

# HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC

## PROMOTION OF ACCESS TO INFORMATION MANUAL FOR HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC

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# HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC

## 1. Introduction and Definitions

This manual has been compiled for Harvard Global Research Support Centre South Africa NPC (further described below) in accordance with the requirements of the Promotion of Access to Information Act 2 of 2000 (**PAIA**) and the Protection of Personal Information Act 4 of 2013 (**POPIA**).

Harvard Global Research Support Centre South Africa NPC (**HG SA**) hosts program activities carried on in South Africa by the Africa Research Center of Harvard Business School (HBS ARC) and by the Center for African Studies of Harvard University Africa office (CAS Africa). HG SA also from time to time hosts other South Africa-based activities related to Harvard University.

HG SA is a private body as defined in PAIA, and this manual contains the information specified in section 51(1)(b) of PAIA, which is applicable to such a private body. This information is as follows:

- the contact details for the private body;
- a description of the guide referred to in section 10 of PAIA;
- a description of the records of HG SA which are available in terms of any legislation other than PAIA;
- a description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record.

HG SA is a responsible party as defined in POPIA and this manual contains the information stipulated in section 51(1)(c) of PAIA. This information is as follows:

- a description of the categories of Personal Information Processed by HG SA, the purpose of the Processing, a description of the categories of Data Subjects to whom that Processing relates, instances when Personal Information held by HG SA may be transferred out of South Africa, and a description of the information security measures implemented by HG SA to ensure the confidentiality, integrity and availability of the information which is to be Processed; and
- other information as prescribed by regulation.

The manual will be updated at least every twelve months or at such intervals as may be necessary in accordance with the requirements of section 51(2) of PAIA.

The manual facilitates requests for access to records of HG SA as provided for in PAIA and sets out how to access Personal Information held by HG SA in terms of sections 23 and 25 of POPIA.

In this manual, the following words bear the meaning set out below:

“Data Subject”

means the persons to whom Personal Information applies. In reference to HG SA, this primarily but without limitations means individual clients – primarily students and other individuals interested or participating in HG SA activities

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|                         | and services, employees, and vendors/suppliers including operators, other persons and third parties;  |
| “employee”              | means any person who works for or provides services to or on behalf of HG SA, and receives or is entitled to receive remuneration;  |
| “HG SA”                 | means Harvard Global Research Support Centre South Africa NPC (registration number: 2015/045615/08), a non-profit company registered in South Africa in accordance with the Companies Act 71 of 2008, with its registered place of business at 22 Bree Street, Cape Town, South Africa.   |
| “Guide”                 | means the guide published by the SAHRC, and updated and made available by the Information Regulator in terms of section 10 of PAIA;   |
| “Information Officer”   | means the head of a private body as contemplated in section 1 of the Promotion of Access to Information Act. A director of HG SA has been designated as the information officer for HG SA and is duly authorized to carry out the duties of the head of HG SA for purposes of PAIA;   |
| “Information Regulator” | means the regulatory body established in terms of section 39 of POPIA;  |
| “Operator/s”            | means a person who process Personal Information for HG SA in terms of a contract or mandate, without coming under the direct authority of HG SA;  |
| “Personal Information”  | means personal information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to: <ul style="list-style-type: none"><li>(a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the persons;</li><li>(b) information relating to the education or the medical, financial, criminal or employment history of the person;</li><li>(c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</li><li>(d) biometric information of the person;</li><li>(e) personal opinions, views or preferences of the person;</li><li>(f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</li><li>(g) views or opinions of another individual about the persons; and</li></ul> |

