provides temporary accommodation in CANSA's Care Homes for patients having treatment far from where they live. And it also provides support and care for children and their families in three paediatric oncology wards around the country.

The following are functions/activities within the Care and Support Programme:

- Stoma Support – assisting patients on correct use of stoma equipment.
- Breast Protheses & Bras – for patients who have had a mastectomy (surgical removal of the breast).
- Lymphoedema Garments – Teaching patients suffering from lymphoedema on how to correctly and effectively use the various lymphoedema garments.
- Adult Incontinence Support – Assisting and supporting individuals who suffers from incontinence problems.
- Medical Equipment Hire – Hiring out various medical equipment to individuals who require such equipment over a “short” period without a need to have to buy the (often very expensive) equipment
- Wigs & Headwear – Provision of wigs and headwear for those who have lost their hair following chemotherapy as part of their cancer treatment.
- Support for Children & Families, support for Teens & Families, and support for Young Adults & Families on a continuous basis for as long as it is needed.
- Individual Counselling and tele counselling service is offered in seven languages.
- Support Groups – these groups comprise of trained counsellors who work with individuals who are diagnosed and/or affected by various cancers to provide care and support to individuals diagnosed with different cancers. Each support group provides care and support to individuals with a particular cancer diagnosis.
- Home-based Care – is arranged wherever trained home-based carers are available to assist cancer patients within their own homes.
- Dietary Tips and advice - is provided to all patients so that they have the knowledge to adapt their diets and eating habits to the best of their abilities in support of the type of cancer that they have been diagnosed with.



- Palliative Care and Pain Management – this service is provided together with trained volunteers to ensure that patients take appropriate precautions in taking their medicines prescribed by their respective medical doctors and health professionals.

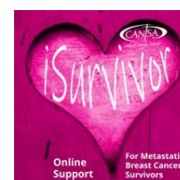


- CancerCare Coping Kit – The CANSAs knows how scary and stressful a cancer diagnosis can be. Our CANSAs Cancercare Coping Kit offers information to empower & support you to deal with a cancer diagnosis, treatment, possible complications & changes in body image, emotions and social issues. It also provides practical advice to cancer patients, their loved ones, caregivers and friends to help make their cancer journey easier to bear and to help them to take control, by making informed choices.

- iSurvivor Email Support - Here cancer patients interact with others *who have a real understanding of their life experience*, and mutual sharing of coping strategies and valuable information takes place. The iSurvivor Online Support Programme guides cancer Survivors (anyone who has heard the words ‘you have cancer’) along their journey and help them cope better while receiving weekly emails.



- iSurvivor Metastatic Breast Cancer Email Support – guides patients diagnosed with metastatic breast cancer (MBC) along their journey and help them cope better whilst receiving weekly emails.



- Kickbutt Email Support – provides help and support to quit smoking with additional support of weekly emails.



- Health Promotion Programme – provision of health, cancer, and cancer-related information.
- Health screening – inclusive of Papanicolaou (PAP) smear; clinical breast examination; Prostate Specific Antigen (PSA) blood test.
- CANSAs INFO Desk – visit CANSAs’s Website to find information on the various info-support provided by the CANSAs at [www.cansa.or.za](http://www.cansa.or.za).

The following data is collected and stored as part of the above functions/activities:

- Full name(s).
- Identity number.
- Gender – where the individual can indicate male; female; other.
- Population group.
- Physical address.
- Marital status – where the individual can indicate single; married; other.
- If married, particulars of spouse/life partner.
- Telephone/cell phone number.
- Age - If underage, particulars of parent/legal guardian.
- Name of Caregiver.
- Medical history inclusive of cancer diagnosis.
- Date of cancer diagnosis.
- Information of current cancer treatment.

- Type of care/treatment/support required, e.g. counselling, home-based care, medical equipment hire, wound care, meals, health information, food parcels, risks/care information, and any other needs.

