



PAIA MANUAL

*In compliance with the The Promotion of Access to Information Act 2 of 2000 ("PAIA") as amended by
the Protection of Personal Information Act 4 of 2013 ("POPI")*

(as amended 08/09/25)

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1. INTRODUCTION

This is the PAIA Manual of the Democratic Alliance (the DA). It must be read in conjunction with the DA's Privacy Policy. The Promotion of Access to Information Act, 2000 ("PAIA") came into operation on 9 March 2001.

PAIA 's purpose is to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.

Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable.

2. INFORMATION OF THE DEMOCRATIC ALLIANCE

Private Body's Name:	The Democratic Alliance
Postal Address:	P.O Box 1475, Cape Town, 8000
Street Address:	Theba Hosken House 16 Mill Street Gardens Cape Town
Telephone Number:	+27 21 465 1431
Fax Number:	+27 21 466 8394
Email:	informationofficer@da.org.za
Website:	www.da.org.za

3. INFORMATION OFFICER (internal)

In accordance with the provisions of PAIA, the DA has appointed the following Officers:

Information Officer:	Mrs Helen Zille
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Email: informationofficer@da.org.za

Tel: 021 465 1431

Deputy Information Officer: Mr Ashor Saurpen

Email: informationofficer@da.org.za

Tel: 021 465 1431

4. INFORMATION REGULATOR (external)

A guide contemplated in Section 10 of the Act has been compiled and must be made available by the Information Regulator. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act, as well as in the Protection of Personal Information Act, 2013. Any enquiries regarding this guide should be directed to:

Postal Address: P. O Box 31533

Braamfontein

2017

Physical Address: Woodmead North Office Park

53 Maxwell Drive, Woodmead, Johannesburg

2191

Tel Number: (010) 023 5200

Fax Number: (011) 403 0625

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

Email Address: enquiries@infoeregulator.org.za

5. APPLICABLE LEGISLATION

In compliance with section 51(1)(c) of PAIA, a list of legislation applicable to us is attached as Annexure A hereto.

6. SCHEDULE OF RECORDS

In compliance with section 51(1)(d) of PAIA, a list of records kept by us is attached as Annexure B hereto. These records may either be available freely to the public or will be made available the Requester, subject to a successful request in terms of the relevant PAIA provisions.

7. PROCESSING OF PERSONAL INFORMATION (Section 51(1)(c))

7.1 The DA processes personal information in accordance with POPIA. For the purposes of compliance with section 51(1)(c) of PAIA, the DA confirms that:

7.1.1 Personal information is processed for purposes of membership administration, electoral participation, governance, financial management, employment, fundraising, communication, and compliance with legislation.

7.1.2 Personal information relates to categories of data subjects including members, supporters, donors, employees, candidates, volunteers, service providers, and stakeholders.

7.1.3 Personal information may be shared with statutory and regulatory bodies, service providers, internal party structures, financial institutions, dispute resolution forums, and third parties where authorised by law or consent.

7.1.4 Personal information may be transferred outside the Republic of South Africa where necessary, subject to the safeguards provided by POPIA.

7.2 The DA Privacy Policy contains full details of the purposes of processing, categories of data subjects and personal information, recipients, cross-border transfers, and data subject rights. This policy is available at: <https://www.da.org.za/privacy>.

8. VOLUNTARY DISCLOSURE OF INFORMATION (Section 51(1)(d))

The DA voluntarily makes certain information publicly available without the need for a PAIA request. These include:

8.1 This PAIA Manual.

8.2 The DA Privacy Policy.

8.3 The Constitution of the DA.

8.4 DA policy documents and manifestos.

8.5 Values and principles of the DA.

- 8.6 Donations disclosure reports as required under the Political Party Funding Act and published by the Electoral Commission.

(See Annexure B for details and links.)

