



# **BOSA**

**BUILD ONE SA**

**PRIVACY POLICY**

**AND**

**POPI AND PAIA MANUAL IN TERMS OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT NO. 2 OF 2000 (“PAIA”)**

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## 1 INTRODUCTION

1.1. Build One South Africa with Mmusi Maimane (“hereinafter referred to as “BOSA”) is a political party registered with the Electoral Commission of South Africa in terms of the Electoral Commission Act, 1996 (Act No. 51 of 1996).

1.2. The objectives of BOSA are as follows:

1.2.1. Empower communities to resolve their social, economic and structural issues.

1.2.2. Empower citizens to make decisions about the development and future of their communities.

1.2.3. Empower citizens to contribute to the development of policy at local, provincial and national level.

1.2.4. Provide a platform for communities to choose their representatives.

1.2.5. Build an electoral platform through which representatives will contest elections at national, provincial and local level.

1.3. This Privacy Policy and Manual has been compiled in accordance with section 51 of PAIA and is subject to updates and amendments from time to time. The most recent version of this document shall be published and distributed in accordance with the provisions of the Act.

## 2. BOSA CONTACT INFORMATION

Head Office:

**Private Body:** BUILD ONE SOUTH AFRICA

**Physical address:** Block E, Corporate Park 66, 269 Von Willich Avenue, Centurion

**Postal address:** Same as above

**Email:** [info@bosa.org.za](mailto:info@bosa.org.za)

**Website:** <https://bosa.co.za>

Information Officer:

Chief Information Officer: Stevens Mokgalapa  
Contact number: 0832751779  
Email: [stevens.mokgalapa@bosa.org.za](mailto:stevens.mokgalapa@bosa.org.za)

Deputy Chief Information Officer: Nobuntu Hlazo-Webster  
Email: [nobuntu@bosa.org.za](mailto:nobuntu@bosa.org.za)

### **3. PROTECTION OF PERSONAL INFORMATION**

3.1. BOSA is committed to protecting the privacy of data subjects and will adhere to strict compliance with the standards outlined in the Protection of Personal Information Act No. 4 of 2013 (hereinafter referred to as "POPI").

3.2. This Privacy Policy outlines our practices regarding the collection, use, and protection of your personal information.

3.3. This Privacy Policy applies to the website and all forms, services, and interactions related to personal information collected on the website. By using our website and submitting any personal information, you agree to the terms of this Privacy Policy and consent to the collection, use, and disclosure of your information as described herein.

3.4. We may collect the following types of personal information through our website:

3.4.1. Name and Surname

3.4.2. Contact Information (e.g., email address, phone number)

3.4.3. Residential or Business Address

3.4.4. Identification Number

3.4.5. Any other information you voluntarily provide to us

3.5. We collect personal information for the following purposes:

3.5.1. To communicate with you regarding membership, services, and updates

3.5.2. To manage and process membership applications

3.5.3. To improve our services and understand your needs as a member

3.5.4. To ensure compliance with legal and regulatory requirements

3.5.5. Any other purpose to which you explicitly consent

3.6. BOSA is committed to using your personal information responsibly and solely for the purposes outlined above. We will not share, sell, or lease your information to third parties unless required by law or necessary to fulfil our obligations to you.

3.7. All processing of personal information collected through this Website is done in accordance with the POPI Act. We ensure that all data collection and processing activities are legally justified, consent-based, and conducted to uphold our commitment to protecting your privacy.

3.8. We are committed to securing the personal information you provide and will implement appropriate physical, administrative, and technical safeguards to protect it against unauthorized access, disclosure, alteration, or destruction. We retain personal information only as long as necessary to fulfil the purposes for which it was collected or as required by law.

3.9. As a data subject, you have the right to:

3.9.1. Be notified that your personal information is being collected by BOSA.

3.9.2. Be notified in the event of a data breach.

3.9.3. Access your personal information held by BOSA in line with POPI and PAIA guidelines.

3.9.4. Object to the processing of your information in line with section 11(3) of POPI and regulation 2 of the POPI Regulations and using the prescribed form (**See Annexure A**).

3.9.5. Request corrections or deletions of inaccurate, excessive, out of date, incomplete, misleading or unlawfully obtained personal information in terms of Section 24 of POPI and regulation 3 of the POPI Regulations, using the prescribed form (**See Annexure B**).

3.9.6. Lodge a complaint with the Information Regulator if any of the protected rights have been infringed upon using the prescribed form. (**See Annexure C**).