#### **4.2.4 Programme 4 Human Resources Management (inclusive of Skills Development)**

The Human Resources Department strives for attracting, retaining, and developing talent, thereby building capacity within the Organisation. It strives towards:

- Being successful in attracting talented staff and complement CANSA's brand;
- Retaining talented staff to ensure continuous operation of CANSA;
- Training of staff to ensure an optimum skilled and effective workforce;
- To expand CANSA's workforce capacity in an affordable and sustainable manner; and
- To comply with all applicable legislation, requirements and mandates.

Personal information kept by the Human Resources Department include:

- Completed and Signed Employee Information form;
- Signed Employment offer and contract;
- Copy of Identity Document;
- Copy of Driving licence;
- Signed Employment Equity Declaration;
- Signed CANSA Declaration of interest;
- Signed POPIA Compliance consent form;
- Signed Code of conduct and ethics policy;
- Bank account and confirmation documentation;
- Copies of CV and Qualification(s);
- Completed Pre-employment questionnaire;
- Completed Pension Fund Nomination forms;
- SARS income tax verification documentation;
- Salary Adjustment/Increase documentation;
- Medical Aid documentation;
- Disciplinary documentation (Including warnings);
- Change in position documentation;
- MIE Background screening reports;
- UI-53 UIF Nomination form;
- December/additional savings option selection form;
- Professional registration certificate;
- Completed interview sheets;
- Performance scorecards; and
- Probation documents.

#### **4.2.5 Programme 5 Financial Management**

The finance function is traditionally responsible for all day-to-day financial management of the CANSA: budgeting, cash flow management, financial reporting, tax matters, risk management, Company Secretariat and overall internal financial controls within CANSA.

The following are included:

- Corporate Governance Report;
- Directors' Report;
- Independent Auditor's Report;
- Statement of Financial Position;
- Statement of surplus/Deficit and Other Comprehensive Income;
- Statement of Cash Flows;
- Accounting Policies;
- Personal information (kept in CANSA's financial system such as Sage 300, Pastel, and EFTSure and other platforms);
- Names;
- Identity numbers;
- Address;
- Company registration;
- Bank account number(s);
- Company and personal tax information;
- Donor personal information (Section 18A register);
- Bequest Register;
- Trust information.

The data is collected and stored in-cloud as part of the above functions/activities.

#### **4.2.6 Programme 6 Administration, Compliance, and Procurement**

CANSA complies with the following Acts of Parliament and Regulations promulgated under the various Acts - CANSA reports on this quarterly to the Audit Committee and Board of Directors:

- Allied Health Professions Act, 1982 (Act No 63 of 1992) as amended;
- Basic Conditions of Employment Act (Act No 75 of 1997);
- Broad-based Black Economic Empowerment Act, 2003 (Act No 53 Of 2003);
- Cannabis for Private Purposes Act, 2024 (Act No 7 of 2024);
- Children's Act, 2005 (Act No 38 of 2005);
- Companies Act of South Africa 1993 (Act No 61 of 1993) as amended;
- Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993);
- Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) as amended;
- Copyright Act, 1978 (Act No 98 of 1978) as amended;
- Drug Control Amendment Act, 1974 (Act No 65 of 1974);
- Drugs Laws Amendment Act, 1971 (Act No 95 of 1971);
- Employment Equity Act (Act No 55 of 1998);
- Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No 54 of 1972);
- Fundraising Act, 1978 (Act No 107 of 1978);
- Health Professions Act, 1974 (Ac No 56 of 1974);
- Human Rights Act, 2013 (Act No 40 of 2013);
- Human Tissue Act, 1983 (Act No 65 of 1983);
- Income Tax Act, 1962 (Act No 58 of 1962);
- Intellectual Property Laws Amendment Act, 2013 (Act No 28 of 2013);
- Labour Relations Act, 1995 (Act No 66 of 1995);
- Lotteries Act, 1997 (Act No 57 of 1997);
- Medical Schemes Act, 1998 (Act No. 131 of 1998);
- Medicines and Related Substances Act, 1965 (Act No 101 of 1965) as amended;
- Medicines and Related Substances Amendment Act 59 of 2002;

