

Contents

1	Purpose	2
2	Key contact details for access to information of the Professional Editors' Guild	2
3	How to access and use PEG's PAIA manual.....	2
4	Categories of record available that do not require permission	2
5	Description of records of PEG that are available in accordance with South African legislation.....	3
6	Description of records held by the Professional Editors' Guild	3
7	Processing of personal information	3
8	Security of information	4
9	Availability of the manual	4
10	Updating of PEG's PAIA manual	4

1 Purpose

- 1.1 The Promotion of Access to Information Act 2 of 2000 (PAIA) requires all bodies (public and private) to make known how people can access information/records held by a particular body. The Professional Editors' Guild (hereafter referred to as PEG), has prepared a PAIA manual in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended). This manual should be read in conjunction with PEG's privacy statement.
- 1.2 PEG's PAIA manual serves to
 - 1.2.1 Make available information regarding categories of record held by PEG that do not require a formal PAIA request;
 - 1.2.2 Offer instructions on how to access records;
 - 1.2.3 Provide contact details of the PEG information officer;
 - 1.2.4 Specify what information is processed and the reasons for this;
 - 1.2.5 Indicate what security measures have been employed to protect personal information.

2 Key contact details for access to information of the Professional Editors' Guild

- 2.1 PEG information officer

Name:	Alexis Grewan
Email:	alexisgrewan@gmail.com
- 2.2 PEG administrator and contact details

Name:	Ellyn Barry
Email:	administrator@editors.org.za
Website:	www.editors.org.za

3 How to access and use PEG's PAIA manual

- 3.1 PEG's PAIA manual is available on PEG's website and is written in English.
- 3.2 A copy of the PEG's PAIA manual can be obtained from PEG's information officer (details in point 2 above).
- 3.3 PEG's PAIA manual details the nature of information held by PEG, the processing of information and the reasons for processing of such information.

4 Categories of record available that do not require permission

- 4.1 Names and contact details of executive committee members and administrators.

- 4.2 Personal information of members who have paid for a listing and given consent for their personal information to be displayed on the Find an Editor page on PEG's website.
- 4.3 Names of presenters on the Training and Events page of PEG's website.
- 4.4 The above information is available on PEG's website and does not require consent for access or use.

5 Description of records of PEG that are available in accordance with South African legislation

- 5.1 PEG's privacy statement and privacy policy in accordance with the Protection of Personal Information Act No. 4 of 2013 (POPIA).
- 5.2 PEG's PAIA manual in accordance with the Promotion of Access to Information Act 2 of 2000 (PAIA).
- 5.3 PEG's registration certificate as a non-profit company with the Companies and Intellectual Property Commission in accordance with the South African Companies Act of 2008.

6 Description of records held by the Professional Editors' Guild

- 6.1 If you wish to become a PEG member, you are asked to supply the following personal details: your name, date of birth, gender, email, home and postal addresses, cellphone number and own website address if applicable. This information is held by PEG for as long as it is required to fulfil the objectives of your relationship with PEG and in line with regulatory retention guidelines.
- 6.2 Should you wish to attend a webinar as a non-member of PEG, you will be asked to supply the following personal details: your name, email address, cellphone number and affiliation (for example, LAMP member or non-affiliate). This information is held by PEG for as long as it is required to fulfil the objectives of your relationship with PEG and in line with regulatory retention guidelines.
- 6.3 PEG executive committee documents include PEG's constitution, code of conduct, disciplinary code, disciplinary procedure, annual reports, minutes of meetings of the executive committee and PEG's style guide.

7 Processing of personal information

- 7.1 We collect and use personal information of PEG members to meet our responsibilities to you as a member; to follow your instructions; to process your personal information for ordinary membership purposes (this includes to maintain our overall relationship with you); and to comply with applicable regulations.
- 7.2 Personal information of members is also shared on the PEG website for those who have requested and paid for a directory listing.

- 7.3 We will only request your personal bank account details if you require a refund in case of cancellation of a scheduled webinar or event. We will not retain your banking details on file.
- 7.4 We do not sell to, distribute or share your personal information with any other third party without your explicit consent.
- 7.5 Your personal information may not be used by other members for any purpose whatsoever, including but not limited to the solicitation of work or offers of work, marketing of services or promotions.
- 7.6 Your personal information regarding membership is stored electronically and is accessed only by PEG's designated officers using password-coded access.
- 7.7 Based on their explicit consent at enrolment, new members' names and email addresses are shared with all current members via an official Google e-group.

8 Security of information

- 8.1 The personal information of PEG members is stored electronically and securely. The stored information is backed up daily.
- 8.2 PEG's website has software licencing installed to protect all data. Such licencing is renewed annually through PEG's service provider and includes a TSL certificate, password-coded access, restricted access to authorised PEG members and administrators, anti-spam and anti-virus protection.

9 Availability of the manual

- 9.1 PEG's PAIA manual can be viewed on PEG's website (www.editors.org.za).
- 9.2 A copy of the manual may be requested from PEG's information officer.
- 9.3 Any fees incurred in making PEG records available from relevant statutory bodies will be for the enquirer's account. For current fees please follow this link <https://www.inforegulator.org.za/>.

10 Updating of PEG's PAIA manual

- 10.1 PEG's information officer, in liaison with PEG's executive committee, remains responsible for updating PEG's PAIA manual.

Alexis Grewan
Information Officer
Professional Editors' Guild (PEG)

(Compiled January 2022)