



PAIA MANUAL

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

Independent Candidates Alliance

Public name: ICAlliance | Registered abbreviation: ICA
IEC reference 3236 | District - DC3 - Overberg

DOCUMENT CONTROL	
Version	1.0
Date of compilation	27 August 2026
Date of last revision	Not applicable - first issue
Status	Current
Issued by	Dennis Ras, Head of the Independent Candidates Alliance and Information Officer

This Manual is made available on the ICAlliance website and at its principal place of business in accordance with PAIA.

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1. LIST OF ACRONYMS AND ABBREVIATIONS

ACRONYM	MEANING
DIO	Deputy Information Officer
ICA	Registered abbreviation of the Independent Candidates Alliance
ICAlliance	Public-facing name of the Independent Candidates Alliance
IEC	Electoral Commission of South Africa
IO	Information Officer
PAIA	Promotion of Access to Information Act 2 of 2000, as amended
POPIA	Protection of Personal Information Act 4 of 2013
Regulator	Information Regulator (South Africa)
Republic	Republic of South Africa

2. PURPOSE OF THIS PAIA MANUAL

This Manual is intended to help members of the public understand what records the Independent Candidates Alliance holds, which records are available without a formal request, how to request access to a record, and how ICAlliance processes and safeguards personal information.

- Identify the records that are available without a formal PAIA request.
- Explain the subjects on which ICAlliance holds records and the categories of records held.
- Provide the contact details of the Head of the private body and Information Officer.
- Explain how to obtain the Information Regulator's Guide on the use of PAIA.
- Describe the purposes for which ICAlliance processes personal information.
- Describe the categories of data subjects, information processed, recipients, possible transborder flows, and security safeguards.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1 Head of the private body and Information Officer

Name	Dennis Ras
Position	Head of the Independent Candidates Alliance
Capacity	Head of the private body and Information Officer
Telephone	+27 62 124 2870
Email	admin@icalliance.co.za

3.2 Deputy Information Officer

No Deputy Information Officer has been designated as at the date of this Manual.

3.3 General access-to-information contact

Email: admin@icalliance.co.za

3.4 Principal place of business

Independent Candidates Alliance
20 Duiker Crescent
Sandbaai
Hermanus
Western Cape
South Africa

Website: www.icalliance.co.za

4. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

The Information Regulator has published a Guide on how to use PAIA. The Guide explains the objects of PAIA and POPIA, the prescribed request forms, applicable fees, grounds for refusal, and the remedies available to a requester.

The Guide is available in each official language and in accessible formats from the Information Regulator. It may be obtained:

- From the Information Regulator's website: <https://inforegulator.org.za/paia/>
- From the Information Regulator at Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191.
- By contacting the Regulator at 010 023 5200, toll-free 0800 017 160, or enquiries@inforegulator.org.za.
- From the ICAlliance Information Officer upon request.

A person seeking access to a record of a private body must identify the right they seek to exercise or protect and explain why the requested record is required for that purpose.

5. CATEGORIES OF RECORDS AVAILABLE WITHOUT A FORMAL REQUEST

The following records are generally available without a formal PAIA request, subject to publication status, confidentiality, privacy, legal privilege and applicable law.

CATEGORY	TYPES OF RECORD	ACCESS
Registration and governance	IEC registration particulars and certificate; current Constitution; public governance notices and approved public policies.	Website or request by email
PAIA and privacy	This PAIA Manual; Privacy & POPIA Notice; prescribed PAIA forms; website Terms of Use.	Website or request by email
Public communications	News, public statements, notices, voter-education material, public event information and published newsletters.	Website
Candidates and elections	Approved public candidate profiles, public manifestos, candidate-selection notices and published election information.	Website, when available
Political funding	Funding disclosures and financial information that ICAlliance is legally required or has formally resolved to publish.	Website, when available
Community participation	Public meeting notices, approved agendas, public consultation notices and published accountability reports.	Website, when available

The inclusion of a category above does not require ICAlliance to disclose personal information, confidential records, legally privileged material, security-sensitive information or any record protected from disclosure by PAIA or another law.

6. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

CATEGORY OF RECORDS	APPLICABLE LEGISLATION
Constitution and electoral governance records	Constitution of the Republic of South Africa, 1996; Electoral Commission Act 51 of 1996; Local Government: Municipal Electoral Act 27 of 2000; Electoral Act 73 of 1998, where applicable.
Political funding and financial records	Political Funding Act 6 of 2018; Income Tax Act 58 of 1962; applicable accounting, banking and tax legislation.
Access to information and privacy records	Promotion of Access to Information Act 2 of 2000; Protection of Personal Information Act 4 of 2013.
Electronic communications and website records	Electronic Communications and Transactions Act 25 of 2002 and other applicable electronic-communications legislation.
Employment and contractor records	Basic Conditions of Employment Act 75 of 1997; Labour Relations Act 66 of 1995; Unemployment Insurance Act 63 of 2001; Compensation for Occupational Injuries and Diseases Act 130 of 1993, where applicable.

This list is not exhaustive. Records may be created or retained under any other law applicable to ICAlliance's operations.

7. SUBJECTS ON WHICH ICALLIANCE HOLDS RECORDS AND CATEGORIES OF RECORDS

SUBJECT	CATEGORIES OF RECORDS
Registration and governance	IEC registration documents; Constitution; founding and governance records; leadership records; meeting notices, agendas, minutes and resolutions; delegations; policies; registers; correspondence.
IEC and electoral administration	IEC correspondence; timetables; candidate lists; nomination records; deposits and fees; electoral compliance records; party-agent records; objections, disputes and election results.
Membership	Applications; identity and contact information; approval and status records; fees or waivers where applicable; communications; suspensions, terminations and appeals.
Candidates and nominees	Applications and nominations; consent records; eligibility declarations; voter and identity verification; experience and qualifications; references; assessments; public profiles; manifestos; training; agreements and undertakings.
Community participation	Ward and municipal participation records; community submissions; issue reports; consultations; petitions; meetings; candidate-selection participation; ward priorities; mandate and accountability records.
Volunteers and supporters	Registrations; skills and availability; assigned roles; participation and communication preferences.
Finance and political funding	Banking; budgets; financial statements; receipts; invoices; expenditure approvals; donation and donor records; disclosures; deposits; assets; suppliers; contracts; audits and tax records.
Employees and contractors	Agreements; contact and payment information; performance; leave; disciplinary records; confidentiality undertakings; tax and statutory records, where applicable.
Communications and media	Emails; contact forms; newsletters; media enquiries; public statements; social-media content; photographs; videos; campaign material; consent and opt-out records.
Information technology and security	Website and database records; user accounts; permissions; logs; backups; software and plugin records; hosting and support records; security incidents; operator information.
PAIA and POPIA compliance	PAIA requests and responses; request registers; annual reports; privacy notices; consent records; data-subject requests; objections; corrections; security-compromise records; operator agreements; impact assessments; retention schedules; correspondence with the Regulator.

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purposes for processing personal information

- Register and manage website and portal accounts.
- Administer membership applications, status and communications.
- Receive and assess candidate applications and community nominations.
- Verify identity, age, voter-registration information and electoral eligibility where lawful and necessary.

- Administer community candidate-selection, consultation and accountability processes.
- Create and maintain approved public candidate profiles and manifestos.
- Manage volunteers, supporters, meetings, events and public participation.
- Provide voter education, newsletters and relevant political communications.
- Receive, record and account for donations and financial support.
- Comply with electoral, political-funding, tax, accounting, PAIA, POPIA and other legal obligations.
- Investigate complaints, misconduct, conflicts and security incidents.
- Secure, maintain, back up and improve ICAlliance's website and administrative systems.

8.2 Categories of data subjects and personal information

DATA SUBJECT	PERSONAL INFORMATION THAT MAY BE PROCESSED
Website visitors and registered users	IP address, device/browser data, security logs, login data, contact details, account activity and form submissions.
Members	Names, identity and contact information, address, municipality and ward, membership status, communication preferences, fees or waiver information where applicable.
Candidate applicants and nominees	Identity and contact information, voter and ward information, biography, photographs, qualifications and experience, references, declarations, supporting documents, application and selection records.
Nominators and community participants	Names, contact details, municipality and ward, nomination details, participation records, submissions and preferences.
Volunteers and supporters	Names, contact details, skills, availability, location, assigned roles and communications.
Donors	Names or entity details, contact information, donation and payment information, disclosures and supporting records required by law.
Suppliers, operators and advisers	Names, organisation and registration information, contact details, banking/payment information, contracts and correspondence.
Employees and contractors	Identity and contact details, employment or contractual records, qualifications, payment and statutory information, performance and disciplinary information, where applicable.
Complainants and correspondents	Identity and contact information, complaint or enquiry content, supporting records, response and outcome.