- National Credit Act, 2005 (Act No 34 of 20025);
- National Health Act, 2003 (Act No 61 of 2003) as amended;
- National Health Insurance Act, 2023 (Act No 20 of 2023);
- National Qualifications Framework Act, 2008 (Act No 67 of 2008) as amended;
- Non-profit Organisations Act, 1997 (Act No 71 of 1997);
- Nursing Act, 1978, (Act No 50 of 1978) as amended;
- Occupational Health and Safety Act, 1993 (Act No 85 of 1993) as amended;
- Older Persons Act, 2006 (Act No 13 of 2006) as amended;
- Pension Fund Act, 1956 (Act No 24 of 1956) as amended;
- Pharmacy Act, 1974 (Act No 53 of 1974) as amended;
- Prescription Act, 1969 (Act No 68 of 1969);
- Prevention and Combating of Corrupt Activities Act, 20024 (Act No 12 of 20024);
- Prevention and Combating of Hate Crimes and Hate speech Act, 2023 (Act No 16 of 2023);
- Promotion of Access to Information Act, 200 (Act No 2 of 2000);
- Promotion of Equity and Prevention of Unfair Discrimination Act, 2000 (Act No 4 of 2000);
- Protected Disclosure Act, 2000 (Act No 26 of 2000); and
- Protection of Personal Information Act, 2013 (Act No 4 of 2013);
- Safety at Sports and Recreational Events Act, 2010 (ACT No 2 of 2010) as amended;
- Skills Development Act, 1998 (Act No 97 of 1998);
- The South African Human Rights Commission Act, 2013 (Act No 40 of 2013);
- The Tax Administration Act, 2011 (Act No 28 of 2011).
- Tobacco Products Control Act, 1993 (Act No 83 of 1993) as amended;
- Trade Marks Act, 1993 (Act No 194 of 1993);
- Unemployment Insurance Act, 2001 (Act No 63 of 2001);
- Value Added Tax Act, 1991 (Act No 89 of 1991).

#### Procurement:

CANSA's Delegation of Authority Policy dictates approval levels. The Procurement and Expenditure Policy describes requirements for approval, accountability, transparency and ethical and fair treatment of service providers and suppliers, as well as when and how tender processes must be followed.

#### Administration:

The Administration Department is responsible for:

- data gathering which feeds into the financial reports;
- Management of office overhead budgets;
- maintenance of registers and trackers for administration flow;
- disaster management;
- facility management;
- Occupational health and safety;
- Insurance;
- asset management; and
- stock control.

#### 4.2.7 Programme 7 Sustainability (Income Generation)

The CANSA's fundraising model is a diverse and multifaceted approach that relies on a combination of community engagements, corporate partnerships, and individual donations to support its core offerings and mission of fighting cancer and providing care and support to individuals affected by cancer. Income streams are made up of the following projects:

Shavathon - This signature event involves participants shaving or spraying their heads or donating hair extensions to raise funds for cancer research and patient support services. The act of shaving or spraying symbolises solidarity with cancer patients and their families, while the funds raised contribute significantly to CANSA's overall fundraising efforts.



CANSA Relay For Life - A 12 to 24-hour experience that brings together teams of friends, families, and colleagues to walk or run in support of cancer awareness and fundraising. It also provides an opportunity to remember, and honour loved ones who have passed from cancer during a luminaria (candle lightening) event. The event fosters a sense of community and camaraderie while generating crucial funds to combat cancer and to provide care and support those individuals affected by cancer.



Cuppa For CANSA (High Teas) - Elegant high tea gatherings hosted by individuals or groups to raise funds for CANSA. These events provide a sophisticated and social setting for supporters to connect and contribute to the fight against cancer and to provide care and support those individuals affected by cancer.

Cause-Related Marketing - Partnerships with corporates to integrate the CANSA's messaging and fundraising opportunities. This approach effectively reaches targeted audiences and raises awareness and support for CANSA's cause while allowing corporates to reach their Corporate Social Investment Objectives.

