

**University of South Africa Retirement Fund**

(P.F. 12/8/31320)

**PAIA MANUAL**

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

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## 1. LIST OF ACRONYMS AND ABBREVIATIONS

- |     |                    |   |
|-----|--------------------|---|
| 1.1 | <b>“IO”</b>        | Information Officer;  |
| 1.2 | <b>“Minister”</b>  | Minister of Justice and Correctional Services;                    |
| 1.3 | <b>“PAIA”</b>      | Promotion of Access to Information Act No. 2 of 2000 as amended); |
| 1.4 | <b>“PO”</b>        | Principal Officer   |
| 1.5 | <b>“POPIA”</b>     | Protection of Personal Information Act No.4 of 2013;              |
| 1.6 | <b>“Regulator”</b> | Information Regulator; and  |
| 1.7 | <b>“Republic”</b>  | 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 THE UNIVERSITY OF SOUTH AFRICA RETIREMENT FUND**

#### **3.1. Chief Information Officer**

Name: Lavinia Khangala  
Tel: (012) 429 6101  
Email: tkhangl@unisa.ac.za

#### **3.2. Access to information general contacts**

Email: tkhangl@unisa.ac.za

#### **3.3 Registered Office of the Fund**

Postal Address: PO Box 392  
UNISA, 0003  
Physical Address: 7th Floor OR Tambo Building UNISA  
Muckleneuk Ridge  
Pretoria, 0002

Telephone: (012) 429 6101  
 Email: tkhangl@unisa.ac.za  
 Website: http://unisarf.co.za/

**4. CATEGORIES OF RECORDS OF THE UNIVERSITY OF SOUTH AFRICA RETIREMENT FUND WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

Category of records	Types of the Record	Available on Website	Available upon request
Statement	Privacy Statement	X	X
Manual	Promotion of Access Information and POPIA	X	X
Public matters	Rules of the Fund	X	X
Public matters	Annual Financial Statements	X	X
Public matters	Statement of Investment Principles	X	X

**5. DESCRIPTION OF THE RECORDS OF UNIVERSITY OF SOUTH AFRICA RETIREMENT FUND WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION**

Category of Records	Applicable Legislation
Rules of the Fund	Pension Funds Act 24 of 1956
PAIA Manual	Promotion of Access to Information Act 2 of 2000

**6. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE UNIVERSITY OF SOUTH AFRICA RETIREMENT FUND**

Subjects on which the body holds records	Categories of records
Financial	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Actuarial valuation reports</li> <li>Investment policy statement</li> </ul>

Subjects on which the body holds records	Categories of records
Member information	<ul style="list-style-type: none"> <li>• A wide range of member data is held by the Fund as required for the Fund to record contributions and process benefits payable to members. Further details are provided below</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Trustee register, agendas, minute books, investment and insurance contracts, other service provider contracts, investment statements and reports, correspondence relating to the business of the Fund.</li> <li>• Communication sent to members of the Fund</li> </ul>

## 7. PROCESSING OF PERSONAL INFORMATION

### 7.1 Purpose of Processing Personal Information

Retirement funds, and by extension service providers to those funds, are required to process Personal Information under the Pension Funds Act of 1956 (including all subsequent Amendments, Regulations, associated Circulars, or Conduct Standards), in order to give effect to the rights of members to benefits in terms of the rules of the fund. The processing of Personal Information may be required, amongst other aspects, in order to allocate contributions made by or on behalf of members, the facilitation of benefit payments, the issuance of benefit statements and other correspondence, the completion of Annual Financial Statements, the completion of actuarial statutory valuations, the completion of annual audits, the resolution of queries or complaints, and the calculation of actuarial projections or other calculations, and to carry out the necessary record-keeping in support of these actions.