### 3.10. Cookies and Website Usage Data

3.10.1. We may collect non-personally identifiable information about your use of the Website through cookies and other technologies to improve user experience and Website functionality. You can manage your preferences regarding cookies through your browser settings.

## 3 OFFICIAL GUIDE

The Information Regulator must update and make available the existing guide that has been compiled, in an easily comprehensible form and manner as may be required by a person who wishes to exercise any right contemplated in the POPI and PAIA Acts.

This guide is available at:

**Physical Address:** JD House 27 Stiemens Street Braamfontein, Johannesburg 200

**Postal address:** P.O. Box 31533, Braamfontein, 2017

**Website:** [www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg)

**Telephone number:** 010 023 5200

**Email:**

General enquiries: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

Complaints:

POPI: [Complaints@inforegulator.org.za](mailto:Complaints@inforegulator.org.za)

PAIA: [PAIAComplaints@inforegulator.org.za](mailto:PAIAComplaints@inforegulator.org.za)

#### **4 CATEGORIES OF RECORDS HELD BY BOSA**

The following categories of information held by BOSA are available. These records may either be freely available to the public or will be made available upon an official request in terms of PAIA and may be subject to the payment of a prescribed fee:

##### 4.1 Records which are publicly accessible (section 51(1)(b)(ii) of PAIA)

The records listed below are accessible to the public and do not require a formal request as outlined in this Manual.