CANSA Active - A platform that promotes healthy lifestyles and physical activity while raising funds for cancer prevention and research. CANSA Active organises various sporting events and challenges, encouraging participants to engage in physical fitness while supporting a worthy cause.



CANSA Charity Shops – The CANSA Charity Shops play a significant role in generating revenue for the Organisation. These stores accept donations of used clothing, furniture, appliances, and other household items. The proceeds from the sale of these items are used to support CANSA's core offerings, namely Research, Education, and Support.

Through these diverse fundraising initiatives, CANSA effectively engages individuals, communities, and corporate partners in the fight against cancer, generating the resources necessary to continue its mission of providing critical support and advocacy for cancer patients and their families.

CANSA gathers various data from participants of its fundraising activities, including:

- Donor demographics: such as full names, age, gender, contact details, bank account, and identity number.
- Donation type and amount: such as cash, online donation, in-kind donation, and any other type of donation; and

- Donor feedback: The CANSA collects feedback from donors through surveys, focus groups, and direct communication which provides insight into donor motivation, satisfaction levels, and suggestions for improvement.

#### **4.2.8 Programme 8 Marketing and Communication**

Enhancing the image of CANSA, through an effective marketing and communication strategy, to create top-of-mind awareness of value propositions and to contributing to leading South Africa towards a cancer-free society.

CANSA gathers various data from participants of its Marketing and Communication activities, including:

- Share Your Story – Gathering stories from volunteers and patients;
- Lifestyle Risk Assessment – collecting information regarding lifestyle habits;
- Newsletter subscriber particulars;
- Data on Individual Giving Programme – includes online campaigns, people subscribing through Facebook and Act4CANSA site;
- Payfast (Online Database Payfast Database);
- Snapscan / Zapper – data of online donors;
- Media List (Online Database Touchbase) – for distribution of media releases;
- Annual Integrated Report (data collection) which will become public domain information;
- Donor demographics: such as full names, age, gender, contact details, bank account, and identity number.

#### **4.2.9 Programme 9 Volunteer Matters**

CANSA is a Volunteer-driven organisation. CANSA offers volunteers many different opportunities to be involved. These include care and support volunteers trained to help patients, caregivers and loved ones cope with physical side effects of cancer treatment, offering practical solutions and providing emotional support (counselling / support groups); fundraising volunteers who work on national fundraising projects like CANSA Shavathon and CANSA Relay For Life events; Admin Volunteers who assist with office work at our CANSA Care Centres; Virtual Volunteers who help with design, editing and translation of materials, while health promotion volunteers carry out our health awareness campaigns, and information talks in local communities. Advocacy Volunteers work with legislators. Professionals Volunteer perform their professional skills and training free of charge to cancer patients, staff, or volunteers.

Personal information (data) that appears in the records include -

- Full name(s);
- ID Number;
- Gender (where individuals can respond as: male, female, or other)
- Home Address;
- Province;
- Email address;
- Cell number;
- WhatsApp number (if different from Cellphone number);
- Date of birth;
- Home language;
- Other languages proficient in;



- Disabilities (if any);
- Hobbies and interests;
- Own transport – yes/no;
- Availability of laptop/computer – yes/no;
- Contact details and relationship of a family member;
- Educational qualifications;
- Current employment status;
- Particulars of previous employers and position(s) held;
- Volunteering experience;
- Reason(s) why the applicant wants to be a CANSA Volunteer;
- Time(s) when available to do volunteer work;
- Is volunteer work part of gaining community service experience towards studies;
- Consent that CANSA may process personal data.