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|                                | (h) the name of the person if it appears with other Personal Information relating to the person, or if the disclosure of the name itself would reveal information about the person;   |
| "Processing"                   | means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including – <ul style="list-style-type: none"><li>a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;</li><li>b) dissemination by means of transmission, distribution or making available in any other form; or</li><li>c) merging, linking, as well as restriction, degradation, erasure or destruction of information;</li></ul> and "Process" and "Processed" have corresponding meanings;                                |
| "requester"                    | means any person or entity requesting access to a record that is under the control of HG SA in terms of either PAIA or POPIA;   |
| "SAHRC"                        | means the South African Human Rights Commission;  |
| "Special Personal Information" | means any Personal Information of a Data Subject, concerning – <ul style="list-style-type: none"><li>(a) the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a Data Subject; or</li><li>(b) the criminal behaviour of a Data Subject to the extent that such information relates to –<ul style="list-style-type: none"><li>i. the alleged commission by a Data Subject of any offence; or</li><li>ii. any proceedings in respect of any offence allegedly committed by a Data Subject or the disposal of such proceedings</li></ul></li></ul> |
| "the manual"                   | means this manual which is published in accordance with section 51 of PAIA and "this manual" shall have the same meaning;   |
| "the Minister"                 | means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Correctional Services.  |

## 2. Contact details

A director of HG SA has been designated as the information officer for HG SA and is duly authorized to carry out the duties of the head of HG SA for purposes of PAIA. Requests for access to records or information in terms of either PAIA or POPIA should be addressed to the information officer using the following contact details:

## HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC

Address of the Information Officer:

HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC  
114 Mount Auburn St, 5th Fl  
Cambridge, MA 02138 USA

Telephone: 1-617-496-1889

Email: [notices@harvardglobal.org](mailto:notices@harvardglobal.org)

### 3. **Section 10 Guide on how to use PAIA**

The Information Regulator must, in terms of section 10 of PAIA, update and make available the Guide compiled by the SAHRC to assist persons wishing to exercise any rights in terms of PAIA.

The Guide may be obtained from the Information Regulator. Any person wishing to obtain the Guide may either access it through the website of the Information Regulator at [https://www.justice.gov.za/inforeg/docs/misc/PAIA-Guide-English\\_20210905.pdf](https://www.justice.gov.za/inforeg/docs/misc/PAIA-Guide-English_20210905.pdf) or should contact:

Address of the Information Regulator:

P.O Box 31533,  
Braamfontein,  
Johannesburg  
2017

Telephone: (010) 023 5200

Email: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

### 4. **Records available in terms of any other legislation**

Certain records held by HG SA are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation is as follows:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Medical Schemes Act 131 of 1998
- Occupational Health and Safety Act 85 of 1993

- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

5. **Description of the subjects on which HG SA holds records and the categories of records held on each subject**

The following is a list of the subjects on which HG SA holds records and the categories into which these fall. The procedure in terms of which such records may be requested from HG SA is set out in Section 7 of this manual. The records listed below will not in all instances be provided to a requester who requests them in terms of PAIA. The requester has to show that he or she has the right in terms of PAIA to be given access to the records in question.

**Categories of records**

**Description of records held**

**Administration**

- Minutes of meetings of directors
- Records relating to the incorporation of HG SA

**Management**

- Internal correspondence
- Resolutions of the directors of HG SA

**Finance**

- Accounting records
- Tax records
- Accounts payable and receivable
- Insurance records
- Auditors' reports
- Interim and annual financial statements
- Bank statements and other banking records for business and trust accounts
- Records regarding HG SA's financial commitments

**Human Resources**

- List of employees
- Employment contracts
- Conditions of employment
- Information relating to prospective employees
- Personnel records including personal details

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- Employee tax information
- Records of Unemployment Insurance Fund contributions
- Records regarding group life assurance and disability plans
- Payroll records
- Correspondence relating to personnel

### **Suppliers**

- Supplier lists and details of suppliers
- Agreements with suppliers

### **Information Technology**

- Computer software
- Support and maintenance agreements

### **Property**

- Asset registers
- Lease agreements in respect of immovable property
- Records regarding insurance in respect of movable property
- Records regarding insurance in respect of immovable property

### **Miscellaneous**

- Internal correspondence
- Firm publications

## **6. Categories of records which are available without request**

No notices relating to HG SA have been published by the Minister in terms of section 52(2) of PAIA. Certain records of HG SA are available without needing to be requested in terms of the request procedures set out in PAIA and detailed in Section 7 of this manual. This information may be inspected, or copied at <https://africa.harvard.edu/>, <https://www.hbs.edu/global/about/Pages/africa.aspx> and <https://www.harvardglobal.org/where-we-operate/south-africa>.

