

YALPAE

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Effective Date: 25 May 2026 / Version 1.0

FOREWORD

The Promotion of Access to Information Act 2 of 2000 ("PAIA") gives effect to the constitutional right of access to information held by public and private bodies.

Section 51 of PAIA requires every private body to compile a manual setting out:

- the records it holds;
- the procedure for requesting access to those records;
- the grounds on which access may be refused; and
- related information necessary to assist requesters in exercising their rights lawfully.

This Manual fulfils that obligation on behalf of Young African Leaders, Pioneers and Entrepreneurs (YALPAE). YALPAE is committed to transparency, accountability, safeguarding, and responsible governance. This Manual is made available to any person who wishes to understand what information YALPAE holds and how they may lawfully request access to it.

PART A — PARTICULARS OF THE PRIVATE BODY

Organisation	Young African Leaders, Pioneers and Entrepreneurs (YALPAE)
Registration No.	K-2025/670308/08
Entity Type	Non-Profit Company (NPC)
Website	Yalpae.org
General Email	info@yalpae.org

PART B — INFORMATION OFFICER

B.1 Information Officer

Information Officer	Thabo L Mketsu
Designation	Chairperson
Email Address	bhose.tl@yalpae.org
Telephone	+27 67 711 0339

The Information Officer is responsible for:

- overseeing compliance with PAIA and applicable access-to-information procedures;

- receiving and responding to access requests;
- coordinating any necessary consultation, search, or decision-making process;
- supporting YALPAE's compliance with POPIA where requests concern personal information; and
- maintaining this Manual and related records.

B.2 Deputy Information Officer

Deputy Information Officer	Libonge Blandine
Designation	Vice Chairperson
Email Address	blandine@yalpae.org

PART C — GUIDE ON HOW TO USE PAIA

The Information Regulator has made available a guide on how to exercise rights under PAIA and POPIA, including how to request access to records from private bodies. The guide may be obtained from the Information Regulator:

Information Regulator (South Africa)

Website: www.inforegulator.org.za

General enquiries: enquiries@inforegulator.org.za

Telephone: 010 023 5200 / 0800 017 160

PART D — RECORDS AVAILABLE WITHOUT A FORMAL PAIA REQUEST

Certain records are made available by YALPAE voluntarily and may be accessed without submitting a formal PAIA request, subject to availability and any applicable website or access conditions.

D.1 Publicly Available Records

These may include:

- this PAIA Manual;
- YALPAE's Privacy Policy;
- YALPAE's Terms of Use;
- YALPAE's Constitution, where publicly published;
- YALPAE's Mandate, where publicly published;
- public statements, notices, and programme information published on official platforms; and
- contact details of YALPAE's Information Officer.

D.2 Member Self-Access

Registered YALPAE members may access certain records relating to themselves through approved YALPAE systems without submitting a formal PAIA request, including their own profile information, their own membership status and type, their chapter affiliation, and communications sent to them by YALPAE. Where a member seeks access to information

beyond what is ordinarily available through such systems, a formal request may be submitted under this Manual.

D.3 Automatic Availability Table

Category of Record	On Website	Available Without PAIA Form	Notes
PAIA Manual	Yes	Yes	Public document
Privacy Policy	Yes	Yes	Public document
Terms of Use	Yes	Yes	Public document
Constitution	Yes	Yes,	Subject to publication status
Mandate	Yes	Yes	Subject to publication status
General programme information	Yes	Yes	Public information
Chapter listings and structure	Yes	Yes	Public information
Member's own basic account data	No	Through member account / support channel	Limited to the member's own data

PART E — RECORDS HELD BY YALPAE

YALPAE holds records in the ordinary course of its governance, membership administration, programme work, safeguarding, partnerships, communications, and legal compliance. The categories below describe the subjects on which records are held and are not exhaustive.