4.1.1 Information available on BOSA's website.

##### 4.2 Records which are held in terms of other legislation (section 51(1)(b)(iv) of PAIA)

4.2.1 Basic Conditions of Employment Act No 75 of 1997

4.2.2 Companies Act No 71 of 2008

4.2.3 Consumer Protection Act 68 of 2008

4.2.4 Copyright Act No 98 of 1978

4.2.5 Electoral Act 73 of 1998

4.2.6 Electoral Commission Act 51 of 1996

4.2.7 Electronic Communications and Transactions Act No 25 of 2002

4.2.8 Employment Equity Act No 55 of 1998

4.2.9 Financial Intelligence Centre Act 38 of 2001

4.2.10 Income Tax Act No 58 of 1962

4.2.11 Labour Relations Act No 66 of 1995

4.2.12 Occupational Health and Safety Act No 85 of 1993

4.2.13 Political Funding Act 6 of 2018

4.2.14 Promotion of Access of Information Act 2 of 2000

4.2.15 Protection of Personal Information Act No 4 of 2013

4.2.16 Skills Development Act No 97 of 1998

4.2.17 Skills Development Levies Act No 9 of 1999

4.2.18 Unemployment Insurance Act No 63 of 2001

4.2.19 Value Added Tax Act No 89 of 1991

#### 4.3 Records held which are available to access

4.3.1.1 Foundational Documents

4.3.1.2 Internal rules

4.3.1.3 Identification information

4.3.1.4 Codes of Conduct

4.3.1.5 Policies

4.3.1.6 Election manifesto

4.3.1.7 PAIA Manual

4.3.1.8 Records pertaining to members / volunteers / champs / activists

#### 4.3.2 Accounting, Finance and Administration Records

4.3.2.1 Audit Reports

4.3.2.2 Bookkeeping records



4.3.2.3 Banking Details

4.3.2.4 Correspondence

4.3.2.5 Statements

4.3.2.6 Donations report

#### 4.3.3 Statutory Employee Records

4.3.3.1 Contracts

4.3.3.2 Personal information

4.3.3.3 Employment history

4.3.3.4 Disciplinary records

4.3.3.5 Employment equity plan

4.3.3.6 Training and development information

4.3.3.7 General files containing information on employee benefits and employee recruitment and selection information

4.3.3.8 List of employees

4.3.3.9 Employment contracts

4.3.3.10 Tax records

4.3.3.11 Payroll

#### 4.3.4 Agreements

4.3.4.1 Shareholders

4.3.4.2 Employment Contracts

4.3.4.3 Lease

#### 4.3.5 Legal Records

4.3.5.1 Licenses, permits and authorizations

## **5 PROCESS FOR REQUEST TO ACCESS INFORMATION NOT PUBLICLY AVAILABLE**

- 5.1 A request for access to records held by BOSA must be made in line with the provisions of the PAIA and POPI Acts, using the prescribed form (**See Annexure D**) and submitted to the Information Officer detailed above.
- 5.2 The prescribed form must be completed with sufficient particulars to enable the information officer to:
  - 5.2.1 Identify the record(s) requested and the requestor of the record(s).
  - 5.2.2 Identify which form of access is required.
  - 5.2.3 Identify a postal address or facsimile number of the requestor.
  - 5.2.4 Identify the right the requestor is seeking to protect and why the requested record is required for the exercise or protection of that right.
  - 5.2.5 If in addition to a written reply, the requestor requests to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and
  - 5.2.6 If the request is made on behalf of another person, the Information Officer should be furnished with proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.
- 5.3 Section 71 of PAIA outlines the process for requesting information or records concerning a third party. BOSA will follow the guidelines specified in sections 71 to 74 of PAIA when handling such requests.
- 5.4 Chapter 5 of Part 3 of PAIA mandates that BOSA must, under certain circumstances, notify third parties about requests made for information related to or concerning them.
- 5.5 The Information Officer will determine whether to approve the request as soon as reasonably possible, but no later than thirty days from the submission of the request and will inform the requester of the decision.

- 5.6 The Information Officer may decide to extend the period of thirty days for another period of not more than thirty days if:
- 5.6.1 the request is for a large number of records
  - 5.6.2 the search for the records is to be conducted at premises not situated in the same town or city as the head office of BOSA
  - 5.6.3 consultation among divisions or departments; as the case may be, of BOSA is required
  - 5.6.4 the requester consents to such an extension in writing; or
  - 5.6.5 the parties agree in any other manner to such an extension
- 5.7 If BOSA requires an extension of time, the requester will be notified, as per the prescribed form, with the reasons for the extension.
- 5.8 If the Information Officer does not respond (or extend the response period) within thirty days of receiving a request, the request will be considered refused under PAIA, as per section 58 in conjunction with section 56(1) of PAIA.
- 5.9 The requester may lodge a complaint with the information regulator or an application with the court against the payable fees (if any), or the form of access granted, and the procedure, including the period allowed, for lodging a complaint to the information regulator or the application (**See Annexure E**).
- 5.10 If the request for access is refused, the notice shall:
- 5.10.1 State adequate reasons for the refusal, including the provisions of the Act relied on for refusal.
  - 5.10.2 Exclude, from any such reasons, any reference to the content of the record.
  - 5.10.3 State that the requestor may lodge a complaint with the Information Regulator or an application with a court against the refusal of the request, and the procedure, including the period, for lodging a complaint to the Information Regulator or the application.

5.10.4 If the Information Officer fails to give a decision on a request for access to the requester concerned within the prescribed period, the information officer is deemed to have refused the request.

## 6 REQUEST AND REPRODUCTION FEES

(a)	Request fee	R50.00
(b)	For every photocopy of an A4 size page or part thereof	R1.10
(c)	For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	R0.75
(d)	For a copy in a computer-readable form on:	
i.	Transcription of visual images, for an A4 size page or part thereof	R40.00
ii.	Copy of visual images	R60.00
iii.	Transcription of an audio record, for an A4 size page or part thereof	R20.00
iv.	Copy of an audio record	R30.00

A deposit of one third of the applicable fee shall be payable by the requestor where the preparation for the request shall exceed 6 (Six) hours,

A postage fee shall become applicable where it is necessary to post requested records to the requestor.

## 7 REFUSAL OF ACCESS

- 7.1 The Information Officer must refuse a request for access to a record of the body if its disclosure would involve:
- 7.1.1 The unreasonable disclosure of personal information about a third party, including a deceased individual.
  - 7.1.2 Records containing commercial information of a third party.
  - 7.1.3 Constitute an action for breach of a duty of confidence owed to a third party in terms of an agreement.
  - 7.1.4 Reasonable expectation of the endangerment of lives or personal safety of an individual.
  - 7.1.5 Records containing information that is subject to legal privilege, unless the person entitled thereto has waived the privilege.
  - 7.1.6 Records containing the commercial information of BOSA.
  - 7.1.7 Records containing information about research being or to be carried out by or on behalf of a third party which would lead to exposure in terms of section 69 of the Act.
- 7.2 If access is refused by the Information Officer, any deposit paid by the requester will be refunded.
- 7.3 The requester may lodge an appeal with a court of competent jurisdiction against any process set out in this paragraph.

## **8 RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST**

- 8.1 Should BOSA not be able to find the records requested despite taking all reasonable steps to find the requested record, and there are reasonable grounds for believing that the record cannot be found or does not exist, the Information Officer shall notify the requester in writing affirming that it is not possible to give access to that record and the reasons why access cannot be given.
- 8.2 If the record in question is found, the requester concerned will be given access to the requested record, unless access is refused in terms of the Act.

