

Langeberg First – PAIA and POPIA Manual

Oct 17, 2026 · @ [REDACTED]

1. Introduction and purpose

Langeberg First ("L1", also Langeberg Eerste) is a political party registered with the Electoral Commission of South Africa. It contests local government elections in the Langeberg Municipal Area (WC026) and the Cape Winelands District Municipality (DC2). This manual is published in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (PAIA), as amended, and includes the information on the processing of personal information required by the Protection of Personal Information Act 4 of 2013 (POPIA).

The manual helps any person to:

- know which categories of records L1 holds and which are available without a formal request;
- request access to a record and understand the procedure, fees and grounds on which access may be refused;
- understand how L1 processes personal information, for what purposes, and how data subjects can exercise their rights.

Acronyms

Term	Meaning
IEC	Electoral Commission of South Africa
IO	Information Officer
DIO	Deputy Information Officer
L1	Langeberg First / Langeberg Eerste
PAIA	Promotion of Access to Information Act 2 of 2000
POPIA	Protection of Personal Information Act 4 of 2013
PPFA	Political Party Funding Act 6 of 2018
Regulator	Information Regulator (South Africa)

2. Key contact details

All requests for access to records and all POPIA requests must be addressed to L1's Information Officer, Mr Theunis van Eeden (Theuns) Coetzee, at L1's official email address and telephone number.

Role	Name	Contact
Information Officer	Theunis van Eeden (Theuns) Coetzee	L1 official contact (see Party details): Email: langebergfirst@gmail.com · Tel: +27 76 708 8317 (also WhatsApp)
Head of the body	Theunis van Eeden (Theuns) Coetzee	As for the Information Officer

Party details

Item	Detail
Full name	Langeberg First / Langeberg Eerste

Item	Detail
IEC registration	Reference number 2142, approved 7 August 2026 under section 15 of the Electoral Commission Act 51 of 1996. Registration level: District – DC2 Cape Winelands
Physical address	16 Eben Donges Avenue, Robertson, 6705, Western Cape
Postal address	16 Eben Donges Avenue, Robertson, 6705
Telephone	+27 76 708 8317 (also WhatsApp)
General email	langebergfirst@gmail.com
Website	www.langebergfirst.org.za

Information Officer as head of the body

Under PAIA and section 55 of POPIA, the head of a private body is its Information Officer unless that person duly authorises another person. Mr Coetzee is the head of L1 and is therefore its Information Officer. The Information Officer's registration with the Regulator is in progress. L1 has not designated a Deputy Information Officer.

3. The Regulator's guide on PAIA

The Regulator has published a guide, in terms of section 10 of PAIA, on how to exercise any right under PAIA and POPIA. It is available in all official languages from the Regulator's website and can be inspected at L1's address during normal hours.

The guide covers, among other things:

- the objects of PAIA and POPIA;
- the contact details of information officers and deputy information officers;
- how to request access to a record, and the assistance available from the Information Officer and the Regulator;
- the remedies available, including complaints to the Regulator and applications to court;
- the prescribed fees and forms.

Information Regulator contact details

Item	Detail
Physical address	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Telephone	010 023 5200 · Toll free 0800 017 160
General enquiries	enquiries@infoeregulator.org.za
PAIA complaints	PAIAComplaints@infoeregulator.org.za
POPIA complaints	POPIAComplaints@infoeregulator.org.za
Website	infoeregulator.org.za

4. Records available without a request, and under other legislation

4.1 Records automatically available (section 52)

The following records may be obtained without a formal PAIA request, on the website or from the Information Officer:

- this manual;
- L1's founding statement, values and campaign commitments as published;
- the party constitution, which is not published on the website but is available on request from the Information Officer;
- lists of L1's registered ward and proportional representation candidates, as published by the IEC;
- press statements, pamphlets, posters and other campaign material already in the public domain;
- the privacy notice published on L1's website.

4.2 Records held in terms of other legislation

L1 keeps records in terms of the following legislation, where applicable. Some of these records are also available from the public body concerned.

