
PAIA MANUAL

The World of Impact (Pty) Ltd

Company Registration Number: 2023/945699/07

Prepared in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)
Date of Compilation: July 2026 | Date of Revision: July 2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

Abbreviation	Meaning
CEO	Chief Executive Officer
IO	Information Officer
Minister	Minister of Justice and Correctional Services
PAIA	Promotion of Access to Information Act No. 2 of 2000 (as amended)
POPIA	Protection of Personal Information Act No. 4 of 2013
Regulator	Information Regulator of South Africa
Republic	Republic of South Africa
WOI	The World of Impact (Pty) Ltd
Eish	Eish Impact Africa NPC
GBVF	Gender-Based Violence and Femicide
NSP	National Strategic Plan on GBVF
DSA	Data Sharing Agreement

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 2.1 Check the categories of records held by The World of Impact (Pty) Ltd which are available without a person having to submit a formal PAIA request;
- 2.2 Have a sufficient understanding of how to make a request for access to a record of The World of Impact (Pty) Ltd, by providing a description of the subjects on which the company holds records and the categories of records held on each subject;
- 2.3 Know the description of the records of The World of Impact (Pty) Ltd which are available in accordance with any other legislation;

2.4 Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;

2.5 Know the description of the guide on how to use PAIA, as updated by the Regulator, and how to obtain access to it;

2.6 Know if The World of Impact (Pty) Ltd will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;

2.7 Know the recipients or categories of recipients to whom the personal information may be supplied, including Eish Impact Africa NPC as a related entity;

2.8 Know whether The World of Impact (Pty) Ltd has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and

2.9 Know whether The World of Impact (Pty) Ltd has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

3.1 Information Officer

Name:	Alrien van der Walt
Title:	Director
Email:	alrien@theworldofimpact.org
Privacy enquiries:	alrien@theworldofimpact.org
Telephone:	(+27) 082 323 5137

3.2 National / Head Office

Postal Address:	Same as Physical below
Physical Address:	168 Mollyhawk Close, Grottobay Private Nature Reserve, Swartland, South Africa
Website:	www.theworldofimpact.org
General Email:	info@theworldofimpact.org

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

4.1 The Regulator has, in terms of Section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (the Guide), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2 The Guide is available in each of the official languages and in braille.

4.3 The aforesaid Guide contains a description of the objects of PAIA and POPIA; contact details of Information Officers and Deputy Information Officers; the manner and form of requests for access; assistance available from the IO and the Regulator; all remedies available regarding acts or failures to act; provisions relating to the compilation of manuals; provisions for voluntary disclosure of records; fee notices; and regulations made in terms of Section 92.

4.4 Members of the public can inspect or make copies of the Guide from the offices of public and private bodies, including the offices of the Regulator, during normal working hours.

4.5 The Guide can be obtained:

4.5.1 Upon request to the Information Officer, and

4.5.2 From the website of the Regulator: <https://www.justice.gov.za/inforeg/>

5. CATEGORIES OF RECORDS AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

The following categories of records are available without a formal PAIA request:

Category of Records	Types of Record	Available on Website	Available Upon Request
PAIA Manual	This manual	Yes	Yes
Privacy Policy	Privacy Policy document	Yes	Yes
Programme Information	100-Day Challenge overview, methodology summaries	Yes	Yes
Publications & Reports	Newsletters, impact reports, case studies	Yes	Yes
Contact Information	IO details, general enquiry contacts	Yes	Yes
IP Overview	Description of the 100-Day Challenge training brand	No	Yes
Event Information	Workshop and training schedule (where published)	Yes	Yes

6. DESCRIPTION OF RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

The following records are created and maintained in accordance with applicable South African legislation:

Category of Records	Applicable Legislation
Company registration documents, MOI	Companies Act 71 of 2008
Annual financial statements	Companies Act 71 of 2008; Income Tax Act 58 of 1962
Tax records, PBO / VAT records	Income Tax Act 58 of 1962
Employment contracts, payroll records	Labour Relations Act 66 of 1995; Basic Conditions of Employment Act 75 of 1997
UIF and PAYE records	Unemployment Insurance Act 63 of 2001; Income Tax Act 58 of 1962

Category of Records	Applicable Legislation
PAIA Manual	Promotion of Access to Information Act 2 of 2000
Privacy Policy / POPIA records	Protection of Personal Information Act 4 of 2013
B-BBEE compliance certificate	Broad-Based Black Economic Empowerment Act 53 of 2003
IP and licensing records	Copyright Act 98 of 1978; Trade Marks Act 194 of 1993
Data Sharing Agreement (with Eish Impact Africa NPC)	Protection of Personal Information Act 4 of 2013

