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Further obligations of an information officer



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By **LARA JANSEN VAN RENSBURG** And **IAN PETHERBRIDGE**

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02 Sep 2021

The Minister of Justice and Correctional Services has passed regulations in terms of the [Promotion of Access to Information Act, No. 2 of 2000](#) (PAIA). The regulations were published in the Government Gazette No. 45057 of 27 August 2021.

Section 10 of PAIA obliges the Information Officer to update and make available the existing guide that has been compiled by the [South African Human Rights Commission](#) ("guide"). The guide sets out the way in which a person can exercise the rights conferred in terms of PAIA. Regulation 3 of the new regulations now requires an Information Officer to have a copy of the guide available for public inspection in at least two of the official languages at his/her registered head office.

An Information Officer must on written request, in the prescribed format, provide copies of the guide in the official language of the person requesting the copies.

An Information Officer may not charge a fee for a copy of the guide or for the inspection of a copy of the guide.

If you require any assistance in complying with these new requirements, then please get in touch with our offices.

See also:

- [Do you have what it takes to be an Information Officer?](#)
- [Commencement of certain sections of the Protection of Personal Information Act](#)
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INFORMATION OFFICER

INFORMATION REGULATOR

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)

REGULATIONS

SOUTH AFRICAN HUMAN RIGHTS COMMISSION



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