E.1 Governance and Constitutional Records

Category	Description
Constitutional documents	Constitution, By-Laws, Mandate, Annexes, governance instruments
Board records	Board resolutions, minutes, agendas, attendance registers, packs
Committee records	Terms of Reference, committee minutes, reports, recommendations
Policy documents	Adopted internal policies, frameworks, and procedures
Annual reports	Organisational reports and accountability records
Legal and regulatory records	Statutory filings, regulatory correspondence, compliance records

E.2 Membership Records

YALPAE maintains a structured membership database covering the following categories:

Category	Description
Member register	First name, last name, username, date of birth, nationality, cultural background, email, phone, residing nation, postal code, and registration date
Membership types	Junior (ages 10–15), Ordinary (ages 16–35), Alumni (age 36+ or post-leadership), Board Member, Partner, Founding Member, and Donor designations
Membership status records	Active, alumni, or inactive status per member, including start and end dates
Founding Member records	Permanent designation records for founding members
Parental consent records	Parental or guardian contact details and consent records for Junior Members
Address records	Current residing nation and postal code per member
Consent records	Records of member agreement to the Constitution, Code of Conduct, safeguarding requirements, Terms of Use, and Privacy Policy
Membership applications	Submitted registration forms and supporting records
Discipline and appeals	Investigation files, findings, sanctions, and appeal records
Resignation and termination records	Membership closure records and related correspondence
Conflict disclosures	Conflict of interest declarations submitted by members or leaders

E.3 Chapter Records

Category	Description
Chapter register	Chapter nickname, type (global, national, provincial, community, or institution-based), country, province/state, city/town, institution name and type, and active status
Chapter roles	Global shared roles (Chairperson, Vice Chairperson, Secretary, Treasurer, Director of Chapters Volunteers and Mentorship, Director of Child Protection and Safeguarding) and chapter-specific roles
Chapter membership records	Records of members serving in or affiliated with a chapter, including role, status, start and end dates, and alumni history
Chapter leadership history	Historical records of leadership service within chapters, retained for institutional accountability
Chapter correspondence	Establishment records, operational correspondence, and reporting records

E.4 Financial Records

Category	Description
Financial statements	Annual and quarterly financial reports
Budgets	Approved budgets, requests, and variance records
Banking and accounting records	Bank records, payments, and transaction histories
Donation records	Donor name, email, currency, amount, payment reference, area of support, proof of payment, and donation date
Fundraising and grant records	Grant applications, funding correspondence, and fundraising records
Audit records	Internal and external audit reports and findings
Procurement and expense records	Invoices, supplier records, purchase orders, and payment approvals

E.5 Partner and Donor Records

Category	Description
Partner register	Name, type (business, organisation, institution, freelancer, individual, or partnership), contact details, and description of services or products offered
Donor register	Name, type (individual or business), contact details, and description of in-kind or financial contribution
Partnership agreements	Memoranda of understanding, agreements, contracts, and collaboration records
Sponsorship records	Sponsorship correspondence, agreements, and related records

E.6 Volunteer Records

Category	Description
Volunteer register	First name, last name, email, phone, general volunteer status, and registration date
Volunteer role records	Applied and active roles per volunteer, including role name and application date
Volunteer role status records	Status of each volunteer role (pending, active, or inactive) and update history
Volunteer activity records	Participation in events, programmes, and chapter activities

E.7 Safeguarding Records

Category	Description
Safeguarding instruments	Safeguarding framework and related governance documents
Incident and concern records	Reports, referrals, investigations, and outcomes
Safeguarding training records	Attendance, completion records, and certifications
Parental and guardian consent records	Consent forms and verification records for Junior Members and child-facing activities

E.8 Human Resources, Officers and Service Providers

Category	Description
Officer and director records	Appointment records, performance documents, and KPI reports
Mentorship records	Mentor and mentee programme records
Contractor and service provider records	Agreements, invoices, and correspondence with service providers including technical operators

E.9 Programme and Operational Records

Category	Description
Programme records	Plans, attendance, reports, and outcome records
Event records	Registrations, planning files, attendance, and evaluations
Marketing and communications	Public content, media records, and brand materials
Training records	Training materials, facilitator records, and participant records