9 REQUESTING ACCESS TO INFORMATION NOT PUBLICLY AVAILABLE

- 9.1 A requester must complete the application form, and submit same to the Information officer, at the particulars indicated above.
- 9.2 The prescribed form must be completed with sufficient detail to at least enable the Information Officer to identify the record, the identity of the requester, which form of access is required and the postal address or fax number of the requester.
- 9.3 The requester must identify the right that needs to be exercised or protected and specify why the record is necessary to exercise or protect such a right.
- 9.4 The Information Officer will process the request within 30 days, unless the requestor has stated special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.
- 9.5 The requester will be informed in writing whether access is granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the manner and the particulars so required.
- 9.6 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.
- 9.7 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 9.8 The application form is attached hereto as Annexure C, as well as available on request.
- 9.9 The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.
- 9.10 Upon receipt of the application form and proof of payment, as aforesaid, the Information Officer will consider the request.
- 9.11 If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.
- 9.12 In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

10 GROUNDS FOR REFUSAL OF ACCESS TO CERTAIN RECORDS

10.1 In terms of Part 3, Chapter 4 of PAIA there are a number of grounds that warrant the refusal to release certain records. Such instances include mandatory protection of –

10.1.1 records that cannot be found or that do not exist;

10.1.2 privacy of a third party who is natural person;

10.1.3 commercial information of a third party;

10.1.4 certain confidential information of a third party;

10.1.5 information relating to the safety of individuals, and protection of property;

10.1.6 records privileged from production in legal proceedings;

10.1.7 commercial information of a private body; and

10.1.8 research information of third parties, and protection of research information of private bodies.

10.1.9 requests for records which are clearly frivolous, vexatious or involve an unreasonable diversion of resources may also be refused.

11 DECISION ON ACCESS

11.1 Our Information Officer will deliberate and decide on the request of the Requester within 30 (THIRTY) days of receipt of the request for access.

11.2 In cases where the request for access is for a large number of records or the request requires a search at more than one of our offices the period may be extended for a further period of up to 30 (THIRTY) days.

11.3 The company will make use of the information provided in Annexure C hereto to inform the relevant Requester of such an extension in writing.

12 REMEDIES FOR REFUSAL OF ACCESS TO INFORMATION REQUEST

12.1 Internal Appeal

The decision of the Information Officer is final in terms of our internal procedures for access to information. The external remedies set out below remain available to the Requester, however there is no internal appeal procedure.

12.2 External Appeal

The Requester may in terms of sections 56(3)(c) and 78 of PAIA :

- 12.2.1 Lodge a complaint with the Information Regulator;
- 12.2.2 apply to a court within 180 days of notification of the decision for appropriate relief.

13 FEES

13.1 Request and Access Fees

There are two categories of fees which are payable:

- 13.1.1 The request fee: R140
- 13.1.2 The access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.
- 13.1.3 These fees are set out in Annexure D
- 13.1.4 Section 54 of PAIA entitles the DA to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Annexure B of Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations. Please refer to Annexure D.
- 13.1.5 Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

13.2 Deposit

In the event that the preparation of the records requested exceed 6 (SIX) hours, a deposit is payable equal to not more than one third of the access fees (which would be payable if the request were to be granted).

13.3 Payment of fees

Records successfully requested will only be released to the Requester once all fees have been paid in full.

13.4 Fee structure (Private body)

The fee structure is set out below and available on the website of the Information Regulator at: <https://inforegulator.org.za/wp-content/uploads/2020/07/Form-3-PAIA.pdf>.

