

Registration Number of Company:

Reg No. 2007/020812/08

NAME OF COMPANY: AfrikaBurns Creative Projects NPC

AfrikaBurn

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

DATE OF COMPILATION: 13/04/2021

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1. INTRODUCTION

AFRIKABURNS CREATIVE PROJECTS (NPC) trading as AfrikaBurn conducts business as an arts organisation – promoting art and creativity in the world. We host an annual event each year, as well as many projects, initiatives and programmes to better, and uplift the communities of South Africa.

2. COMPANY CONTACT DETAILS

Directors: Ms. Lorraine Tanner (Executive Director)

Ms. Lungile Zakwe

Mr. Malilimalo Phaswana

Mr. Nic Raubenheimer

Mr. Ralph Borland

Mr. Roger Van Wyk

Office Manager: Ms. Nokubonga Vusani

CEO: Ms. Lorraine Tanner

Postal Address: PO Box 191, Observatory, 7935, South Africa

Street Address: The Junction Hotel, 8 Junction Road, Salt River, 7925, South Africa

Telephone Number: +27 (0) 21 447 4010

Email: info@afrikaburn.com

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3. THE ACT

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address:	Private Bag 2700, Houghton, 2041
Telephone Number:	+27-11-877 3600
Fax Number:	+27-11-403 0625
Website:	www.sahrc.org.za

4. APPLICABLE LEGISLATION

- 4.1** No. 61 of 1973 Companies Act
- 4.2** No. 98 of 1978 Copyright Act
- 4.3** No. 55 of 1998 Employment Equity Act
- 4.4** No. 95 of 1967 Income Tax Act
- 4.5** No. 66 of 1995 Labour Relations Act
- 4.6** No. 89 of 1991 Value Added Tax Act
- 4.7** No. 75 of 1997 Basic Conditions of Employment Act
- 4.8** No. 25 of 2002 Electronic Communications and Transactions Act
- 4.9** No. 2 of 2000 Promotion of Access of Information Act
- 4.10** No. 30 of 1996 Unemployment Insurance Act

5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Job openings, positions and HR	Information submitted in applications for directorship	Requested from directors@afrikaburn.com
	Information submitted in applications for job openings	Requested from jobs@afrikaburn.com
	Information submitted in applications for membership	Requested from memsec@afrikaburn.com
	Information submitted in applications to join committees within the AfrikaBurn organisation	Requested from the committee in question
	Information submitted on our website while applying to join the gate crew	Requested from diehek@afrikaburn.com
	Image or photograph submitted on our website while applying to join the gate crew	Requested from diehek@afrikaburn.com
	Information submitted on our website while applying to join the Department of Public Works (DPW) team	Requested from dpw@afrikaburn.com
	Image or photographs submitted on our website while applying to join the Department of Public Works (DPW) team	Requested from dpw@afrikaburn.com
	Information submitted on our website while applying to join the Green Dot team	Requested from greendot@afrikaburn.com
	Information submitted on our website while applying to join the Rangers	Requested from rangers@afrikaburn.com
	Image or photographs submitted on our website while applying to join the Rangers	Requested from rangers@afrikaburn.com
	Information submitted on our website while applying to join the volunteer team	Requested from volunteers@afrikaburn.com
	Information submitted on the Sign-up Genius website while applying for volunteer roles	Requested from volunteers@afrikaburn.com
	Information submitted on our website while applying to join the Sanctuary team	Requested from sanctuary@afrikaburn.com
	Information submitted during applications to join Kitchen Crew	Requested from kitchen@afrikaburn.com
Information supplied during the photography and media accreditation process	Requested from media@afrikaburn.com	

