


 RAND WATER		RAND WATER QUALITY MANAGEMENT SYSTEM PROTOCOL	
TITLE: INFORMATION SHARING PROTOCOL		DOC NO: RW GSEC 00200 PR	
SECTION: GROUP SECRETARIAT	EFFECTIVE DATE: NOVEMBER 2017	REV. NO: 01	
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TABLE OF CONTENTS

1.	PURPOSE	2
2.	SCOPE	2
3.	REFERENCES.....	3
4.	TERMS, DEFINITIONS AND ABBREVIATIONS.....	3
5.	RESPONSIBILITY AND AUTHORITY	3
7.	RECORD AND DATA KEEPING	7
8.	DOCUMENT CHANGE HISTORY	7

1. PURPOSE

- 1.1. This information protocol has been developed to guide the organization on the channels to follow when there is a need to access and disseminate information. It is important to note that this protocol is being supported by different policies existing within the organization and also applicable laws aligned to the areas of focus when the need to access or share information arise.
- 1.2. The purpose of this document is to provide a platform to facilitate and govern the efficient, effective and secure sharing of information to support business units in their respective functions and to deliver on their stated purpose in that regard.
- 1.3. This protocol complies with the information sharing principles contained in other policies, procedures, regulation and legislation.
- 1.4. It is not intended that this document be definitive or exhaustive, it is recognised that as policy develops and implementation arrangements mature, this protocol will need to be reviewed and amended in light of new information sharing requirements to ensure that it is fit for purpose.
- 1.5. This protocol sets out the principles for the legal, secure and confidential sharing of personal information and specifies the custodian, approval authority as well as regulating policies, procedures and legislation.
- 1.6. Rand Water as an entity of the state has a responsibility to ensure that the sharing of information is at all times lawful and properly controlled.

2. SCOPE

- 2.1. The protocol covers the type of information currently being shared with internal and external stakeholders of Rand Water.

3. REFERENCES

Document Title	Document No.	Location
Rand Water Code of Ethics Policy	NA	Group Secretariat / Intranet
Rand Water Records Management Policy	RW REC 00001 P	Records/Intranet
Intellectual Property Policy	RW Leg 00001P	Group Legal Services
Contract Management Standards	RW Leg 00100 Pr	Group Legal Services/ Intranet
Delegation of Authority Framework	RW GSEC 00200 P	Group Secretariat / Intranet
Companies Act,	Act no. 71 of 2008	Group Legal Services/ Internet
Promotion of Access to Information Act,	Act, No 2 of 2000	Group Legal Services / Internet
Promotion of Administrative Justice Act	Act of 2000	Group Legal Services / Internet
National Archives and Records Service Act	Act of 1996	Group Legal Services / Internet
Public Finance Management	Act 1 of 1999	Group Legal Services / Internet

4. TERMS, DEFINITIONS AND ABBREVIATIONS

- 4.1. IPP - Intellectual Property Policy
- 4.2. CMF - Contract Management Framework
- 4.3. DOA - Delegation of Authority Framework
- 4.4. PAIA - Promotion of Access to Information Act, No 2 of 2000
- 4.5. PAJA - Promotion of Administrative Justice Act of 2000
- 4.6. NARSA - National Archives and Records Service Act of 1996
- 4.7. PFMA - Public Finance Management Act 1 of 1999
- 4.8. GS - Group Secretariat
- 4.9. GSSP - Group Shared Services Portfolio
- 4.10. GGP - Group Governance Portfolio

5. RESPONSIBILITY AND AUTHORITY

- 5.1. The various legislation and policies applicable for information sharing purposes are reflected under section 6 of this protocol.

- 5.2. The requestor of information must at all times clearly identify the specific purpose for which they may require the information or must specify the need.
- 5.3. The designated parties for the authorization of access and dissemination of information must sign relevant documentation in accordance with this protocol, policies and applicable legislation.
- 5.4. In this case the two elements may be required, where applicable, to facilitate the information sharing process:
 - 5.4.1. Explicit Consent- Where consent is required for the release of the information, a consent form will be signed. This process will be followed where policy or legislation require such to be implemented; and
 - 5.4.2. Privacy Notice – Where information is released in line with applicable laws, data subjects will be informed of the way in which information will be collected, used and shared.