#### **4.2.10 Programme 10 Sound Corporate Governance**

CANSA adheres to the principles of sound governance based on:

- Implementing and practising good governance;
- Ensuring all documentation and policies are compliant with the Companies Act and aligned with the King IV report to support transparency and accountability;
- Adhering to ethical leadership and corporate citizenship;
- Governing CANSA ethically and effectively through our board of directors;
- Establishing an ethical culture through effective governance;
- An effective Memorandum of Incorporation (MOI) remains relevant;
- Ensuring strategic alignment to our purpose;
- Aligning CANSA's strategy, purpose, value drivers, and legitimate interests and reasonable expectations of stakeholders;
- Governing risk to support CANSA in setting and achieving our strategic objectives;
- Establishing a risk committee to control and monitor risk through an effective integrated risk management system;
- Ensuring CANSA has an effective and independent audit and risk committee chaired by an independent non-executive director;
- Establishing an internal and external audit function to analyse and evaluate business processes and associated controls systematically and objectively;
- Ensuring CANSA's transparency and accountability through effective integrated reporting and disclosure;
- Maintaining a Quality Assurance framework;
- Playing our part as a good corporate citizen through fulfilling social, community and environmental needs, acting as a collective voice and holding others accountable;
- Actively establishing stakeholder relationships that result in the governance outcomes of trust, good reputation, and legitimacy;
- Appointment of skilled personnel in key areas and have fair remuneration practices; and
- Governing technology and information in a way that supports us in setting and achieving our strategic objectives, including the development of organisation-specific technology and software that will make us a leader in our field for effective and safe data gathering and application.

Personal information (data) that appears in the records include -  
Board Members and Sub-Committee members:

- Full names;
- ID Numbers;
- Home Address;
- Work Address;
- Email address; and
- Office contact numbers and Cell numbers.

CANSA Members:

- Full names;
- ID Numbers;
- Address or postal address;
- Contact number/cell number; and
- Email address.

## 5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE CANCER ASSOCIATION OF SOUTH AFRICA (CANSA)

### 5.1 Chief Information Officer

The Chief Information Officer (Section 51(1)(B) of the Act)

Full names of the CEO Elizabeth Gertruida Joubert

Telephone number 011 616 7662

Email ceo@cansa.org.za

The Act prescribes the appointment of an Information Officer for Public Bodies where such Information Officer is responsible to, *inter alia*, assess requests for access to information. The Head of a Private Body fulfils such a function in terms of section 51. The CANSA has opted to appoint an Information Officer to assess requests for access to information as well as to oversee its required functions in terms of the Act.

The Information Officer appointed in terms of the Act also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013. The Information Officer oversees the functions and responsibilities as required for in terms of both this Act as well as the duties and responsibilities in terms of Section 55 of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) after registering with the Information Regulator.

The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of Section 17 of the Act as well as section 56 of the Protection of Personal Information Act 2013 (Act No 4 of 2013). This is in order to render the CANSA as accessible as reasonably possible for requesters of its records and to ensure fulfilment of its obligations and responsibilities as prescribed in terms of Section 55 of the Protection of Personal Information Act, 2013 (Act No 4 of 2013). All requests for information in terms of the Act must be addressed to the Information Officer.

### 5.2 Deputy Information Officer(s)

Full names of DIO Anna Catharina Hamman

Telephone number 012 329 3036

Email chamman@cansa.org.za

**5.3 Access to information – general contacts**

Information Desk	No name
Email	info@cansa.org.za

**5.4 National Head Office**

Postal Address	PO Box 2121 Bedfordview, 2008
Physical Address	26 Concord Road West Bedfordview, 2008
Telephone	011 616 7662
Email	info@cansa.org.za
Website	www.cansa.org.za

**6. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)**

The South African Human Rights Commission has compiled the Guide as required in terms of Section 10 of the Act. The Guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act and accordingly it:

- Contains information on understanding and how to use the Act;
- The objectives of the Act;
- Particulars of every Public and Private Body;
- The manner and form for requests;
- Contents of the Regulations promulgated under the Act.

The Guide is available in all the official languages of the Republic of South Africa.

Any enquiries regarding this Guide should be directed to: The South African Human Rights Commission, at:

PAIA Unit (The Research and Documentation Department), Private Bag X2700, Houghton, 2041. Telephone Number: (011) 877-3803.  
Facsimile Number: (011) 403-0625  
Website: www.sahrc.org.za E-mail Address: section51.paia@sahrc.org.za.