8.3 Recipients or categories of recipients

CATEGORY OF PERSONAL INFORMATION	RECIPIENTS OR CATEGORIES OF RECIPIENTS
Identity, voter-registration and electoral information	The IEC and authorised verification or electoral service providers, where lawful and necessary.
Website, account and form information	Axxess as website and email host; authorised ICAlliance administrators; authorised website and technical support operators.
Newsletter and email information	MailPoet, GoSMTP and the configured email infrastructure, to the extent required for authorised communications.
Donation and financial information	Banks, payment providers when activated, auditors, accountants, the IEC and other authorities where disclosure is required by law.
Governance, complaints and legal records	Authorised office bearers, disciplinary structures, professional advisers, regulators, courts or law-enforcement authorities where lawfully required.
Public candidate and organisational information	The public, only where the information has been approved for lawful public publication.

8.4 Planned transborder flows of personal information

ICAlliance does not presently plan to store its primary website database outside South Africa. Its website and email infrastructure are hosted through Axxess. Some software, plugin, email or technical service providers may nevertheless process limited technical, diagnostic, licensing or communication information outside South Africa. Any transborder transfer of personal information will be managed in accordance with section 72 of POPIA and appropriate contractual, legal or organisational safeguards.

8.5 General description of information-security measures

- HTTPS-secured website connections.
- Authentication and password controls for administrative and user accounts.
- Role-based and restricted administrative access.
- Regular software, WordPress and plugin updates.
- Security and activity logs where available.
- Local backup copies for continuity and recovery, stored on controlled devices or media.
- Confidentiality requirements for authorised persons and operators.
- Access limited to persons who require information for an authorised function.
- Procedures to investigate and respond to suspected security compromises.
- Ongoing review of safeguards as systems and operations develop.

No information system can be guaranteed to be completely secure. ICAlliance applies safeguards that are reasonable and appropriate to the nature of the information and the risks involved.

9. AVAILABILITY OF THE MANUAL

A copy of this Manual is available:

- On the ICAlliance website at www.icalliance.co.za.
- At the principal place of business for public inspection during reasonable business hours, by prior arrangement.
- From the Information Officer upon request.
- To the Information Regulator upon request and through the Regulator's eServices portal where uploaded.

An electronic copy may be supplied without charge. A reasonable prescribed fee may be payable for printed copies, reproduction or delivery.

10. UPDATING OF THE MANUAL

The Head of the Independent Candidates Alliance will review and update this Manual when material changes occur, including changes to the organisation's structure, contact details, record categories, processing activities, systems, service providers or applicable law.

11. ACCESS REQUESTS, DECISIONS AND REMEDIES

11.1 How to submit a request

A requester must complete the prescribed Form 2: Request for Access to Record, attach proof of identity and, where acting for another person, attach proof of authority.

The completed form must be sent to admin@icalliance.co.za or delivered to the principal place of business. The request must identify the record, the right to be exercised or protected, and explain why the record is required for that purpose.

The current Form 2 is available from the Information Regulator at:

<https://infoeregulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>

11.2 Fees and decision period

The requester will be notified of any prescribed request, search, preparation, reproduction or delivery fee. ICAlliance will ordinarily communicate its decision within 30 days after receiving a properly completed request, subject to any extension permitted by PAIA.

11.3 Grounds for refusal

Access may be refused where PAIA requires or permits refusal, including to protect another person's privacy, confidential or commercial information, legal privilege, safety, security, protected research, or information prohibited from disclosure by law.

11.4 Complaint or court application

There is no internal appeal against a decision of the head of a private body. A requester may lodge a complaint with the Information Regulator using Form 5 or approach a competent court, subject to PAIA.

The current Form 5 is available from the Information Regulator at:

<https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form05-Reg10-1.pdf>

PAIA complaints: PAIAComplaints@inforegulator.org.za

Telephone: 010 023 5200 Toll-free: 0800 017 160

ISSUED BY	
Name	Dennis Ras
Position	Head of the Independent Candidates Alliance and Information Officer
Date	27 August 2026
Version	1.0

This Manual should be read together with the ICAlliance Privacy & POPIA Notice and any applicable record-specific or process-specific notice.