

# PAIA manual

Prepared in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 (as amended).

## Acronyms and abbreviations

“IO”	Information Officer
“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as amended)
“Regulator”	Information Regulator
“Courts”	The relevant judicial court within the Republic of South Africa
“VFISA”	The Viktor Frankl Institute of Logotherapy South Africa

## Purpose of this manual

This manual is useful for the public to:

- check the nature of the records which may already be available at VFISA, without the need for submitting a formal PAIA request;
- have an understanding of how to make a request for access to a record of VFISA;
- access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- know all the remedies available from VFISA regarding request for access to the records, before approaching the Regulator or the Courts;
- know the description of the services available to members of the public from VFISA, and how to gain access to those services;
- gain a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- know if the body 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;



- know if VFISA 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;
- know whether VFISA has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

## Our organisational structure

VFISA is registered in terms of section 14 of the Companies Act, 2008.

President	Dr. Teria Shantall
Administration	Panayiota Ryall
Legal	Millie Shantall-Lurie
Finances	Sean Lurie
Head of Training	Dr. MA Kanda
Technical	Sheldon Kennedy

## Our organisational objectives

VFISA exists to:

- inform, educate and train the public on Viktor Frankl's logotherapeutic principles;
- manage the local accreditation of professional Logotherapy practitioners in the Republic of South Africa.

## Key contact details for access to information

Name	Sheldon Kennedy
Email	admin@vfisa.co.za



**Viktor Frankl Institute of Logotherapy South Africa (Pty) Ltd. Co. Reg. No: 2014/091110/07**

Members of the Board: Dr. Teria Shantall (President), Sean Lurie (Financial), Dr. MA Kanda (Training),  
Millie Shantall-Lurie (Law) Administrative: Panayiota Ryall (Administrative), Sheldon Kennedy (Technical)

Postal Address: VFISA, PO Box 7376, Krugersdorp North, Gauteng, 1741, South Africa

Office: +27 (0)11 660 3655, Mobile: +27 (0)79 370 7702, Email: admin@vfisa.co.za



## Description of remedies

In the event of an act or a failure to act by VFISA, you may:

- appeal directly to the VFISA President;
- appeal to the Information Regulator;
- approach the Courts for appropriate relief.

## Descriptions of the personal information we hold

We request the minimum amount of personal information needed to fulfill our organisational objectives. Some training assignments require a student to divulge personal information related to their life experiences. Such information is handled in the same manner as other personal information and is disseminated on a need-to-know basis.

Users of our website voluntarily send us their personal information, which includes and is limited to:

- first and last names; and
- email address.

Members voluntarily send us their personal information, which includes and is limited to:

- first and last names;
- email address; and
- previous qualifications related to the practice of Logotherapy.

Students and potential students voluntarily send us their personal information, which includes:

- first and last names;
- email address;
- previous qualifications related to the practice of Logotherapy; and
- a brief biography motivating the student's interest in training.

Practicing Logotherapists send us their personal information, which includes and is limited to:

- first and last names;
- email address;





- phone number;
- website address;
- geographical area of practice;
- previous qualifications related to the practice of Logotherapy; and
- a brief biography motivating the student's interest in training.

## Who has access to personal information

In order for us to carry out our organisational objectives, it is necessary that some or all in our organisational structure have access to the personal information of our account holders, members, students and practicing Logotherapists. Such access is limited to a need-to-know basis.

## Security measure we take to protect personal information

All website account holder passwords are hashed.

Personal information is:

- permanently stored on a third-party secure web server in the United States of America which is secured by SSL and actively employs checks for malicious activity;
- regularly backed-up to a third-party secure web server in the United States of America;
- temporarily stored on some personal computers in the Republic of South Africa that are password protected and use up-to-date antivirus applications.

## Records available that do not require a request

Publicly available records are limited to Logotherapists who choose to have their practice promoted on the VFISA website directory at [vfisa.com/directory](http://vfisa.com/directory).

## Powers, duties and functions

VFISA maintains:

- the learning history and submitted materials of students trained by VFISA trainers;
- a membership database;



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VIKTOR FRANKL INSTITUTE OF  
LOGOTHERAPY SOUTH AFRICA

- a mailing list database;
- records needed to maintain the accreditation of Logotherapists within the Republic of South Africa.

## Availability of this manual

This manual is issued by the Information Officer and is available on the VFISA website in PDF format at [vfisa.com/paia](http://vfisa.com/paia).



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