DESCRIPTION	FEE (R)
Request fee (payable by a requester, other than a personal requester, before request is processed)	140.00
Photocopy of an A4-size page or part thereof	2.00 per page
Printed copy of an A4-size page or part thereof held on a computer or in electronic form	2.00 per page
Copy in computer-readable form (e.g., compact disc)	40.00 per disc
Transcription of visual images, per A4-size page	24.00 per page
Copy of visual images	60.00 per item
Transcription of an audio record, per A4-size page	24.00 per page
Copy of an audio record	40.00 per item
Inspection of record at premises of the private body	No charge
Postage, email, or courier (if applicable)	Actual cost
Deposit (if search and preparation exceeds six hours: one third of access fee payable as deposit)	One third ($\frac{1}{3}$) of access fee
Exemption: Personal requester (records containing requester's own personal information)	No request fee payable, but access fees apply

14 THE MANUAL

This manual is available on request as well as at the principal place of business of the DA for public inspection during normal business hours. This manual is available to any person and upon payment of a reasonable amount. This manual is available to the Information Regulator upon request.

15 UPDATING OF THE MANUAL

The Information officer will on a regular basis update this manual.

Issued by Helen Zille

The Information Officer

Federal Council Chairperson

ANNEXURE A: LEGISLATION APPLICABLE TO THE DA

Constitution of South Africa, 1996
The Electoral Act 73 of 1998
The Electoral Commission Act 51 of 1996
Political Party Funding Act Act 6 of 2018
The Municipal Systems Act 32 of 2000
The Municipal Structures Act 117 of 1998
Basic Conditions of Employment Act 75 of 1997
Labour Relations Act 66 of 1995
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Consumer Protection Act 68 of 2008
Electronic Communications and Transactions Act 25 of 2002
Employment Equity Act 55 of 1998
Financial Intelligence Centre Act 38 of 2001
Income Tax Act 95 of 1967
Pension Funds Act 24 of 1956
Prevention of Organised Crime Act 121 of 1998
Promotion of Access of Information Act 2 of 2000
Protection of Personal Information Act 4 of 2013
Unemployment Insurance Act 30 of 1996

ANNEXURE B: RECORDS

The inclusion of any subject or category of records should not be taken as an indication that records falling within those subjects and/or categories will be made available under PAIA. In particular, certain grounds of refusal as set out in PAIA may be applicable to a request for such records.

DESCRIPTION OF THE RECORDS OF THE DA WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION [(S51(1)(b)(iii))]

LEGISLATION	CATEGORIES OF RECORDS
Constitution of the Republic of South Africa, 1996	Records relating to the exercise of political rights (s 19); compliance with democratic principles; records relating to the right of access to information (s 32).
Electoral Act 73 of 1998	Party registration documents; candidate nomination lists; records of electoral participation and compliance; proportional representation party lists.
Electoral Commission Act 51 of 1996	Records of interaction with the Electoral Commission; accreditation of agents/observers; reports and correspondence filed with the Commission.
Political Party Funding Act 6 of 2018	Donation disclosures above the statutory threshold; annual financial statements and funding reports; records of allocations from public funds.
Municipal Systems Act 32 of 2000	Councillor nomination records; participation in municipal processes; compliance with municipal governance requirements.

Municipal Structures Act 117 of 1998	Party lists for municipal elections; designation and appointment of councillors; records of party participation in municipal councils.
Basic Conditions of Employment Act 75 of 1997	Employment contracts; working time, leave, overtime, and termination records.
Labour Relations Act 66 of 1995	Disciplinary and grievance records; collective agreements; recognition agreements; dispute records at CCMA or bargaining councils.
Compensation for Occupational Injuries and Diseases Act 130 of 1993	Registration with Compensation Fund; employee claims; correspondence with Compensation Commissioner.
Consumer Protection Act 68 of 2008	Records of political merchandise or services; promotional and marketing activities; complaints and dispute resolution records.
Electronic Communications and Transactions Act 25 of 2002	Records of online donations/transactions; website terms and privacy policies; electronic communications records.
Employment Equity Act 55 of 1998	Employment equity plans; equity reports submitted to the Department of Employment and Labour; workforce demographic data.
Financial Intelligence Centre Act 38 of 2001	Financial transaction records subject to reporting; suspicious transaction reports (STRs); compliance and risk management records.
Income Tax Act 95 of 1967	Tax registration records; tax returns; SARS compliance documentation.
Pension Funds Act 24 of 1956	Membership and contribution records of pension/provident funds; benefit payment records.