### 7.2 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
Fund	The Fund, as a registered retirement fund, is itself a data subject. Information relating thereto includes contractual agreements, Fund Rules, meeting agendas, meeting minutes, any correspondence

Categories of Data Subjects	Personal Information that may be processed
	<p>related to the Fund and its actions, reporting of any nature prepared for the Fund including financial statements and actuarial reports, any Board appraisal, any advice received by the Fund, or any other such detail which exists as a function of the Fund's legal existence and the relevant legal requirements.</p>
Fund active members	<p>These data subjects are members of the Fund, as defined by the Fund Rules, for whom contributions are received into the Fund. Information relating thereto includes:</p> <ul style="list-style-type: none"> <li>• All static information which may include names, ID number, date of birth, member numbers, employee numbers, gender, pensionable service date, and normal retirement date.</li> <li>• Relevant Fund information which may include Fund membership category, pensionable salary information, risk salary information, cost to company information, Fund Credit, contribution options, investment choice options, dependants and nominated beneficiaries, worksite address, and past transfer information.</li> <li>• Contact information</li> </ul>
Fund preservation (or paid-up) members	<p>These data subjects are members of the Fund, as defined by the Fund Rules, for whom contributions are no longer received into the Fund, but who retain a retirement fund interest in the Fund in the form of a Fund Credit. Information relating thereto includes:</p> <ul style="list-style-type: none"> <li>• All static information which may include names, ID number, date of birth, past member numbers, past employee numbers, gender, pensionable service date, and normal retirement date,</li> <li>• Relevant Fund information which may include Fund membership category, Fund Credit, investment choice options, dependants and nominated</li> </ul>

Categories of Data Subjects	Personal Information that may be processed
	<p>beneficiaries, worksite address (if applicable), and past transfer information.</p> <ul style="list-style-type: none"> <li>• Contact information</li> </ul>
Life and living annuitants	<p>These data subjects are in receipt of a pension from the Fund in terms of the Fund Rules. They may be members, who, upon retirement have elected a life and/or living annuity pension from the Fund or the beneficiaries of members that have died in service who are in receipt of a life annuitant. Information relating thereto include:</p> <ul style="list-style-type: none"> <li>• All static information which may include names, ID number, date of birth, past member numbers, past employee numbers, gender, pensionable service date, actual retirement date, qualifying spouse's date of birth, minimum period for which the life annuity is to be paid, percentage spouse's pension payable on the death of the retiree and where applicable children's date of birth</li> <li>• Relevant Fund information which may include past Fund membership category, Fund Credit applied to secure a life and/or living annuity, periodic pension details, minimum period for which the life annuity is to be paid, percentage spouse's pension payable on the death of the retiree, investment choice options (living annuity only) and dependants and nominated beneficiaries (living annuities only).</li> <li>• Contact information</li> </ul>
Beneficiaries	<p>These data subjects include all individuals who may have a vested interest in the Fund as a result of a benefit payable, an unclaimed benefit, or a benefit due to them as a result of a relationship to a former member of the Fund in accordance with Section 37C of the Pension Funds Act (including children classed as dependants).</p>



Categories of Data Subjects	Personal Information that may be processed
	<p>Information relating to these includes:</p> <ul style="list-style-type: none"> <li>• In the case of former members of the Fund, all static information which may include names, ID number, date of birth, past member numbers, past employee numbers, gender, pensionable service date and date of exit.</li> <li>• In the case of former members of the Fund, relevant Fund information which may include past Fund membership category, benefit amount, investment choices previously made, dependants and nominated beneficiaries, and past transfer information.</li> <li>• Contact information of the former member of the Fund in question.</li> <li>• In the case of dependants and nominated beneficiaries (who may be minors), contact information, the nature of the relationship to the former member, and any other such information to assist with the decision making as required by Section 37C of the Pension Funds Act (e.g. names, ID numbers, date of births, dependency level, health and financial status, etc).</li> </ul>
Former members	<p>These data subjects include all individuals who at one stage formed part of the membership of the Fund, be it in the capacity of an active member, a preservation member, a beneficiary, or a life or living annuitant. Information relating to these would include historic information as outlined for these categories above.</p>
Board Members	<p>These data subjects are the appointed Board Members to the Fund in accordance with Section 7A of the Pension Funds Act of 1956. Information relating to these includes names, contact information, ID numbers, occupation, qualifications, and training attended.</p>

