

KNOW YOUR RIGHT TO INFORMATION!!!

What does PAIA mean to you?

It gives you the power to exercise your constitutional right to:

- (a) Any information/record that a public body, private body or another person might have, that you might need to exercise your right or protect it.

Note: It must be done in a way that balances this right with other rights stated in the Constitution of South Africa.

What is a record?

Any information that is recorded and is in the possession of a person, public body or private body.

What are Public and Private Bodies?

Public body example:

Government departments, Municipalities etc.

Private body example:

Businesses, Political Party etc.

Why will I need to access certain information?

To exercise your right or protect it.

Who do I request information I need from?

From the Information Officer (IO) of the public or private body.

Other steps to follow when requesting information:

The IO will assist you.

He/She will give you the form to complete.

Note: If you are unable to write, you will give him/her the information required on the form and they will complete it on your behalf!

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PROMOTION OF
ACCESS TO
INFORMATION
ACT (PAIA)
NO. 2 OF 2000
PUBLIC GUIDE

Waiting period after I have made a request?

30 days after the IO has received your request.

Note: It can be extended but the IO should inform you.

If the IO refuses to give you the record it may be because:

- (a) The record does not exist.
- (b) The security of another person might be compromised.
- (c) The defence of the country might be compromised.
- (d) The Act does not allow the public body or private body or official to release them.

Note: You should be given a reason for refusal!

If the IO grants you the request:

You will be given a notice that explains how the records will be given (a copy, view of visuals or recordings).

If you are not happy with the refusal to get the record:

You can make an internal appeal to the body from which you were requesting the information, if not successful you can lodge a complaint to the Information Regulator or make an application with a court.