Prevention of Organised Crime Act 121 of 1998	Records of anti-money laundering compliance; asset and property reporting records; related compliance documentation.
Promotion of Access to Information Act 2 of 2000 (PAIA)	PAIA manual; requests for access to information; records of decisions on PAIA applications.
Protection of Personal Information Act 4 of 2013 (POPIA)	Records of processing activities; privacy notices and consent forms; data subject access requests and responses. (Detailed in the DA Privacy Policy).
Unemployment Insurance Act 30 of 1996	UIF registration records; employee contribution records; UIF claim records.

DESCRIPTION OF SUBJECTS ON WHICH THE POLITICAL PARTY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD [Section 51(1)(b)(iv)]

In addition to the records described in section 10 above, the political party holds records on the following subjects, together with the categories of records under each subject. Access to these records will be subject to PAIA, the Political Party Funding Act, the Protection of Personal Information Act, and other relevant legislation.

Subject	Categories of Records
Governance and Administration	Constitution of the political party; internal rules, codes of conduct, and disciplinary procedures; records of conferences, executive committee meetings, and policy councils; internal resolutions and policy documents.
Membership	Membership registers and application forms; records of subscriptions and contributions; communications to members (circulars, newsletters); processing of member data in compliance with POPIA.

Electoral Participation	Candidate nomination records filed with the Electoral Commission; electoral manifestos and campaign materials; compliance documentation for electoral processes.
Finance and Funding	Annual financial statements and accounting records; records of donations and contributions, including disclosures under the Political Party Funding Act; bank statements and related records; records of public funding allocations.
Human Resources and Labour	Employment contracts and personnel files; payroll, leave, disciplinary, and grievance records; statutory returns submitted in terms of labour legislation.
Legal and Compliance	Litigation records and disputes; compliance records relating to electoral, labour, tax, funding, and data protection obligations; insurance policies and correspondence.
Communication and Public Relations	Media statements and press releases; publications, newsletters, and circulars; public campaign and marketing material.
Information Technology and Data Protection	Databases of members, donors, and supporters (subject to POPIA); privacy policies; IT governance and cybersecurity records; data subject access requests and responses.

RECORDS AUTOMATICALLY AVAILABLE WITHOUT HAVING TO REQUEST ACCESS.

The following categories of records are automatically available without having to request access thereto, and are made available on our website at the addresses indicated, or for inspection at our head office during normal office hours:

- This manual (available in English) – <https://www.da.org.za/privacy>
- Privacy Policy of the DA – <https://www.da.org.za/privacy>
- Records of any donation exceeding the prescribed threshold that has been made to the DA, and the identity of the persons or entities who made such donations. (In terms of section 52A(1) of PAIA.) – <https://www.da.org.za/privacy>
- Constitution of the Democratic Alliance – <https://www.da.org.za/why-the-da/constitution>
- Values and Principles of the Democratic Alliance – <https://www.da.org.za/the-das-complete-values-and-principles-document>
- Policy documents – <https://www.da.org.za/why-the-da/policies>
- Local Government 2021 Election Manifesto – <https://www.da.org.za/lge2021-manifesto>
- Press statements - <https://www.da.org.za/newsroom>
- Political party funding - <https://results.elections.org.za/home/downloads/party-funding-reports>

ANNEXURE C

Form 2 - Request for access to record

[Regulation 7]

<https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

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
Democratic Alliance
16 Mill Street
Cape Town 8001

E-mail address: informationofficer@da.org.za

Fax number: +27 21 466 8394

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

Personal information			
Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another person)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (if applicable):			

Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

Particulars of record requested	
<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	
Type of record	
<i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
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	
Form of access	
<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>)	
Transcription of soundtrack (<i>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	
Manner of access <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/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>	
Particulars of right to be exercised or protected <i>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.</i>	
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:	

Fees
a) A request 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: (State: Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer