



PAIA AND POPIA MANUAL

In Terms of Section 51 of the Promotion of Access to Information Act (Act 2 of 2000) and the Protection of Personal Information Act (Act 4 of 2013)

Prepared for: Atlantic Eye Research Foundation

Effective Date: 4 February 2026

Registration Number: 2024/269168/08

Website: www.atlanticeyefoundation.org

1. Introduction

This manual is prepared in accordance with the Promotion of Access to Information Act (PAIA), as amended by the Protection of Personal Information Act (POPIA), to promote transparency and give effect to the constitutional right of access to information held by private bodies.

2. Contact Details of the Foundation

Detail	Information
Name of Organisation	Atlantic Eye Research Foundation
Head of Organisation	Dr Daemon B McClunan
Information Officer	Shelley Johnson
Postal Address	1 Mediterranean St, Foreshore, Cape Town, 8000
Email	shelley@atlanticeyefoundation.org
Telephone	082 815 6615
Website	www.atlanticeyefoundation.org

3. The South African Human Rights Commission (SAHRC)

For guidance on how to request information or understand PAIA, contact the Information Regulator:

Information Regulator South Africa

Website: <https://www.inforegulator.org.za>

Email: complaints.IR@justice.gov.za

4. Guide to Requesting Access to Records (Section 10 of PAIA)

The PAIA Guide, compiled by the Information Regulator, is available at no cost from their website. It explains how to access records under PAIA, including fees and procedures.

5. Records Held by Atlantic Eye Research Foundation

We hold the following categories of records (some may not be publicly accessible and may require a formal request):

a. Company / Foundation Records

- Registration documents
- Governance documents (e.g. constitution, trust deed)
- Annual reports

b. Financial Records

- Financial statements
- Donation records
- Tax clearance and NPO certifications

c. Personnel Records

- Employee or researcher contracts
- Volunteer agreements
- Payroll and HR files (protected)

d. Donor and Supporter Records

- Donation history
- Contact details
- Consent and communication preferences

e. Research & Medical Data

- Project documentation
- De-identified clinical or academic research
- Ethics committee approvals

6. Purpose of Processing Personal Information

We process personal information for the following purposes:

- Processing and receipting donations
- Communicating with stakeholders and supporters
- Maintaining donor records and consent
- Research participation (with ethics oversight)
- Legal and statutory compliance

7. Categories of Data Subjects

We may hold information relating to:

- Donors and supporters
- Employees and contractors
- Research participants (anonymised where applicable)
- Partner organizations and vendors

8. Recipients of Personal Information

Where necessary, personal information may be shared with:

- Auditors and financial institutions
- Legal or compliance consultants
- Government agencies (when required by law)
- Ethics review boards (for research-related info)

We do not sell personal information.

9. Planned Transborder Data Flows

We do not routinely share personal information across borders. However, should research partners or service providers be located outside South Africa, appropriate safeguards (e.g. contractual data processing agreements) will be implemented in accordance with POPIA.

10. Security Safeguards

We use appropriate, reasonable, technical and organizational measures to secure the integrity and confidentiality of personal information against loss, damage, unauthorized access, or disclosure.

11. Procedure for Requesting Access to Records

To request access to a record, complete the prescribed Form C (available from the Information Regulator's website) and submit it to the Information Officer at the contact details provided above.

A request fee may be charged. Access will only be granted if:

- The record is required for the exercise or protection of a legitimate right
- No grounds for refusal (as per PAIA) apply

12. Data Subject Rights Under POPIA

Data subjects (you) have the right to:

- Be informed of data collection
- Access your personal information
- Correct or delete your personal information
- Object to certain forms of processing
- Lodge a complaint with the Information Regulator

Requests related to your rights should be directed to our Information Officer.

13. Availability of the Manual

This manual is available:

- On our website: www.atlanticeyefoundation.org
- At our registered office (on request)
- By email request: shelley@atlanticeyefoundation.org