## **7. Request procedure in terms of PAIA**

A request for access to records held by HG SA in terms of section 50 of PAIA must be made on the form contained in the Regulations Regarding the Promotion of Access to Information (Form C). A copy of the form is attached as Annexure B to this manual. The request must be made to HG SA at the address, or email address, specified in Section 2 above.

A requester must provide sufficient detail on the prescribed form to allow HG SA to identify the record or records which have been requested and the identity of the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to HG SA. The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa.

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The requester must identify the right that he, she or it is seeking to exercise by accessing records held by HG SA and must explain why the particular record or records requested is or are required for the exercise or protection of that right.

HG SA may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include: that access would result in the unreasonable disclosure of personal information about a third party, that refusal is necessary to protect the commercial information of a third party or of HG SA itself, that refusal is necessary to protect the confidential information of a third party, that refusal is necessary to protect the safety of individuals or property, that a record constitutes privileged information for the purpose of legal proceedings, and that refusal is necessary to protect the research information of a third party or HG SA itself. Access to documents may also be refused on the basis of professional privilege.

HG SA is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of HG SA's decision in another manner as well, this must be set out in the request and the relevant details included, to allow HG SA to inform the requester in the preferred manner.

HG SA will make a decision in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30 day period is extended as provided for in PAIA. HG SA will notify the requester if the 30 day period for processing a request is to be extended.

Where a request is refused, a requester may apply to the High Court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The Court will determine whether the records should be made available or not.

### 8. **Fees payable**

A requester has to pay a **request fee** of R50.00. This request fee may be paid at the time a request is made, or the person authorised to deal with such requests on HG SA's behalf may notify the requester that he, she or it needs to pay the request fee before processing the request any further. A requester may apply to Court to be exempted from the requirement to pay the request fee.

Where a request for access to a record or records held by HG SA is granted, the requester also has to pay an **access fee** for the reproduction of the record or records, and for the search for and the preparation of the records for disclosure. HG SA is entitled to withhold a record until the required access fees have been paid. The access fees which are payable are as follows:

|    | <b>Action taken</b>                          | <b>Fee</b> |
|----|--|------------|
| i. | Photocopy of an A4-size page or part thereof | R1.10      |

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| ii.  | Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R0.75  |
| iii. | For a copy in a computer-readable form on -  |        |
|      | stiffy disc  | R7.50  |
|      | compact disc   | R70.00 |
| iv.  | Transcription of visual images, for an A4-size page or part thereof  | R40.00 |
| v.   | Copy of visual images  | R60.00 |
| vi.  | Transcription of an audio record, for an A4-size page or part thereof  | R20.00 |
| vii. | Copy of an audio record  | R30.00 |

In addition, if the search for and preparation of the record or records requested takes more than six hours, HG SA may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records.

If HG SA is of the opinion that the search for and the preparation of the records requested will require more than six hours, HG SA is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the requester. The requester may make an application to the Court or lodge a complaint with the Information Regulator to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the requester.

### **9. Information or records not found**

If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then HG SA will notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.

The affidavit or affirmation will provide a full account, of all the steps taken to find the record or to determine the existence thereof, including details of all communications by HG SA with every person who conducted the search.

If the record in question should later be found, the requester shall be given access to the record in the manner stipulated by the requester unless access is refused by HG SA as permitted by PAIA (as dealt with in Section 7 above).

### **10. Information requested about a third party**

Where any information is requested from HG SA that relates to a third party, HG SA is required to notify the third party of the request. The third party has an opportunity to grant their consent to the disclosure of the record or to make representations as to why the requested record should not be disclosed to the

requester. If HG SA decides to grant access to the record, it will notify the affected third party again. The third party is entitled to apply to court in relation to that decision. The court will then determine whether the record should be disclosed by HG SA or not.