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	Photographs supplied during the photography and media accreditation process	Requested from media@afrikaburn.com
	Information provided to the airspace and airport crew when applying to join the airspace or airport team	Requested from airspace@afrikaburn.com
Support and assistance	Name and contact details gathered through our self-hosted support system	Requested from support@afrikaburn.com
	Name and contact details gathered through one-on-one communications	Requested from info@afrikaburn.com or the person with whom you were dealing.
	Name and contact details as provided to our Lost and Found or Lost Bikes teams	Requested from lostandfound@afrikaburn.com
	Information gathered or provided to our Sexual Trauma Assault and Rape (STAR) team during a STAR incident	Requested from info@afrikaburn.com
Intellectual property, project registrations, and creative contributions	Architectural diagrams and 3D models gathered for structural safety signoff	Requested from art@afrikaburn.com
	Content submitted to AfrikaBurn via the 'newsletter submission form'	Requested from communications@afrikaburn.com
	Project information gathered while applying for projects at 'Afterglow' (the Gauteng-based decompression event)	Requested from afterglow@afrikaburn.com
	Project information gathered while applying for a creative project at AfrikaBurn	Requested from art@afrikaburn.com
	Project information gathered while applying for a Theme Camp at AfrikaBurn	Requested from themecamps@afrikaburn.com
	Digital project models supplied during the application process for a creative project for AfrikaBurn	Requested from art@afrikaburn.com
	Physical project models supplied during the application process for a creative project for AfrikaBurn	Requested from art@afrikaburn.com
	Artworks donated to AfrikaBurn Creative Projects	Requested from art@afrikaburn.com
	Content submitted to the AfrikaBurn Binnekring Blog for publication	Viewable on https://www.afrikaburn.com/binnekr

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		ingblog/ or requested from communications@afrikaburn.com
	Name and email address submitted to AfrikaBurn for use with a Binnekring Blog post	Viewable on https://www.afrikaburn.com/binnekringblog/ or requested from communications@afrikaburn.com
	Project information as submitted for the Where To Find (WTF) Guide	Viewable in the printed WTF Guide or requested from communications@afrikaburn.com
	Concept ideas and content for the Clan proposal as submitted on our websites	Requested from art@afrikaburn.com
	Concept ideas and content submitted as part of the AfrikaBurn Theme Proposal process	Requested from art@afrikaburn.com
	Ideas and content submitted for broadcast as part of our HomeBurn online events	Requested from homeburn@afrikaburn.com
	Photographs submitted and displayed on our Gallery website	Either self-managed through the photographer's portal on gallery.afrikaburn.com or requested via photography@afrikaburn.com
	Photographs utilised in our communications materials	Requested via communications@afrikaburn.com
	Information submitted during application to perform on the Off-Centre Camp stage	Requested via occ@afrikaburn.com
Children's Information	Details of people under the age of 18 as submitted during the ticket purchase process	Requested via support@afrikaburn.com
	Details of people under the age of 18 as collected in person during an AfrikaBurn event	Requested via info@afrikaburn.com
	Details of people under the age of 18 as gathered and provided during a missing child event	Requested via info@afrikaburn.com
Banking or financial information	Financial information supplied while applying for a creative grant	Requested via art@afrikaburn.com
	Financial information supplied while applying for a Spark grant	Requested via outreach@afrikaburn.com
	Records of the finances of projects that were awarded grants	Requested via info@afrikaburn.com
	Financial information supplied while applying for a Subsidised ticket	Requested via support@afrikaburn.com

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	Financial information supplied while applying for an Anathi or access grant	Requested via outreach@afrikaburn.com
	Image of bank statement or payslip information as collected while applying for Anathi or access grant	Requested via outreach@afrikaburn.com
	Image of bank statement as supplied during Subsidised ticket application	Requested via support@afrikaburn.com
	Banking details for all paid team members, permanent employees, part-time employees, contractors and ad hoc workers	Requested via finance@afrikaburn.com
Marketing and regular communications	Email address and name in order to receive the main newsletter 'The Baardskeerder'	Available in the footer of the received email or via info@afrikaburn.com
	Email address and name in order to receive the Department of Mutant Vehicles (DMV) newsletter and DMV-related email communications	Available in the footer of the received email or via dmv@afrikaburn.com
	Email address and name in order to receive ticket notifications	Available in the footer of the received email or via info@afrikaburn.com
	Email address and name in order to receive the Rangers newsletter and ranger-related email communications	Available in the footer of the received email or via rangers@afrikaburn.com
	Email address and name in order to receive the Art newsletter and creative-community-related email communications	Available in the footer of the received email or via art@afrikaburn.com
	Email address and name in order to receive the Photography newsletter and photography-related email communications	Available in the footer of the received email or via photography@afrikaburn.com
	Email address and name in order to receive region-specific newsletters and community callouts	Available in the footer of the received email or via info@afrikaburn.com
	Email address and name in order to receive the Sound Ranger newsletter and sound-ranger-related email communications	Available in the footer of the received email or via info@afrikaburn.com
	Email address and name in order to receive the Quaggafontein or 'New Land' newsletter and Quaggafontein-related email communications	Available in the footer of the received email or via info@afrikaburn.com

