

GOAL2GROWTH FOUNDATION

PAIA MANUAL

Manual prepared in terms of section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("PAIA"), read with section 51 of the Protection of Personal Information Act, No. 4 of 2013 ("POPIA") and the Regulations relating to the Promotion of Access to Information, 2021.

Approved by the Board — 3 August 2026

1. Introduction and purpose

This manual is published by Goal2Growth Foundation NPC ("the Foundation", "we", "us") in terms of section 51 of the Promotion of Access to Information Act, No. 2 of 2000 ("PAIA"). PAIA gives effect to the constitutional right of access to information held by the state and by private bodies, and sets out the procedure for exercising that right.

Since the amendment of PAIA by POPIA, this manual also serves as the manual contemplated in section 51 of POPIA and includes information about how the Foundation processes personal information.

The purpose of this manual is to help members of the public and other requesters to:

- Understand what kinds of records the Foundation holds;
- Understand which records are available automatically, without a formal request;
- Know how to request access to a record, what form to use, and what it costs; and
- Understand how the Foundation collects, uses and protects personal information under POPIA.

2. About the Foundation

Name	Goal2Growth Foundation
Registration number	2026/183753/08
NPO Registration	335-199 NPO
PBO- Section 18A	930091386
Income tax number	9910355198
Nature of body	Non-profit company (private body) incorporated under the Companies Act 71 of 2008
Registered office	Gqeberha (Port Elizabeth), Eastern Cape, South Africa
Website	www.goal2growth.org
Email	info@goal2growth.org
WhatsApp	+27 68 949 9800

The Foundation uses sport, primarily football, as an entry point to deliver broader youth development in under-resourced communities, with a geographic focus on Kwazakhele, Motherwell, Zwide and surrounding areas of the Eastern Cape. Programmes are delivered across six pillars: Play Without Barriers, Education & Youth Development, Health & Wellbeing, Digital & AI Skills Development, Sport & Coaching, and Governance & Community Leadership.

3. Information Officer and Deputy Information Officer

Requests for access to records, and any queries about this manual, must be directed to the Information Officer:

Information Officer	Shane Felix, Founder and Chairperson
Postal / physical address	Gqeberha (Port Elizabeth), Eastern Cape [full physical address to be inserted]
Email	info@goal2growth.org
WhatsApp	+27 68 949 9800
Deputy Information Officers	[To be designated by Board resolution, if any — see note below]

Note: the Information Officer of a private body is, by default, the head of that body. The Board may designate one or more deputy information officers by resolution; until such a designation is made, all requests should be directed to the Information Officer above.

4. How to use this manual and PAIA

The South African Human Rights Commission previously published, and the Information Regulator now maintains, a guide on how to use PAIA and POPIA to exercise your rights. That guide is available from the Information Regulator and includes contact details for the Regulator, an explanation of the notices and forms that must be used, and assistance for requesters who need help completing a request.

Information Regulator (South Africa)	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Regulator email	inforeg@justice.gov.za / PAIAComplaints@inforegulator.org.za
Regulator website	www.inforegulator.org.za

5. Records available in terms of other legislation

Some records held by the Foundation are available through legislation other than PAIA, and a requester may prefer to use that route where it is quicker or more direct. These include, where applicable:

- Annual financial statements and the annual PAIA compliance report submitted to the Information Regulator;
- Public Benefit Organisation (section 30) and section 18A approval records held by the South African Revenue Service;

- Company records (such as the Memorandum of Incorporation and director details) held by the Companies and Intellectual Property Commission (CIPC), which are separately accessible from CIPC;
- Records held by the Department of Social Development in relation to any NPO registration, if applicable.

6. Categories of records held by the Foundation

The table below describes, in general terms, the categories of records the Foundation holds. Not all of these records are available automatically — see section 7. Access to any record must be requested using the procedure in section 9, and may be subject to the grounds for refusal in section 10.