The Guide is available for inspection, *inter alia*, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

**7. RECORDS OF THE CANSAs AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT (SECTION 51(1)(D))**

Records held by the CANSAs to operate. These records are not available automatically. The CANSAs holds the following subjects and categories of records in electronic or physical format, which do not make them automatically available. You may request access to them. The requester must use Form 2 - Request for Access to Record to determine which records are available without request.

Companies Act Records

Memorandum of Incorporation and CIPC-related incorporation documents.  
Records relating to the appointment of directors / auditors / other officers.

Financial Records

All financial statements.  
Financial policies and procedures.  
Transactional records.

Income Tax Records

Value Added Tax (VAT).  
Unemployment Insurance Fund (UIF).  
Workmen's Compensation.

Personnel Documents and Records

Employment Equity Plan.  
SETA records.  
Employee records in employment lifecycle.  
Staff qualifications.  
Training records and material.

Media, Marketing and Communication

Media releases.  
Newsletters, brochures, and advertising material.

Secretarial and Governance

Codes of conduct.  
Meetings and minutes.  
Legal compliance records.  
Policies and procedures.  
Strategic plans.

Funder-related Records

Funder contracts and agreements.  
Funder reporting (monthly, quarterly, and annual).

Third Party Records

Tax clearance certificates.  
Bank confirmation letter.  
CoR39 Company information.  
BBBEE certificate.  
Company profile.  
Various Company registration documentation.  
Directors' Identity documentation.

Strategic Documents, Plans, and Proposals

Strategic plan.  
Performance plans.

Human Resources

Human Resource policies and procedures.

Advertised positions.  
Employee records.

As Well As:

Minutes of meetings.  
Word/PDF minutes.  
Audio recordings.

The information is classified and grouped according to records relating to the following subjects and categories:

- Personnel Records.
- Personal records provided by personnel.
- Records provided by a third party relating to personnel.
- Conditions of employment and other personnel-related contractual and quasi-legal records.
- Internal evaluation records and other internal records.
- Correspondence relating to personnel.
- Training schedules and material.
- “Personnel” refers to any person who works for, or provides services to or on behalf of the CANSA, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the CANSA. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers.
- Customer Related Records.
- Records provided by a customer to a third party acting for or on behalf of the CANSA.
- Records provided by a third party.
- Records generated by or within the CANSA relating to its customers, including transactional records. A “customer” refers to any natural or juristic entity that receives services from the CANSA. Private Body Records.
- Financial records.
- Operational records.
- Information Technology.
- Marketing and Communication records.
- Internal Correspondence.
- Statutory records.
- Internal Policies and Procedures/Standard Operation Procedures.
- Records held by officials of the institution. These records include, but are not limited to, the records which pertain to the CANSA’s own.

The CANSA may possess records pertaining to other parties, including without limitation records of contractors, suppliers, joint venture companies, and service providers.

Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA Manual. Amongst others, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before the CANSA will consider access.

## **8. RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT**

Records of a public nature, typically those disclosed on the CANSAs's website and in its various integrated reports, may be accessed without the need to submit a formal application.

Other non-confidential records, such as statutory records maintained at CIPC, may also be accessed without the need to submit a formal application.

## **9. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

Where applicable to its operations, the CANSAs also retains records and documents in terms of the legislation listed below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation, and applicable internal policies and procedures, should such interested parties be entitled to such information.