Legislation	Records
Electoral Commission Act 51 of 1996 and Regulations for the Registration of Political Parties	Application for registration, deed of foundation, constitution, registration certificate, registered representative details
Local Government: Municipal Electoral Act 27 of 2000	Candidate lists, nomination forms and candidate declarations, deposits, party liaison records
Electoral Act 73 of 1998 (Electoral Code of Conduct)	Signed Code of Conduct declarations
Local Government: Municipal Structures Act 117 of 1998	Records relating to candidate eligibility and councillor representation
Political Party Funding Act 6 of 2018	Donation records, donor declarations, disclosures to the IEC
Promotion of Access to Information Act 2 of 2000	This manual, requests received and responses
Protection of Personal Information Act 4 of 2013	Processing records, consents, breach records, operator agreements
Income Tax Act 58 of 1962 and Tax Administration Act 28 of 2011	Financial and tax records, to the extent applicable
Labour legislation (BCEA, LRA, UIF and COIDA Acts)	Records of any employees, if employed

5. Subjects and categories of records held

L1 holds the following categories of records. Listing a category does not mean access will be granted; each request is considered against the grounds for refusal in section 6.

Subject	Categories of records
Governance	Constitution, deed of foundation, IEC registration records, steering and oversight committee records, minutes and resolutions, authorisations and delegations

Subject	Categories of records
Membership	Membership applications and register, membership communications, records of ambassadors and ward teams
Candidates	Candidate lists, nomination forms, candidate declarations and consents, candidate photographs and profiles
Elections and campaigning	Campaign plans and ward plans, campaign material, volunteer and supporter records, event records, Code of Conduct declarations, party liaison records
Voters' roll	Copies of the voters' roll supplied by the IEC under electoral legislation, held only for election purposes
Finance	Bank records, income and expenditure records, donation register, donor declarations, PPFA disclosures, supplier invoices
Civic accountability work	PAIA requests and responses, complaints and submissions to oversight bodies, correspondence with public bodies, analysis of public records
Communications	Correspondence, enquiries and complaints from the public, media statements, website and social media content
Information technology	Website records, system and access logs, records of third-party service providers
Contracts and suppliers	Agreements with printers, hosting providers and other service providers, operator agreements under POPIA
Employees	Employment records, if L1 employs staff

6. Requesting access to records

6.1 Procedure

1. Complete Form 2 (Request for access to record) of Annexure A to the PAIA Regulations, 2021, available from the Regulator's website or the Information Officer.
2. Send it to the Information Officer by email, post or hand delivery, together with proof of payment of the request fee.
3. Identify the record clearly, state the form of access you want, and give your contact details.
4. State which right you want to exercise or protect, and why the record is required for it (section 53).
5. If you request on behalf of someone else, provide proof of your authority.

The Information Officer will decide within 30 days and notify you on Form 3. The period may be extended once by up to 30 days, with reasons. If no decision is given in time, the request is regarded as refused. A requester who cannot read or write, or who has a disability, may make the request orally and the Information Officer will assist.

6.2 Fees

Fees are those prescribed for private bodies in Annexure B of the PAIA Regulations, 2021. The Regulator publishes the current schedule on its website.

Item	Fee (VAT incl.)
Request fee (not payable by a requester seeking their own personal information)	R140.00
Photocopy or printed copy, per A4 page	R2.00
Copy on USB or CD	R40.00
Search and preparation, per hour or part of an hour	R145.00
Deposit if search and preparation exceeds 6 hours	One third of the access fee
Postage or courier	Actual cost

6.3 Grounds for refusal

L1 may or must refuse access, in whole or in part, on the grounds set out in Chapter 4 of Part 3 of PAIA, including:

- unreasonable disclosure of personal information about a third party who is a natural person (section 63);
- commercial information of a third party (section 64);
- information disclosed in confidence by a third party (section 65);
- the safety of individuals and the protection of property (section 66);
- records privileged from production in legal proceedings (section 67);
- commercial information of L1 (section 68);
- research information (section 69).

Access must still be granted if the public interest override in section 70 applies. Requests for membership records, supporter records or the voters' roll will generally be refused under section 63, as these reveal the political persuasion of individuals.

6.4 Remedies

L1 is a private body and has no internal appeal. A requester or third party who is dissatisfied with a decision may lodge a complaint with the Regulator within 180 days of the decision, or apply to court.

7. Processing of personal information (POPIA)

L1 is a responsible party under POPIA and processes personal information in line with the eight conditions for lawful processing and the Regulator's guidance notes on processing by political parties. This section contains the information required by section 51(1)(c) of PAIA.

7.1 Purposes of processing

- forming and running the party, including membership administration and internal governance;
- recruiting members, volunteers and ambassadors and organising ward teams;
- nominating candidates and complying with the IEC's requirements;
- campaigning and canvassing support in elections, including communicating with supporters and voters;

- receiving, recording and disclosing donations as required by the PPFA;
- carrying out L1's civic accountability work, including PAIA requests and complaints to oversight bodies;
- responding to enquiries and complaints from the public;
- operating and securing L1's website and communication channels;
- complying with legal obligations and protecting L1's legal rights.