Category	Examples of records	Personal information involved
Governance	Memorandum of Incorporation, Board resolutions, minutes, policies (safeguarding, POPIA, conflict of interest, financial controls, code of conduct)	Names and contact details of directors
Compliance & statutory	CIPC filings, SARS PBO / section 18A correspondence, tax clearance, annual PAIA report	Director and representative details
Financial	Annual financial statements, budgets, donation and grant records, expense schedules	Donor names, banking references where applicable
Programme & beneficiary	Beneficiary support request forms, attendance registers, programme reports	Beneficiary and parent/guardian names, contact details, limited household information
Human resources & volunteers	Volunteer applications, staff contracts, onboarding and screening records	Applicant/employee names, contact details, background-screening results
Partnerships & stakeholders	MOUs, correspondence with funders and partner organisations, organisation contact/profile forms	Contact person names and organisational details
Marketing & communications	Website content, social media assets, newsletters, event materials	Names/images of participants where consent has been given

7. Records available without a request

In terms of section 52 of PAIA, the Foundation voluntarily makes the following categories of records available without requiring a formal request. These are published on the Foundation's website (www.goal2growth.org) or may be obtained from the Information Officer free of charge:

- General information about the Foundation's mission, programmes and six pillars;
- Contact details for volunteering, partnership and donation enquiries;
- The Foundation's brand and public communication materials;
- This PAIA manual; and

- The Foundation's POPIA privacy notice.

8. Processing of personal information (POPIA)

The Foundation processes personal information in accordance with POPIA and its own POPIA Data Protection and Privacy Policy. In summary:

- The Foundation collects personal information only for specified purposes, such as assessing and providing beneficiary support, processing volunteer applications, managing donor relationships, and complying with legal obligations.
- Categories of data subjects include beneficiaries and their parents/guardians, volunteers, employees, donors, and representatives of partner organisations.
- Personal information is not sold and is only shared with third parties where necessary (for example, screening providers for volunteer safeguarding checks, or SARS for section 18A purposes) or where the law requires it.
- The Foundation does not, at present, transfer personal information outside South Africa in the ordinary course of its activities.
- Reasonable technical and organisational security measures are in place to protect personal information against loss, unauthorised access, and disclosure, as set out in the Foundation's POPIA policy.

Requests relating to personal information (for example, a request by a data subject to access or correct their own information) may be made informally to the Information Officer, or formally under PAIA using the procedure in section 9.

9. Procedure for requesting access to a record

9.1 Who may request

Any person, including an organisation, may request access to a record held by the Foundation, provided the request complies with the procedural requirements of PAIA.

9.2 How to request

- Complete the prescribed request form (Form 2 under the PAIA Regulations, "Request for access to record of private body"), available from the Information Regulator's website or the Foundation on request;
- Provide sufficient detail for the Foundation to identify the record and the requester;
- State the right the requester is seeking to exercise or protect, and why the requested record is required for that right, if applicable;
- Indicate the preferred form of access (e.g. copy, inspection, electronic) and specify if a South African official language other than English is preferred;
- Submit the completed form to the Information Officer by email or post, using the details in section 3.

9.3 Fees

A request fee and, where applicable, an access fee may be charged in accordance with the fees prescribed under the PAIA Regulations. Current prescribed fees are available from the Information Regulator. No fee is charged for requests for a person's own personal information, except for the reasonable cost of reproduction.

9.4 Timeframe

The Foundation will respond to a request within 30 days of receipt, as required by PAIA, unless this period is extended in terms of the Act (for example, where the request is for a large number of records or requires consultation with a third party), in which case the requester will be notified in writing.

9.5 Third-party notification

Where a request may affect the rights of a third party (for example, a beneficiary, volunteer, or partner organisation), the Foundation will, where required by PAIA, notify that third party and give them an opportunity to make representations before deciding on the request.

10. Grounds for refusal

The Foundation may refuse a request for access where PAIA permits or requires it, including where disclosure would involve the unreasonable disclosure of a third party's personal information, would breach a duty of confidentiality, would endanger the safety of a child or other vulnerable beneficiary, or falls within another ground for refusal set out in Part 2 of PAIA. Any refusal will be communicated in writing with reasons, and the requester will be informed of their right to lodge a complaint with the Information Regulator or apply to court.

11. Availability of this manual

- On the Foundation's website: www.goal2growth.org;
- By email request to: info@goal2growth.org; and
- From the Information Officer, free of charge, on request.

This manual will be reviewed at least annually, or sooner if the Foundation's activities, structure, or the requirements of PAIA or POPIA change materially.

12. Adoption

This manual was adopted by the Board of Goal2Growth Foundation NPC and takes effect on the date of adoption below.

Signed for and on behalf of the Board:



Shane Felix, Chairperson

Date: 3 Aug 2026