Categories of Data Subjects	Personal Information that may be processed
Principal Officer	This data subject is the appointed executive officer to the Fund in accordance with Section 8 of the Pension Funds Act of 1956. Information relating to these includes name, citizenship, contact information, ID number, qualifications, and training attended.
Participating Employers	These data subjects are any companies permitted to participate in the Fund as defined by the Fund Rules. In relation to a particular member, the term Employer means the Employer in whose service the member is employed at the time. Information relating to these includes company details, responsible individuals, contractual agreements, contact information, or any other such information as required for the successful completion of agreed duties to the Fund.
Service Providers	These data subjects are those parties who have been appointed by the Board of the Fund either in accordance with the requirements of the Pension Funds Act of 1956 or with the intent to perform a necessary duty to fulfil Board objectives and duties as contemplated under Section 7C and Section 7D of the Pensions Fund Act of 1956. These parties perform necessary functions for the Fund and, where applicable, are remunerated for their services – they include the Fund’s administrator, auditor, actuary, consultant, the insurers of the insured benefits provided to Fund members, and the investment managers or investment product providers. Information relating to these includes company details, responsible individuals, contractual agreements, contact information, or any other such information as required for the successful completion of agreed duties to the Fund.

**7.3 The recipients or categories of recipients to whom the personal information may be supplied**

<b>Category of personal information</b>	<b>Recipients or Categories of Recipients to whom the personal information may be supplied</b>
The Fund itself	University of South Africa Retirement Fund
Participating Employers	One of the participating employers, as per the Fund Rules
Board Members	University of South Africa Retirement Fund
Principal Officer	University of South Africa Retirement Fund
The regulator	Financial Sector Conduct Authority
Service Providers	As described above

**7.4 Planned transborder flows of personal information**

In certain circumstances, there may be transborder flows of Personal Information. The most likely such circumstance is the storage of Personal Information on service provider servers which may be based outside of the Republic (e.g. cloud based storage of information). In such cases, the Fund requires the service providers to ensure that suitable security measures are in place and that the storage of such information accords with both South African data protection laws as well as any foreign laws which may apply. In all cases the Fund seeks to comply with the POPIA requirements relating to transborder data flows.

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

Under Section 7D (2)(a), the Board may delegate functions and duties to other parties so as to ensure the successful completion thereof. The Board obtains commitments from all such parties in respect of information security and concludes formal data security agreements with such parties in order to ensure that appropriate references to data confidentiality, integrity, and availability of information are included. Furthermore, all service provider agreements are expected to incorporate the principles related to the POPIA, declarations are required by all service providers in terms of whether any breaches were experienced, and all service providers are required to have suitable data protection policies and procedures in place.

Additionally, besides this manual, the Fund has established the following policies:

- Communication policy;
- Board Member Code of Conduct; and
- Confidentiality policy which outlines the required practices and processes of the Fund and the standards to which the Fund seeks to hold its service providers, Board Members and others who may process personal information as referred to above.

## **8. AVAILABILITY OF THE MANUAL**

8.1 A copy of the Manual is available-

8.1.1 on <http://unisarf.co.za/>

8.1.2 head office of the University of South Africa Retirement Fund for public inspection during normal business hours;

8.1.3 to any person upon request and upon the payment of a reasonable prescribed fee; and

8.1.4 to the Information Regulator upon request.

8.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

## **9. UPDATING OF THE MANUAL**

The Information Officer of the University of South Africa Retirement Fund will on a regular basis update this manual.

**Issued by:**



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**Lavinia Khanga**  
**Information Officer**  
**University of South Africa Retirement Fund**