6. PROCEDURE

Information covered by this Protocol:

Minutes	RW Historical Information	Declaration of Interest	Legal Contracts	Delegation of Authority	RW Assets Designs, Drawings	Board member information	Study purposes	Employee Information
Process Owner: Group Company Secretary	Process Owner: All Portfolios	Process Owner: Group Company Secretary	Process Owner: Group Governance Portfolio	Process Owner: Group Company Secretary	Process Owner: COO Portfolio	Process Owner: Group Company Secretary	Process Owner: All Portfolios	Process Owner: Group Human Resources Portfolio
Custodian: Group Company Secretary	Custodian: Group Shared Services Portfolio (Records)	Custodian: Group Company Secretary	Custodian: Group Governance Portfolio	Custodian: Group Company Secretary	Custodian: Chief Operating Officer	Custodian: Group Company Secretary	Custodian: All Portfolios	Custodian: Group Human Resources Portfolio
Recommendation By: Portfolio Heads, Boards, Committees General Manager, Supply Chain Committees	Recommendation By: Relevant Portfolio Head	Recommendation By: Relevant Portfolio Head	Recommendation By: Relevant Portfolio Head	Recommendation By: Portfolio Heads	Recommendation By: Chief Operating Officer	Recommendation By: N/A	Recommendation By: Relevant Portfolio Head	Recommendation By: Group Human Resources Executive
Approval By: Group Company Secretary for RW Officials) Deputy Information Officers for external request	Approval By: Deputy Information Officers	Approval By: Group Company Secretary	Approval By: Deputy Information Officers	Approval By: Deputy Information Officers	Approval By: Chief Operating Officer (Internal) Deputy Information Officer (External)	Approval By: Operational: GCOSEC Other: Chairperson of the Board	Approval By: Group Shared Services Executive and the Group Human Resources Executive	Approval By: Information Officers (Employee information related to PAIA) GHRE (Employee information not related to PAIA)
Regulated By: Delegation of Authority Companies Act, Act no. 71 of 2008 Records Management Policy	Regulated By: Promotion of Access to Information Act ("PAIA"), No 2 of 2000 Promotion of Administrative Justice Act of 2000 RW Records Management Policy	Regulated by: Code of Ethics Public Finance Management Act 1 of 1999 Promotion of Access to Information Act of 2000, Promotion of Administrative Justice	Regulated By: Contract Management Framework Protection of Personal Information Act 2013 Promotion of Access to Information Act of 2000,	Regulated by: Code of Ethics Delegation of Authority	Regulated By: Intellectual Property Policy Code of Ethics Protection of Personal Information Act 2013	Regulated by: Board Charter Protection of Personal Information Act 2013	Regulated By: Procedure for access to information for research and study purposes Intellectual Property Policy Protection of Personal Information Act 2013	Regulated By: Basic Conditions of Employment Labour Relations Act Code of Conduct Protection of Personal Information Act 2013, Promotion of

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If unclear, refer to the Rand Water intranet for the most current revision of the document.

	National Archives and Records Service Act of 1996 Code of Ethics Public Finance Management Act 1 of 1999 Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000	Act of 2000	Promotion of Administrative Justice Act of 2000					Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000
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Internal requests for information shall be approved by the relevant Portfolio Head.
 # External requests for information shall be recommended to the Deputy Information Officer by the Portfolio Head for approval.

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7. RECORD AND DATA KEEPING

Record Document	Form/Doc Number	Location	Retention Period
Application by Rand Water Staff Members to access information for official purposes	RV REC 00004 F	GS	3 Years

8. DOCUMENT CHANGE HISTORY

The following table contains the history of this document with a description of each revision.

Date	Previous Revision Number	New Revision Number	Description of Each Revision
07 February 2017	None	01	This procedure was never issued in ISO format.