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	Email address and name in order to receive the Theme Camp newsletter and Theme-Camp-related email communications	Available in the footer of the received email or via themecamps@afrikaburn.com
	Email address and name in order to receive the Volunteer newsletter and volunteer-related email communications	Available in the footer of the received email or via volunteers@afrikaburn.com
	Email address and name in order to receive the 'Die Hek' gate newsletter and gate-related email communications	Available in the footer of the received email or via diehek@afrikaburn.com
	Messages sent using the contact forms on our websites	Requested via support@afrikaburn.com
Medical or psychiatric information	Any medical or psychiatric information provided to our Sanctuary team	Requested via sanctuary@afrikaburn.com
	Any medical or psychiatric information provided to our Medic or Clinic teams	Requested via info@afrikaburn.com
	Any voluntary medical information added to your user profile on the AfrikaBurn Tribe system	Requested via support@afrikaburn.com
	Any voluntary medical information entered while purchasing a ticket on Quicket.co.za	Requested via tickets@afrikaburn.com
Bookings, purchases and reservations	Your name, email address and telephone number provided while enquiring about booking a room or space at one of our properties	Requested via bookings@afrikaburn.com
	Your name, ID number and email address as collected on Quicket.co.za while purchasing tickets for an AfrikaBurn event	Requested via tickets@afrikaburn.com
	Your name, email address and further information as provided while retrieving a quote on our Department of Stuff website	Requested via info@departmentofstuff.co.za
	Your name and email address as supplied while bidding for products on our Kuns for Kuns Auctionhouse	Requested via support@afrikaburn.com
	Your name, email address and company details gathered during the application to become a registered supplier	Requested via suppliers@afrikaburn.com
	Information provided by pilots while paying airport fees on Quicket	Requested via airspace@afrikaburn.com

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Physical records, guestbooks and logging books	Your name and any other information you have provided in our Quaggafontein on-site visitor or guest book	Requested via info@afrikaburn.com or viewable at Quaggafontein
	Your name and explicitly provided information as gathered by the Venue Operations Control team at an AfrikaBurn event	Requested via info@afrikaburn.com
	Your name and email address as provided when participating in one of our organisation-led on-site activities during an AfrikaBurn event	Requested via info@afrikaburn.com
	Your name, email address and your submitted information during the Creative Grant assessment process	Requested via art@afrikaburn.com
Digital information and user accounts	Photograph as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	First and last name as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	Gender as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	Passport number as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	ID number as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	Date of birth as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	Email address as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	Username as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
	Password as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com

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Location as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
Information about previous participation at AfrikaBurn-related events as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
List of other burn events attended as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
Mobile number as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
Secondary email address as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
Social media or website links as submitted when registering a 'Burner Bio' account or user profile on our tribe.afrikaburn.com website	Accessible via your tribe.afrikaburn.com profile or via support@afrikaburn.com
Information submitted on our website while applying for Work Access Passes.	Requested via support@afrikaburn.com
Information and content created and shared (with your Collective) using the Collectives' social space on tribe.afrikaburn.com	Manageable via your tribe.afrikaburn.com portal or requested via support@afrikaburn.com
Information provided in a POPIA request	Requested via info@afrikaburn.com

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1** Use the prescribed form, available on the AfrikaBurn website at <https://www.afrikaburn.com/contact/request-for-personal-information> and <https://www.afrikaburn.com/contact/private-body-information-request> and attached as Annexure A.
- 6.1.1** Ensure that you fill in the form correctly for an individual person or a private body.
- 6.2** Address your request to the Head of the Company (CEO or MD).
- 6.3** Provide sufficient details to enable the COMPANY to identify:
 - (a)** The record(s) requested;

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- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d)
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

- 7.1** A request for access to a record, other than record containing personal information about yourself, will be processed only after a request fee (currently R50.00) has been paid.
- 7.2** If the prescribed request fee is amended you will be notified of the amount required to be paid as the request fee.
- 7.3** The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.