



PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

DATE OF COMPILATION: 2024.06.26

**DATE OF REVISION: 2025.06.26
(or on a need to basis)**

TABLE OF CONTENTS

1.	List of acronyms and abbreviations	3
2.	Purpose of PAIA manual	3
3.	Key contact details for access to information of Community Trailblazers (Pty) Ltd	4
4.	Guide on how to use PAIA and how to obtain access to the guide	5
5.	Categories of records of Community Trailblazers (Pty) Ltd which are available without a person having to request access	8
6.	Description of the records of Community Trailblazers (Pty) Ltd which are available in accordance with any other legislation	8
7.	Description of the subjects on which the body holds records and categories of records held on each subject by Community Trailblazers (Pty) Ltd	9
8.	Processing of personal information	9
9.	Availability of the manual	10
10.	Updating of the manual	11

1. LIST OF ACRONYMS AND ABBREVIATIONS

- | | |
|-----------------------|---|
| a. “CEO” | Chief Executive Officer |
| b. “DIO” | Deputy Information Officer; |
| c. “IO” | Information Officer; |
| d. “Minister” | Minister of Justice and Correctional Services; |
| e. “PAIA” | Promotion of Access to Information Act No. 2 of 2000(as Amended; |
| f. “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| g. “Regulator” | Information Regulator; and |
| h. “Republic” | Republic of South Africa |

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- a. check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- b. have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- c. know the description of the records of the body which are available in accordance with any other legislation;
- d. access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;

- e. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- f. know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- g. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- h. know the recipients or categories of recipients to whom the personal information may be supplied;
- i. know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- j. know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF COMMUNITY TRAILBLAZERS (PTY) LTD

3.1. Chief Information Officer

Name: Anita Liana Seydel
Mobile number: +27 73 375 6325
Email: anita@communitytrailblazers.co.za

3.2 Deputy Information Officer *(NB: if more than one Deputy Information Officer is designated, please provide the details of every Deputy Information Officer of the body designated in terms of section 17 (1) of PAIA.*

Name: Tebogo Nkgomba
Mobile number: +27 82 262 0522

Email: tebogo@communitytrailblazers.co.za

3.3 Access to information general contacts

Email: anita@communitytrailblazers.co.za

3.4 National or Head Office

Postal Address: P O Box 71388
The Willows
0041

Physical Address: 96 Bakkie Avenue
17 Kamdeboo
The Willows
0081

Mobile number: +27 73 375 6325

Email: anita@communitytrailblazers.co.za

Website: www.communitytrailblazers.co.za

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

4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of-

4.3.1. the objects of PAIA and POPIA;

- 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. the Information Officer of every public body, and
 - 4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. the manner and form of a request for-
 - 4.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50⁴;
- 4.3.4. the assistance available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 4.3.6.1. an internal appeal;
- 4.3.6.2. a complaint to the Regulator; and
- 4.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

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

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. upon request to the Information Officer;

4.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

5. CATEGORIES OF RECORDS OF COMMUNITY TRAILBLAZERS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Types of the Record	Available on Website	Available upon request
	EME BEE Affidavit	X	

6. DESCRIPTION OF THE RECORDS OF COMMUNITY TRAILBLAZERS PTY LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
PAIA Manual	Promotion of Access to Information Act 2 of 2000

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY COMMUNITY TRAILBLAZERS (PTY) LTD

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	<ul style="list-style-type: none"> - HR policies and procedures - Advertised posts - Employees records

8. PROCESSING OF PERSONAL INFORMATION

a. Purpose of Processing Personal Information

Community Trailblazers (Pty) Ltd is a business consultancy company and as such has access to its clients' information for the purpose of service delivery.

b. Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

c. The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

d. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

Data Encryption; Anti- virus and Anti-malware Solutions.

9. AVAILABILITY OF THE MANUAL

a. A copy of the Manual is available-

- i. on its website at www.communitytrailblazers.co.za
- ii. head office of Community Trailblazers (Pty) Ltd for public inspection during business hours;
- iii. to any person upon request and upon the payment of a reasonable prescribed fee; and
- iv. to the Information Regulator upon request.

b. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

10. UPDATING OF THE MANUAL

The Managing Director of Community Trailblazers (Pty) Ltd will on a regular basis update this manual.

Issued by

Anita Seydel
Managing Director: Community Trailblazers (Pty) Ltd



**INFORMATION
REGULATOR**
(SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

INFORMATION OFFICER REGISTRATION CERTIFICATE

Issued by the Information Regulator on 26/06/2024 at 10:42:16

ORGANISATION DETAILS

Organisation Name	COMMUNITY TRAILBLAZERS
Regulator Registration Number	2024-020638
Regulator Registration Date	2024-06-26
Organisation Type	PRIVATE ORGANISATION
Private Organisation Type	PRIVATE COMPANY [(PTY) LTD]
Public Organisation Type	

INFORMATION OFFICER DETAILS

Full Name	Type	Appointment Date
SEYDEL, ANITA LIANA	Information Officer	2022-07-15
NKGOMBA, TEBOGO	Deputy Information Officer	2022-07-15



Mr M Mosala
Chief Executive Officer: Information Regulator

010 023 5200

enquiries@infoeregulator.org.za

www.infoeregulator.org.za

Adv. FDP Tlakula (Chairperson), Adv. LC Stroom Nzama (Full-time Member), Adv. JC Weapond (Full-time Member),
Ms. AR Tilley (Part-time Member), Mr. MV Gwala (Part-time Member)

Mr M. Mosala (Chief Executive Officer)



SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	Anita Liana Seydel
Identity number	6007110080081

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a ☐ Member ☒ Director ☐ Owner (Select one) of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	Community Trailblazers
Trading Name (If applicable)	
Registration Number:	2022/599511/07
Vat Number (If applicable)	
Enterprise physical address	17 Midas Avenue Olympus Pretoria Gauteng 0081
Type of entity (CC, (Pty) Ltd. Sole Proprietor, etc.)	Pty Ltd
Nature of Business	Business Consultancy
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups mean: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and underdeveloped areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011."

3. I hereby declare under Oath that:

- The Enterprise is 51 % **Black Owned** using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % **Black Female Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____ % **Black Designated Group Owned** as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown** as per the definition stated above:
 - Black Youth % = _____ %
 - Black Disabled % = _____ %
 - Black Unemployed % = _____ %
 - Black People living in Rural areas _____ %
 - Black Military Veterans % = _____ %
- Based on the ☐ Audited Financial Statements ☒ Financial Statements and other information available on the latest financial year-end of 28.02.2024 (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less.
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	✓
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The affidavit will be valid for a period of 12 months from the date signed by commissioner.

JOLEEN VILJOEN

Commissioner of Oaths /
Kommissaris van Ede
Ex Officio

Professional Accountant (SA)
Professionele Rekenmeester (SA)

Membership Number / Lidnommer 32571

17 Midas Ave, Olympus, Pretoria

Signature & Stamp

Date:

Deponent Signature:

A L Seydel

Date:

2024.06.26

J Viljoen
2024/06/26