11. **Other information as prescribed**

The Minister has not prescribed that any further information must be contained in this manual.

# HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC

## **ANNEXURE A: PROCESSING OF PERSONAL INFORMATION**

### **General Privacy Notice:**

#### **PRIVACY STATEMENT OF HARVARD GLOBAL RESEARCH SUPPORT CENTRE SOUTH AFRICA NPC**

##### **1. INTRODUCTION**

This is the privacy statement of Harvard Global Research Support Centre South Africa NPC (HG SA), located at 22 Bree Street, Cape Town, 8000, Republic of South Africa. This privacy statement describes the processing of personal information by HG SA under the Protection of Personal Information Act as it may be amended from time to time (POPIA).

The terms "consent," "data subject," "operator," "personal information," "processing," and "responsible party," which appear in this privacy statement, are defined in POPIA.

HG SA hosts program activities carried on in South Africa by the Africa Research Center of Harvard Business School (HBS ARC) and by the Center for African Studies of Harvard University Africa office (CAS Africa). HG SA also from time to time hosts other South Africa activities related to Harvard University.

##### **2. DESCRIPTION OF PERSONAL INFORMATION COLLECTED AND PROCESSED**

###### **❖ HBS ARC Programs**

HG SA, through its HBS ARC programs, collects and processes personal information as an operator for Harvard Business School, a part of Harvard University, Boston, Massachusetts USA, in connection with academic research, and as a responsible party in connection with HBS ARC sponsored events.

HG SA, through its HBS ARC program, primarily collects personal information in the course of academic research on businesses and economic activity in South Africa and Africa-wide. This data may be obtained from public sources and directly through interviews with data subjects.

Data subjects may include executives and employees of businesses and other organizations which are the subjects of the research. The personal information collected in the course of research may be published in case studies and informational newsletters.

In its HBS ARC program, HG SA may also collect personal information from individuals who wish to attend and participate in HBS ARC events such as seminars, conferences, workshops and alumni events. This information is collected directly from the individuals for event registration and further communications of interest to registrants, as well as in connection with promoting, organizing and hosting events.

HG SA's HBS ARC program often receives personal information about students recently accepted to Harvard Business School from African countries and communicates with them to offer matriculation information and to answer questions. The program may also do the same with information on students from South Africa recently accepted to Harvard College.

The types of data may include:

- name, contact information, employer and job title
- date and place of birth
- educational and career information
- information on present work responsibility
- other business information
- other personal information volunteered by data subjects
- images (video of interviews, other imaging)

This personal information may be shared by HG SA's HBS ARC program within HG SA and with the following parties for the purposes stated above:

- offices of Harvard Business School and Harvard Business School faculty, in Boston, Massachusetts USA
- Harvard Business School Publishing
- other Harvard University schools and offices
- Harvard Business School alumni organizations
- the advisory board of HBS ARC
- as also stated below

###### **❖ CAS Africa Programs**

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HG SA, through its CAS Africa program, collects and processes personal information both as a responsible party and, for some purposes, as an operator for Harvard University schools and programs.

In its CAS Africa program, HG SA processes personal information for the following purposes:

- recruiting and assessing candidates from South Africa with higher education degrees to participate in annual fellowship programs at Harvard University
- recruiting and assessing high school students from South Africa to participate in an annual summer education program at Harvard University
- promoting, organizing and hosting CAS Africa and other South Africa conferences, webinars, workshops and other events
- connecting with Harvard University alumni

Data subjects may include:

- candidates for and participants in fellowship programs and high school summer programs
- alumni
- participants in and attendees at events

Types of data vary from program to program, but may include:

- name, contact information such as mailing address, email address, telephone number (parents' contact information for high school students)
- date of birth, citizenship
- educational background, degrees, transcripts
- current employer and employment history
- South Africa ID copy when needed for travel arrangements and confirmation of citizenship
- travel itineraries
- financial information if financial aid has been requested
- medical information when volunteered as needed for arranging travel, health insurance or accommodations
- gender
- Harvard University graduation year of alumni
- other personal information volunteered by data subjects
- photos