A request to access must be done in accordance with the prescriptions of the various Acts:

- Auditing Professions Act, 2005 (Act No. 26 of 2005);
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
- Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003);
- Companies Act, 2008 (Act No. 71 of 2008);
- Compensation of Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- Constitution of the Republic of South Africa, 2008 (Act No 108 of 1996);
- Copyright Act, 1978 (Act No. 98 of 1978);
- Cybercrimes Act, 2020 (Act No. 19 of 2020);
- Electronic Communications Act, 2005 (Act No. 36 of 2005);
- Employment Equity Act, 1998 (Act No. 55 of 1998);
- Income Tax Act 1962 (Act No. 58 of 1962);
- Intellectual Property Laws Amendment Act, 1997 (Act 38 of 1997);
- Labour Relations Act, 1995 (Act No. 66 of 1995);
- Occupational Health and Safety, 1993 (Act No. 85 of 1993);
- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
- Protection of Personal Information Act, 2013 (Act No. 4 of 2013); and
- Unemployment Insurance Act, 1966 (Act No. 30 of 1966).

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

The Guide on how to use PAIA ("Guide"), in an easily comprehensive form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA is available on the CANSAs website and Head Office.

The Guide is available in English.

The Guide contains the description of:

- The objects of PAIA and POPIA
- The postal and street address and phone number of:  
The Information Officer of CANSAs

The Deputy Information Officer of CANSA designated in terms of Section 17(1) of PAI and Section 56 of POPIA.

The manner and form of a request for:

- Access to a record of the CANSA as contemplated in Section 11(1) of PAIA; and
- Access to a record of CANSA as contemplated in Section 50(1) of PAIA.

The assistance available from the IO of CANSA in terms of PAIA and POPIA;

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

All remedies in law available regarding and act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging a request.

## **11. REQUEST PROCEDURE**

### Procedural Requirements

- The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- The requester must complete the prescribed form and submit same as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the postal or physical address, or electronic mail address.
- The prescribed form must be filled in with sufficient information to enable the Information Officer to identify the record or records requested; and the identity of the requester.
- The requester should indicate which form of access is required and specify a postal address or fax number of the requester in the Republic.
- The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must also clearly specify why the record is necessary to exercise or protect such a right (Section 53(2)(d)).
- The CANSA will process the request within 30 (thirty) days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with.
- The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required.
- If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer (Section 53(2)(f)).
- If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- The requester must pay the prescribed fee, before any further processing can take place.
- All information as listed herein should be provided and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information. The Information Officer shall sever a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

## **12. REFUSAL OF ACCESS TO RECORDS BY THE CANSA**

### Grounds to Refuse Access

A Private Body such as the CANSA is entitled to refuse a request for access to information on the following grounds:

The main grounds for the CANSA to refuse a request for information relates to the:

- Mandatory protection of the privacy of a third party who is a natural person or a deceased person (Section 63) or a juristic, as included in the Protection of Personal Information Act 2013 (Act No 4 of 2013), which would involve the unreasonable disclosure of personal information of that natural or juristic person;
- Mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 2013 (Act No 4 of 2013)
- Mandatory protection of the commercial information of a third party (Section 64), if the record contains trade secrets of the third party; financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- Information disclosed in confidence by a third party to the CANSA, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- Mandatory protection of confidential information of third parties (Section 65) if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property (Section 66);
- Mandatory protection of records which would be regarded as privileged in legal proceedings (Section 67).
- The commercial activities (Section 68) of a Private Body, such as the CANSA, which may include:
  - Trade secrets of the CANSA;
  - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the CANSA
  - Information which, if disclosed could put the CANSA at a disadvantage in negotiations or commercial competition;
  - A computer program which is owned by the CANSA, and which is protected by copyright;
  - The research information (Section 69) of the CANSA or a third party, if its disclosure would disclose the identity of the CANSA, the researcher or the subject matter of the research and would place the research at a serious disadvantage.
  - Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
  - All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
  - If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

## **13. REMEDIES AVAILABLE WHEN THE CANSA REFUSES A REQUEST**

As a Private Body, the CANSA does not have an internal appeal procedure. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.



A requestor that is dissatisfied with the Information Officer’s refusal to disclose information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief.

A requester or third party, dissatisfied with the Information Officer’s decision to not grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status and a Magistrate’s Court designated by the Minister of Justice and Constitutional Development, and which is presided over by a designated Magistrate.

