

PAIA Manual

This PAIA (Promotion of Access to Information Act) Manual is designed to ensure transparency and compliance with access to information laws. It outlines the procedures for requesting access to records held by The Abrahamic Foundation in accordance with the PAIA requirements.

1. Contact Details

The Information Officer responsible for PAIA requests can be contacted as follows:

- Name: Rachael Adebala Olusegun
- Address: 192 Althea Avenue, Murrayfield, Pretoria, South Africa
- Telephone: 012 803 5877
- Email: coo@theabrahamicfoundation.org

2. Guide to Records

The organisation maintains various records which are available for access requests, including:

- Administrative records
- Financial records
- Personnel records
- Donor and fundraising records
- Program and event records
- Correspondence and communication records

3. Request Procedures

Requests for access to records must be submitted in writing to the Information Officer. The request should clearly describe the records sought and include contact details of the requester.

4. Fees

Fees for processing access requests may apply as per the PAIA regulations. The organisation will provide a fee schedule and notify the requester of any applicable fees.

5. Grounds for Refusal

Access to records may be refused on grounds including but not limited to:

- Protection of privacy of third parties
- National security
- Commercial confidentiality
- Legal privilege

6. Appeal Process

Requesters have the right to appeal a refusal of access. Appeals must be submitted in writing to the designated authority within the organisation.

7. Records Management

The organisation maintains records in accordance with legal retention schedules and ensures secure storage and proper disposal of records.