This personal information may be collected as follows:

- directly from program candidates, or from persons assisting program candidates
- directly from persons registering to attend CAS Africa events
- from other academic institutions participating in the organization of events
- from Harvard University and CAS Africa alumni records
- from publicly available sources

This personal information may be shared by HG SA's CAS Africa program within HG SA and with the following parties for the purposes stated above:

- the office of the Center for African Studies at Harvard University in Cambridge, Massachusetts USA, and other Harvard University offices and schools
- with respect to event information, any institutions collaborating in the event
- as also stated below

#### ❖ Other HG SA Programs

As an operator for Harvard University's Summer School, HG SA processes data on undergraduate students participating in a bi-annual summer school program in South Africa, including names, other identity information, photos of minors for program marketing and reporting to donors, contact information, educational information, travel itineraries, and medical information when volunteered as needed for arranging travel or accommodations. The data may be received from the Summer School or directly from students.

From time to time HG SA hosts events for local students who have been admitted to Harvard University schools and uses contact information of the students to arrange such events.

#### ❖ Other HG SA Data Uses and Sharing

HG SA may process or share personal information, including communicating data to government authorities, as necessary for preventing, investigating, providing notice of, or taking other action concerning fraud, unlawful or criminal activity, other misconduct, security or technical issues, or unauthorized access to or use of personal information or HG SA's website or data systems; responding to subpoenas, court orders, or other legal process; managing and enforcing HG SA agreements; protecting the health, safety, rights or property of HG SA and its personnel, program personnel, program participants, Harvard University, and others; and meeting other legal obligations.

HG SA may also engage service providers to assist in processing of personal information for the purposes described above. Our service providers will have contractual commitments to safeguard the privacy and security of personal information. (In engaging service providers, HG SA will obtain names and contact information of their personnel.)

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HG SA does not sell personal information to third parties.

## 3. LEGAL BASES FOR THE PROCESSING OF PERSONAL INFORMATION

Where it acts as responsible party, HG SA processes personal information for the purposes described above on the basis of its legitimate interests; to carry out requests of or agreements with data subjects; to carry out agreements with Harvard University for the benefit of data subjects; to satisfy its legal or regulatory obligations; or, where applicable, on the basis of legally compliant data subject consent or the consent of a competent person where the data subject is a minor.

## 4. INTERNATIONAL DATA TRANSFERS

Data subject personal information may be transferred from South Africa to the United States and other countries, for example, to other academic institutions in connection with events. These countries may provide for data protection rules that differ from POPIA. Transfers of personal information from one country to another (or one geographic region to another) will be completed in accordance with paragraph 3 of this privacy statement and POPIA.

## 5. SECURITY OF PERSONAL INFORMATION

HG SA has taken appropriate technical and organizational measures to provide a level of security for the personal information appropriate to the risk. Unfortunately, however, no data transmission, processing, sharing or storage by any party can be guaranteed to be completely secure.

## 6. DURATION OF PERSONAL INFORMATION RETENTION

Personal information will be kept for the period necessary for the performance of the purposes described above and to achieve lawful purposes related to HG SA's activities, and may also be kept to the extent legally permitted for the archival and statistical records of HG SA.

## 7. DATA SUBJECT RIGHTS

To the extent required by and in accordance with POPIA, HG SA will provide a data subject, upon the data subject's reasonable, good faith request, with information about whether HG SA holds any of the data subject's personal information as a responsible party. If HG SA holds such personal information as a responsible party, then upon the data subject's request, HG SA will provide a record or description of the personal information, including a description of the categories of third parties who have access to the information.

To the extent required by and in accordance with POPIA, a data subject may also request HG SA as the responsible party:

- to correct or delete personal information that is inaccurate or otherwise misleading, or unlawfully obtained; or
- to destroy or delete personal information that HG SA is no longer authorized to retain under applicable law.

A data subject may object to further processing of personal information where the personal information has been processed based on the legitimate interest of HG SA, provided that the objection is based on reasonable grounds relating to the data subject's particular situation. A data subject may also object to processing of personal information by HG SA for purposes of direct marketing.