7.2 Lawful basis and special personal information

Political persuasion is special personal information (section 26). L1 processes it only under section 31 of POPIA: for forming the party, participating in its activities, recruiting members, and canvassing support for its candidates and causes. Section 31 covers political persuasion only. L1 relies on consent, or another ground in section 11, for all other personal information, such as contact details.

L1 does not buy personal information from data brokers or collect it through third-party applications. Campaign communications are not direct marketing of goods or services, but L1 honours every objection and request to stop receiving communications.

7.3 Categories of data subjects and personal information

Data subject	Personal information processed
Members	Name, ID number, contact details, address, ward and voting district, membership status; political persuasion (section 31)
Candidates	Name, ID number, contact details, address, photographs, profile and expertise, nomination documents and declarations required by the IEC
Volunteers and ambassadors	Name, contact details, ward or area, availability, role in the campaign
Supporters and voters	Name, contact details, ward, communication preferences; voters' roll information as supplied by the IEC
Donors	Name, ID or registration number, contact details, donation amount and date, declaration that the donor is not a prohibited source

Data subject	Personal information processed
Members of the public	Name, contact details, content of enquiries, complaints or submissions
Public office-bearers and officials	Name, position, official contact details and conduct, as reflected in public records and accountability correspondence
Suppliers and service providers	Contact person, business details, banking details, invoices
Website visitors	IP address, browser data, cookie data and form submissions

L1 does not knowingly process children's personal information, except with the consent of a competent person.

7.4 Recipients of personal information

- the IEC, for registration, nomination and PPFA disclosures;
- the Regulator and other public bodies, where required by law;
- oversight bodies, such as the Auditor-General, Public Protector and provincial and national departments, in the course of accountability work;
- banks, auditors and professional advisers;
- operators who process information on L1's behalf, such as website hosts, email and cloud providers, messaging platforms and printers;
- law enforcement agencies and courts, where legally required.

L1 does not sell personal information, and does not share membership or supporter information with other parties or organisations without consent.

7.5 Cross-border transfers

Some of L1's service providers store information outside South Africa. This includes cloud email and document services, website hosting and messaging platforms such as WhatsApp. L1 transfers personal information across borders only as permitted by section 72: to recipients subject to laws, binding corporate rules or agreements that give adequate protection, or with the data subject's consent. The voters' roll is never uploaded to cloud services.

7.6 Security measures

- access to personal information limited to people who need it for their role, with written confidentiality undertakings;
- strong passwords and two-factor authentication on email, cloud and social media accounts;
- voters' roll information kept offline, on encrypted devices, and used only for election purposes;
- written operator agreements with service providers, as required by section 21;
- regular review of WhatsApp groups and shared folders, and removal of people who no longer need access;
- secure disposal of paper records and deletion of electronic records at the end of the retention period;
- a breach response procedure: the Regulator and affected data subjects are notified as soon as reasonably possible after a security compromise (section 22).

7.7 Retention

Personal information is kept only as long as needed for its purpose or as required by law. Membership records are kept for the duration of membership plus 12 months. Donation records are kept for the period required by the PPFA. Voters' roll information is kept only as long as permitted by the conditions on which the IEC supplied it, and is then destroyed.

7.8 Rights of data subjects

Data subjects have the right to:

- be told that their information is being collected, and why;
- access their personal information (section 23), using the procedure in section 6;
- request correction or deletion of their information on Form 2 of the POPIA Regulations, 2018 (section 24);
- object to processing on Form 1 of the POPIA Regulations, 2018 (section 11(3));
- withdraw consent at any time, without affecting processing that took place before;
- lodge a complaint with the Regulator (section 74).

Requests and objections go to the Information Officer at the contact details in section 2.

8. Availability, updating and adoption

This manual is published on L1's website and is available for inspection, free of charge, at L1's physical address during normal hours. A copy will be provided to the Regulator on request. Copies may also be requested from the Information Officer, subject to the prescribed copying fees.

L1 will review this manual at least once a year and whenever its records, processing activities or contact details change.

Adoption

Adopted by Langeberg First on 17 October 2026.

Role	Name	Signature	Date
Head of the body	Theunis van Eeden Coetzee		
Information Officer	Theunis van Eeden Coetzee		