7. DESCRIPTION OF SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Subject	Categories of Records
Governance & Company Records	MOI, registration documents, board resolutions and minutes, director records, annual financial statements, audit reports, tax clearance certificates, B-BBEE certificates
Human Resources	Employment contracts, offer letters, payroll records, leave and attendance records, performance appraisals, disciplinary records, UIF and PAYE records, volunteer and contractor agreements
Financial Records	General ledger, bank statements, grant and donor funding records, invoices, purchase orders, procurement records, petty cash, budgets and financial plans
Intellectual Property	World of Impact 100-Day Challenge training materials, facilitation guides, toolkits, methodology documentation, copyright records, licensing and IP agreements, version control records
Programme & Operations	Programme design documents, implementation plans, MEL reports, impact reports, workshop and training records, attendance registers, case studies, photographs and multimedia (with consent)
Stakeholder & Lead Management	Stakeholder mapping data and contact records, lead generation records, engagement records, and consent records
Contracts & Legal	Service agreements, MOUs, partnership agreements, funding agreements, NDAs, data sharing agreements, legal opinions and correspondence
IT & Data Records	Website contact form data, newsletter subscriber lists, Jotform submission data, Mailchimp campaign and engagement data, email correspondence, Google Analytics data (anonymised), IT access logs
Communications & Social Media	Published newsletters, reports and media releases, social media accounts and content, website content and blog posts, branded

Subject	Categories of Records
	materials and design assets, communications produced on behalf of Eish Impact Africa NPC

8. PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of Processing Personal Information

The World of Impact (Pty) Ltd processes personal information for the following purposes:

- To respond to enquiries and communications submitted through the website contact form;
- To manage newsletter subscriptions and distribute programme updates and communications;
- To manage registrations for workshops, training sessions and events;
- To conduct stakeholder mapping and lead generation activities in support of the Ending GBVF 100-Day Challenge programme and on behalf of Eish Impact Africa NPC;
- To manage licensing and IP agreements relating to the 100-Day Challenge methodology;
- To fulfil contractual and legal obligations;
- To improve our website, services and communications based on anonymised usage data; and
- To share relevant personal information with Eish Impact Africa NPC, where lawfully permitted and where the data subject has been informed of this.

8.2 Categories of Data Subjects and Categories of Personal Information

Categories of Data Subjects	Personal Information That May Be Processed
Website visitors and enquirers	Name, email address, phone number (optional), organisation, message content
Newsletter subscribers	Name, email address, subscription date, consent record
Workshop and event participants	Name, email address, organisation, job title, dietary or accessibility requirements, attendance record
Stakeholders and leads	Name, organisation, sector, job title, contact details, nature of engagement
Employees and contractors	Name, identity number, address, qualifications, employment history, payroll and banking details, leave and disciplinary records
Donors, funders and partners	Name, organisation, contact details, funding agreements, financial records
Social media followers	Public profile information, comments and direct messages (public platforms only)

8.3 Recipients or Categories of Recipients to Whom Personal Information May Be Supplied

Category of Personal Information	Recipients or Categories of Recipients
Stakeholder and lead contact details	Eish Impact Africa NPC — for programme delivery and communications (governed by a Data Sharing Agreement)
Newsletter subscriber data	Mailchimp (Intuit Inc.) — USA-based email distribution platform
Contact form and registration data	Jotform Inc. — USA-based online forms platform
Website usage data (anonymised)	Google LLC — USA-based analytics platform
Employee identity and tax information	South African Revenue Service (SARS)
Employee payroll and registration	Department of Employment and Labour; UIF
Qualification verification data	South African Qualifications Authority (SAQA)
Banking and payment details (suppliers/staff)	Relevant financial institutions

8.4 Planned Transborder Flows of Personal Information

The World of Impact (Pty) Ltd transfers personal information outside the Republic of South Africa in the following instances:

Service Provider	Country / Region	Category of Personal Information
Mailchimp (Intuit Inc.)	United States of America	Newsletter subscriber names and email addresses
Jotform Inc.	United States of America	Contact form and event registration data
Google LLC	United States of America	Anonymised website analytics data
Cloud storage (if used)	[Specify country]	Business correspondence and operational records

All transborder transfers are conducted in accordance with Section 72 of POPIA. The World of Impact (Pty) Ltd ensures that recipients of personal information outside South Africa are subject to a law, binding corporate rules, or binding agreement that provides an adequate level of protection substantially similar to POPIA.

8.5 General Description of Information Security Measures

The World of Impact (Pty) Ltd implements the following security measures to ensure the confidentiality, integrity and availability of personal information:

- Password protection and role-based access controls on all systems containing personal information;
- Encryption of personal information in transit using SSL/TLS protocols;
- Use of reputable, security-certified third-party platforms (Mailchimp, Jotform, Google);
- Antivirus and anti-malware software on all organisational devices;

- Regular software updates and security patches;
- Restriction of access to personal information to authorised personnel only, on a need-to-know basis;
- Regular data backups to prevent data loss;
- Two-factor authentication where supported by the platform; and
- Staff awareness of data protection obligations under POPIA.

9. AVAILABILITY OF THIS MANUAL

A copy of this manual is available:

9.1 On the website of The World of Impact (Pty) Ltd: www.theworldofimpact.org

9.2 At the head office of The World of Impact (Pty) Ltd for public inspection during normal business hours (Monday to Friday, 09:00 to 17:00);

9.3 To any person upon request, free of charge for the first copy; and

9.4 To the Information Regulator upon request.

A fee for any additional copies of this manual, as contemplated in Annexure B of the PAIA Regulations, shall be payable per each A4-size page reproduced.

10. UPDATING OF THIS MANUAL

The Information Officer of The World of Impact (Pty) Ltd will, on a regular basis — and at least annually — update this manual. Updates will be published on the website. All previous versions will be archived and made available upon request.

Issued by:



Alrien van der Walt

Director and Information Officer

The World of Impact (Pty) Ltd

Date: 14 July 2026