E.10 Data and Technology Records

Category	Description
Website and platform records	User accounts, session records, and system access records
Database records	Structured records held in YALPAE's membership and operations database (hosted on Supabase, operated by Supabase Inc.)
Data-processing records	Processing logs and operator agreements
Data breach records	Breach reports, assessments, and notifications
Privacy and consent records	Privacy notices, consent forms, and data-subject requests

E.11 Legal and Compliance Records

Category	Description
Legal correspondence	Legal notices, opinions, and litigation files
Regulatory filings	CIPC, NPO, and other statutory filings
Insurance records	Policies, claims, and related correspondence
Intellectual property records	Brand, copyright, licensing, and related records

PART F — RECORDS HELD IN TERMS OF OTHER LEGISLATION

YALPAE may hold records in terms of legislation applicable to its operations. This section identifies categories of records that may be available in accordance with such legislation, where applicable.

Legislation	Categories of Records
Promotion of Access to Information Act 2 of 2000	PAIA Manual, access requests, response records
Protection of Personal Information Act 4 of 2013	Privacy notices, consent records, processing records, data-subject requests
Companies Act 71 of 2008	Company records, resolutions, registers, statutory filings
Electronic Communications and Transactions Act 25 of 2002	Electronic communications and records where applicable
Children's Act 38 of 2005	Records relating to children's participation, parental consent, and safeguarding where applicable
Copyright Act 98 of 1978	Copyright-related records, licences, and permissions
Trade Marks Act 194 of 1993	Brand and trade mark-related records
Labour or tax legislation	Only if and when applicable to YALPAE's operations

This table is not exhaustive and does not itself create automatic access rights. Access remains subject to PAIA and any applicable grounds for refusal.

PART G — POPIA-RELATED PROCESSING INFORMATION

In line with the Information Regulator's private-body template, YALPAE records the following broad processing categories.

G.1 Categories of Data Subjects

- members and applicants (Junior, Ordinary, Alumni, Board Member, Founding Member);
- parents and guardians of Junior Members;
- directors, officers, chapter leaders, and committee members;
- volunteers (general and specific-role);

- partners (organisations, institutions, freelancers, and individuals in a partnership relationship with YALPAE);
- donors (individuals and businesses contributing services, products, or funds);
- mentors, facilitators, and service providers; and
- website users and contacts.

G.2 Categories of Personal Information

- identifying and contact information (name, email, phone, date of birth, postal code, residing nation, nationality, cultural background);
- membership and participation information (membership type, chapter affiliation, role, status, history);
- parental or guardian contact details for Junior Members;
- volunteer role applications and service records;
- donation and contribution records;
- partner and donor registration records;
- governance and compliance records;
- financial or contractual information where relevant;
- safeguarding, disciplinary, or consent records where relevant; and
- website and system usage information.

G.3 Categories of Recipients

- authorised internal office bearers and administrators;
- chapter leadership, where access is required for local participation or coordination;
- Supabase Inc., as YALPAE's primary database and backend infrastructure operator, which processes personal information only on YALPAE's instructions and subject to applicable data-protection safeguards;
- other approved operators and service providers;
- regulators, authorities, or lawful recipients where disclosure is required; and
- programme partners only where lawful, necessary, and authorised.

G.4 Planned Cross-Border Transfers

YALPAE uses cloud and digital service providers whose systems operate across international borders, including Supabase Inc. as its primary database operator. Where personal information is transferred outside South Africa, YALPAE does so subject to lawful safeguards and applicable data-protection requirements, including those under POPIA. Additional caution is applied where transfers involve children's information or safeguarding records.

G.5 Security Measures

YALPAE implements reasonable technical and organisational safeguards including:

- role-based access controls and row-level security policies on the membership database;
- restricted internal access on a need-to-know basis;
- confidentiality obligations for officers, chapter leaders, volunteers, and service providers;
- secure storage arrangements through access-controlled database infrastructure; and
- breach-response and incident-management procedures.

PART H — HOW TO REQUEST ACCESS TO RECORDS

Any person may submit a request for access to records held by YALPAE, subject to PAIA.

H.1 Request Form

A request for access to a record of a private body must be submitted using the prescribed Form 2: Request for Access to Record. The completed form must be addressed to YALPAE's Information Officer at the contact details set out in Part B.

