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THE GEOLOGICAL SOCIETY OF SOUTH AFRICA

PAIA MANUAL

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

DATE OF COMPILATION: 05 January 2026

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1. LIST OF ACRONYMS AND ABBREVIATIONS

Minister	Minister of Justice and Correctional Services
PAIA	Promotion of Access to Information Act No. 2 of 2000 (as amended)
POPIA	Protection of Personal Information Act No.4 of 2013
Regulator	Information Regulator
Republic	Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request.
- 2.2 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.
- 2.3 know the description of the records of the body which are available in accordance with any other legislation.
- 2.4 access all the relevant contact details of the persons who will assist the public with the records they intend to access.
- 2.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it.
- 2.6 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.

- 2.7 know the description of the categories of data subjects and of the information or categories of information relating thereto.
- 2.8 know the recipients or categories of recipients to whom the personal information may be supplied.
- 2.9 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
- 2.10 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 THE GEOLOGICAL SOCIETY OF SOUTH AFRICA (GSSA)

3.1. Executive Manager

Name: Dr Tania Ruth Marshall
Office Tel: 010 143 2096
Email: tania.marshall@gssa.org.za

3.2. Office Manager

Name: Mrs Lully Govender
Office Tel: 010 143 2096
Email: Lully.govender@gssa.org.za

3.3 Access to information general contacts

Email: info@gssa.org.za

3.4 National or Head Office

Office Address: Building 10, Thornhill Office Parl. 94 Bekker Street, Midrand
Johannesburg, 1686

Office Tel: 010 143 2096

Email: info@gssa.org.za

Website: www.gssa.org.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-

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.*

- 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-
 - 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.

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.

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

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.

4.3.11. 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 or from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

4.4. The Guide can also be obtained from the GSSA (in pdf format)-

4.4.1. upon request to the Information Officer.

5. CATEGORIES OF RECORDS OF THE GSSA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Category of records	Available on Website	Available upon request
Constitution and Bylaws of the GSSA	X	X
Complaints and Disciplinary/Ethics Procedures of the GSSA	X	X
Continuing Professional Development policy of the GSSA	X	X

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.”

6. DESCRIPTION OF THE RECORDS OF THE GSSA 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
Website Cookie Policy	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 THE GSSA

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	• HR policies and procedures • Advertised posts • Employees records

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The GSSA processes the personal information of its members to ensure the effective functioning of the Society and to deliver meaningful services. This includes maintaining accurate membership records, facilitating communication about events, publications, and professional opportunities, and enabling participation in committees, conferences, and initiatives that advance geoscience.

Personal information is also processed to meet legal and contractual obligations, such as financial administration and compliance with regulatory requirements, while safeguarding the rights and privacy of members. Ultimately, the purpose is to support the professional development, representation, and inclusivity of geoscientists in South Africa, while upholding the Society's values of integrity, accountability, and transformation.

8.2 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
Members	Name, address, contact details, registration numbers or identity numbers, qualifications, employment status, age and race
Service Providers	Names, registration number, vat numbers, address, and bank details
Employees	Names, address, qualifications, employment contract, bank details, tax numbers/status, gender, age and race

8.3 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

8.4 Planned transborder flows of personal information

Financial and membership records are stored in the cloud; SAGE online cloud accounting for financial records and membership data is stored in the cloud on the GSSA website hosted by Hostinger.

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

Website security

The Website applies appropriate, reasonable technical and organisational measures, as contemplated in section 19 of the Protection of Personal Information Act, 4 of 2013 (POPIA), to prevent loss of, damage to, or unauthorised destruction of or access to personal information. These measures include controlled access to systems and data on a strictly need-to-know basis, secure management of user authentication and sessions, and the use of recognised cryptographic practices to protect credentials. Mechanisms are in place to ensure secure identity verification during account recovery processes. Personal information is stored in a manner that is not publicly accessible and is protected by the same security controls governing the Website environment. Ongoing measures are implemented to reduce the risk of unauthorised interception, misuse, or compromise of personal information during access and use.

Financial records security

Sage Online Services protect data using robust security protocols, including Transport Layer Security (TLS) for data in transit and AES 256-bit encryption for data at rest, within secure cloud hosting environments certified by international standards.

Key Security Protocols and Measures

- **Encryption in Transit:** Data transmitted between a user's browser and Sage applications is encrypted using the latest versions of the **Transport Layer Security (TLS)** protocol, ensuring the confidentiality and integrity of sensitive information as it travels over the internet.
- **Encryption at Rest:** Customer data stored in Sage databases within secure cloud data centres is also encrypted. Strong cryptographic methods are employed to render the data unreadable, even if physical storage media were compromised.
- **Authentication and Access Controls:** Sage Accounting uses the OAuth 2.0 framework for secure application authentication, allowing third-party apps to access data without users sharing login credentials. Access to data and functions is limited based on job roles and responsibilities, ensuring employees only have access to the information they need (the "principle of least privilege"). Sage also

enforces complex password requirements and account lockout mechanisms after multiple failed login attempts to prevent brute-force attacks.

- **Network and Infrastructure Security:** The systems operate behind industry-standard firewalls, and network traffic is continuously monitored for suspicious activity or intrusion attempts. Sage partners with industry-leading cloud service providers, leveraging their robust, physically secure, and continuously monitored data centres. Sage's security framework is built on internationally recognized standards and frameworks.

No membership is data is permanently stored on any GSSA personal computers. Where data is stored for a limited time, it is in the form of a password protected file on a computer protected by up-to-date anti-virus and anti-malware solutions.

9. AVAILABILITY OF THE MANUAL

9.1 A copy of the Manual is available-

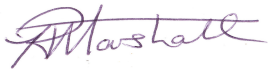
9.1.1 on www.gssa.org.za

9.1.2 for download (as a pdf) from the GSSA upon request through info@gssa.org.za. No physical copies will be made available.

10. UPDATING OF THE MANUAL

The Executive Manager of the GSSA will on a regular basis update this manual.

Issued by



Dr Tania R Marshall

Executive Manager