If HG SA processing of personal information is solely based on consent, a data subject also has the right to withdraw consent to the processing, subject to certain limitations at law.

If a data subject request results in cessation of processing, HG SA thereafter might not be able to provide the data subject with all (or any) of the related services.

In certain cases, HG SA may continue to process personal information after the data subject has withdrawn consent or requested that HG SA delete personal information or otherwise objected to processing, if HG SA has a legal basis to do so, for example, if the data is still needed to comply with a legal obligation or to pursue or enforce HG SA's legal rights.

To submit a request, a data subject may contact HG SA by sending an email message to [Notices@harvardglobal.org](mailto:Notices@harvardglobal.org). HG SA and a relevant unit of Harvard University will often cooperate on the response. To avoid taking action regarding a data subject's personal information at the direction of someone other than the data subject, data subjects will often be asked for information verifying their identity.

HG SA will respond to such data subject requests in a reasonable time, in accordance with the procedures stated in POPIA. Data subjects may lodge complaints about HG SA's response, or other complaints about HG SA's processing of their personal information, with the South Africa Information Regulator:

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JD House  
27 Stiemens Street  
Braamfontein  
Johannesburg, South Africa, 2001  
[POPIAComplaints.IR@justice.gov.za](mailto:POPIAComplaints.IR@justice.gov.za)

## 8. INFORMATION OFFICER

A Director of HG SA is HG SA's Information Officer.

## 9. STATEMENT DATE; CHANGES

This privacy statement was last updated as of: 1 October 2021. This privacy statement may be amended from time to time in accordance with changes in the data practices of HG SA or applicable law.

**ANNEXURE B**

**FORM C  
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))

[Regulation 10]

**A. Particulars of private body:**

The Information Officer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Particulars of person requesting access to the record**

- |   |
|---|
| <p>(a) The particulars of the person who requests access to the record must be given below.<br/>(b) The address and/or fax number in the Republic to which the information is to be sent, must be given.<br/>(c) Proof of the capacity in which the request is made, if applicable, must be attached.</p> |
|---|

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_  
\_\_\_\_\_

**Particulars of person on whose behalf request is made:**

|   |
|---|
| <p><i>This section must be completed ONLY if a request for information is made on behalf of another person.</i></p> |
|---|

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record:**

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- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.
- The requester must sign all the additional folios.**

Description of record or relevant part of the record: \_\_\_\_\_

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Reference number, if available: \_\_\_\_\_

Any further particulars of record: \_\_\_\_\_

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

|                   |   |
|-------------------|---|
| Disability: _____ | Form in which record is required: _____ - |
| _____             | _____                                     |

Mark the appropriate box with an X.

**NOTES:**

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form:**

|  |   |
|--|---|
| <input type="checkbox"/> copy of record* | <input type="checkbox"/> inspection of record |
|--|---|

**2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):**

|  |  |   |
|--|--|---|
| <input type="checkbox"/> view the images | <input type="checkbox"/> copy of the images* | <input type="checkbox"/> transcription of the images* |
|--|--|---|

**3. If record consists of recorded words or information which can be reproduced in sound:**

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|   |  |  |   |
|---|--|--|---|
|   | listen to the soundtrack<br>(audio cassette) |  | transcription of soundtrack*<br>(written or printed document) |
| <b>4. If record is held on computer or in an electronic or machine-readable form:</b>   |  |  |   |
|   | printed copy of record*                      |  | printed copy of information<br>derived from the record*       |
|   |  |  | copy in computer readable form*<br>(stiffy or compact disc)   |
| *If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?<br><b>Postage is payable.</b> |  |  | YES      NO   |

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

Indicate which right is to be exercised or protected: \_\_\_\_\_

\_\_\_\_\_

Explain why the record requested is required for the exercise or protection of the aforementioned right:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record?

\_\_\_\_\_

\_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON  
ON WHOSE BEHALF REQUEST IS MADE