H.2 What the Request Must Include

The request should include:

- the requester's full name and contact details;
- sufficient particulars of the record requested;
- the form of access requested;
- proof of identity;
- proof of authority, if the request is made on behalf of another person; and
- any further information reasonably required to identify the record or assess the request.

H.3 Response Period

YALPAE will respond to a request within 30 days after receipt, unless the period is lawfully extended in terms of PAIA.

H.4 Fees

Access-request fees and access fees for private bodies are governed by the prescribed PAIA regulations. YALPAE will notify a requester of any applicable fee, deposit, or access charge in the manner provided for by law. No request fee is payable where the requester seeks access to their own personal information.

H.5 Form of Access

Where access is granted, it will be provided in the form requested where reasonably practicable, including paper copy, electronic copy, inspection in person, or transcription or extract where appropriate.

PART I — GROUNDS FOR REFUSAL

Access to records may be refused on any lawful ground available under PAIA, including where disclosure would unreasonably infringe protected interests. These grounds may include:

I.1 Protection of Personal Information of Third Parties

Access may be refused where the record contains personal information of a third party and disclosure would be unlawful or unreasonable.

I.2 Confidential Information of Third Parties

Access may be refused where the record contains confidential information supplied by a third party and disclosure would constitute a breach of confidence.

I.3 Safety and Wellbeing

Access may be refused where disclosure could endanger the life, safety, physical wellbeing, or mental wellbeing of any person.

I.4 Safeguarding and Children's Records

Access to safeguarding records, child-protection records, parental consent records, and related sensitive information may be refused or restricted where disclosure could harm a child, compromise an ongoing process, or otherwise be contrary to the best interests of the child or another vulnerable person.

I.5 Commercial, Financial, or Technical Information

Access may be refused where records contain confidential commercial, financial, technical, or strategic information the disclosure of which would cause harm to YALPAE or a third party.

I.6 Legal Privilege

Access may be refused where records are protected by legal professional privilege.

I.7 Internal Deliberative Material

Access may be refused where disclosure would unreasonably expose protected internal deliberations, drafts, or advisory records.

I.8 Severability

Where a record contains both disclosable and protected information, YALPAE will provide access to the disclosable portion where reasonably practicable after severing the protected portion.

PART J — COMPLAINTS, COURT REMEDIES, AND OPTIONAL INTERNAL RECONSIDERATION

J.1 No Formal Statutory Internal Appeal for a Private Body

For a private body such as YALPAE, PAIA does not create a formal internal appeal procedure equivalent to that used by certain public bodies. Requesters may, however, raise concerns directly with the Information Officer if they believe a decision should be reconsidered administratively. Any such reconsideration is voluntary and does not replace any statutory remedy.

J.2 Complaint to the Information Regulator

Where a requester is dissatisfied with YALPAE's response or non-response, a complaint may be submitted to the Information Regulator using Form 5.

PAIA complaints email: PAIAComplaints@infoeregulator.org.za

Website: www.infoeregulator.org.za

Telephone: 010 023 5200 / 0800 017 160

J.3 Court Relief

A requester who is not satisfied with the outcome may apply to a competent court for appropriate relief in terms of PAIA.

PART K — AVAILABILITY OF THIS MANUAL

This Manual is available:

- on YALPAE's website at [Insert website URL];
- from the Information Officer on written request; and

- in printed form on request, subject to reasonable copying arrangements where applicable.

PART L — UPDATING OF THIS MANUAL

This Manual will be reviewed and updated at least every two (2) years, or sooner if required by changes in law, regulator guidance, organisational structure, or the nature of the records held. The current version of the Manual will be published on YALPAE's website.

PART M — ADOPTION AND CERTIFICATION

This Manual is compiled in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 and is adopted on behalf of YALPAE.

Information Officer	Thabo .L Mketsu
Designation	Chairperson
Signature	_____
Date	____/____/____
Organisation	Young African Leaders, Pioneers and Entrepreneurs (YALPAE)
Registration No.	K-2025/670308/08