**14. ACCESS TO RECORDS HELD BY THE CANSA**

Records held by the CANSA may be accessed by requests only once the prerequisite requirements for access have been met by the requester. A requester is any person making a request for access to a record of the CANSA. The requester must complete Form 2 to access records held by the CANSA.

**15. FEES PAYABLE**

The following fees shall apply as provided by the Act:

Item:	Description:	Amount:
1.	Request fee, which is payable by every requester	R140,00
2.	Photocopy or printed black & white copy for every A4 page	R2,00 per page or part of a page
3.	Printed copy of A4-size page	R2,00 per page or part of a page
4.	For a copy in a computer-readable form on: A flash drive (provided by the requester) A compact disc (provided by the requester) A compact disk (provided by the CANSA)	R40,00 R40,00 R60,00
5.	For a transcription of visual images, for an A4-size page or part of a page	This service may be outsourced. The fee will depend on the quotation from the service provider.
6.	For a copy of any other visual images	This service may be outsourced. The fee will depend on the quotation from the service provider.
7.	For a transcription of an audio record, per A4-size page	R24,00
8.	For a copy of an audio record on a flash drive (provided by the requester)	R40,00

	For a copy of an audio record on compact disk (provided by the requester)	R40,00
	For a copy of an audio record on compact disk (provided by the CANSA)	R60,00
9.	For a copy of an audio record - for each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure	R145,00
	The search and preparation fee cannot exceed	R435,00
10.	Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above.
11.	Postage, email, or any other electronic transfer	Actual expense (if any)

**16. APPLICABLE TIMELINE TO EXECUTE A REQUEST FOR ACCESS**

The CANSA will, within 30 (thirty) working days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

The 30 (thirty) working day period within which the CANSA has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large volume of information, or the request requires a search for information held at another office of the CANSA and the information cannot reasonably be obtained within the original 30 (thirty) day period.

The CANSA will notify the requester in writing should an extension be sought.

Please refer to **Section 5** for the names and contact details of CANSA's:

Chief Information Officer

and

Deputy Information Officer





## Cancer Association of South Africa (CANSA)

PO Box 2121, Bedfordview, 2008.  
26 Concord Road, Bedfordview, 2008  
E-mail: chamman@cansa.org.za

### Request for a Copy of the CANSA PAIA Guide Form 1

I,

Full names:			
In my capacity as (mark with "X")	Information Officer		Other
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel (B):		Cellular:

Hereby request the following copy(ies) of the CANSA PAIA Guide:

Language (mark with "X")	No of copies
<input type="checkbox"/> English	

Manner of collection (mark with "X"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of requester



# Cancer Association of South Africa (CANSA)

PO Box 2121, Bedfordview, 2008.  
26 Concord Road, Bedfordview, 2008  
E-mail: chamman@cansa.org.za

## Request for Access to Record Form 2

**Note:**

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

To: The Information Officer  
Cancer Association of South Africa  
PO Box 2121  
Bedfordview, 2008

E-mail address: chamman@cansa.org.za

Mark with an "X"

<input type="checkbox"/>	Request is made in my own name	<input type="checkbox"/>	Request is made on behalf of another person
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PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Telephone (Business)	Facsimile:	Cellular:
Full names of person on whose behalf request is made <i>(if applicable)</i>			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Telephone (Business)	Facsimile	Cellular

<b>PARTICULARS OF RECORD REQUESTED</b>	
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>	
Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

<b>FORM OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
<i>Transcription of soundtrack (written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

<b>MANNER OF ACCESS</b> <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

<b>PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED</b>	
If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

<b>FEEs</b>	
a) A requested fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.	
Reason:	

--	--

**You will be notified in writing whether your request has been approved or denied and, if approved, the costs relating to your request, if any. Please indicate your preferred manner of correspondence:**

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of requester /  
Person on whose behalf request is made

FOR OFFICIAL USE	
Reference number:	
Request received by: <i>(State Rank, Name and Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit <i>(if any)</i> :	

\_\_\_\_\_  
Signature of Information Officer