



MOTORSPORT SOUTH AFRICA

PAIA MANUAL

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2
OF 2000 (AS AMENDED)**

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 MOTORSPORT SOUTH AFRICA	4
4.	GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE	4
5.	CATEGORIES OF RECORDS OF MOTORSPORT SOUTH AFRICA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS	5
6.	DESCRIPTION OF THE RECORDS OF MOTORSPORT SOUTH AFRICA WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION	6
7.	DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY MOTORSPORT SOUTH AFRICA	7
8.	PROCESSING OF PERSONAL INFORMATION	8
9.	AVAILABILITY OF THE MANUAL.....	9
10.	UPDATING OF THE MANUAL	9

1. LIST OF ACRONYMS AND ABBREVIATIONS

- 1.1 **“CEO”** Chief Executive Officer
- 1.2 **“DIO”** Deputy Information Officer;
- 1.3 **“IO”** Information Officer;
- 1.4 **“Minister”** Minister of Justice and Correctional Services;
- 1.5 **“PAIA”** Promotion of Access to Information Act No. 2 of 2000;
- 1.6 **“POPIA”** Protection of Personal Information Act No.4 of 2013;
- 1.7 **“Regulator”** Information Regulator
- 1.8 **“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 Information Officer and Deputy Information Officer 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 MOTORSPORT SOUTH AFRICA

3.1. Chief Information Officer

Full Name: ADRIAN SCHOLTZ

Tel: 011 675 2220

Email: msa@motorsport.co.za

3.2. Deputy Information Officer

Name: JACQUELINE MONTEIRO

Tel: 011 675 2220

Email: jacqui@motorsport.co.za

Deputy Information Officer

Name: JACO DEYSEL

Tel: 011 675 2220

Email: jaco@motorsport.co.za

3.3. Access to information general contacts:

Email: msa@motorsport.co.za

National / Head Office Postal Address:

Physical Address: 2nd Floor, Meersig 1, Constantia Boulevard, Constantia Kloof

Telephone: 011 675 2220

Email: msa@motorsport.co.za

Website: www.motorsport.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 only available in English.
- 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 PAIA and section 56 of POPIA;
- 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 11; and
 - 4.3.3.2. access to a record of a private body contemplated in section 50;
- 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 14 and 51 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 15 and 52 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 22 and 54 regarding fees to be paid in relation to requests for access; and
- 4.3.10. the regulations made in terms of section 92.
- 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.
- 4.6. A copy of the Guide is available in the following official language, for public inspection during normal office hours:
 - 4.6.1 ENGLISH

5. CATEGORIES OF RECORDS OF MOTORSPORT SOUTH AFRICA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Website: www.motorsport.co.za

- General Information About Motorsport South Africa
- Company Information and Structures
- Contact information of Affiliated Members
- Contact details of Staff Members
- Contact details of Commissions and Working Group Chairmen

- Contact details of Regional Committees Chairmen
- General Information of Board of Directors
- General Motorsport Specific News on Local and International Competitors
- Classifieds
- Events Calendar and Organiser Contact Information
- General and Sporting Category Specific Circulars
- Sporting Regulations and Event Documentation
- Environmental Information
- MSA Policies
- MSA Court of Enquiry and Appeal information
- MSA Sim Racing and Tribunal Hearings
- Medical and Insurance Information
- Anti-Doping Information
- Archive – Championship Points and Results
- Hall of Fame – Protea Colour Recipients, National Champions, Environmental Awards, Official | Volunteer of the Year Awards, Steve Wicks Photographer of the year awards, Pioneer Awards, Special and Golden Helmet Awards

Available on social media Pages: Name of webmaster and contact details

- General and Contact Information about Motorsport South Africa
- Event Information and Organiser Contact information

Name: JACO DEYSEL

EMAIL: jaco@motorsport.co.za

Tel: 011 675 2220

6. DESCRIPTION OF THE RECORDS OF MOTORSPORT SOUTH AFRICA WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Available upon request:

- Memorandum of Incorporation
- PAIA Manual Promotion of Access to Information Act 2 of 2000
- Internal Rules and Regulations
- Transformation Charter
- MSA Code of Conduct
- Sport and Recreation Code of Conduct
- MSA Anti Bribery and Corruption Policy
- MSA Media Code of Conduct

- MSA Protection of Personal Information Policy
- MSA Privacy Policy
- MSA Returns and Refunds Policy
- MSA Safeguarding Policy
- MSA Website Terms and Conditions
- Audited Financial Statements (affiliated members only)
- Contact details of individuals on Commissions and Working Groups, Regional Committees, etc.

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY MOTORSPORT SOUTH AFRICA

FINANCE

- Audited Financial Statements

HR

- Employee records

COMPETITOR INFORMATION

- Name Surname
- Identity Number
- Contact number
- Contact email
- Emergency Contact Information
- Medical Information
- Licence Information

OFFICIALS INFORMATION

- Name and Surname
- Identity Number
- Contact Number
- Contact Email
- Emergency Contact Information
- Medical Information
- Licence Information

COMMISSIONS, WORKING GROUPS AND REGIONAL COMMITTEE MEMBERS

- Name and Surname
- Contact Number

- Contact email

MSA MEDIA MEMBERS

- Name and Surname
- Contact Number
- Contact Email
- Address
- Emergency Contact Information

EVENT ORGANISERS INFORMATION

- Name and Surname
- Contact Number
- Contact Email
- Address | Venue
- Emergency Contact Information

8. PROCESSING OF PERSONAL INFORMATION

8.1. Purpose of Processing Personal Information

To ensure compliance with the requirements of regulatory bodies and to ensure the efficient administration of South African Motorsport.

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

- Affiliated Members, Email and Contact Information
- Event Organisers Email and Contact Information
- Commissions, Working Groups and Regional Committees Contact Information
- Officials Email and Contact Information
- Competitor Email and Contact Information
- Medical Information
- Event Information

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

- South African Police Services
- South African Qualifications Authority Credit Bureaus
- International Sporting Bodies – FIM, FIA, FIM AFRICA
- World Anti-Doping Agency
- Department of Sport, Arts and Culture
- SASCOG – South African Sports Confederation and Olympic Committee

- Affiliated Members
- Event Organisers

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

- *Use of Eset Security Anti-Virus*
- *Requires an assigned username and password to access network storage device*
- *All sensitive data files are encrypted, and password protected*

9. AVAILABILITY OF THE MANUAL

A copy of the Manual is available on www.motorsport.co.za.

10. UPDATING OF THE MANUAL

Motorsport South Africa will update this manual from time to time, as and when required.

ADRIAN SCHOLTZ (CHIEF EXCECUTIVE OFFICER)

Issued on behalf of _____