



THE SAINT TABERNACLE MINISTRIES PAIA MANUAL

**Prepared in terms of section 51 of the
Promotion of Access to Information Act
2 of 2000 (as amended)**

DATE OF COMPILATION: 20/07/2026

DATE OF REVISION: 20/07/2026

1. LIST OF ACRONYMS AND ABBREVIATIONS

- **1.1 “CEO”:** Chief Executive Officer (Presiding Pastor/Elder)
- **1.2 “PAIA”:** Promotion of Access to Information Act No. 2 of 2000
- **1.3 “POPIA”:** Protection of Personal Information Act No. 4 of 2013
- **1.4 “Regulator”:** Information Regulator

2. PURPOSE OF PAIA MANUAL

This Manual assists members of the public to request records held by The Saint Tabernacle Ministries (TSTM) and defines how sensitive religious data is governed under POPIA safeguards.

3. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF TSTM

3.1. Chief Information Officer

- **Name:** Karabo Katake
- **Title:** Presiding Leader
- **Telephone:** 084 200 0948
- **Email:** info@tstm.co.za

3.2. Deputy Information Officer

- **Name:** Faith Katake
- **Telephone:** 084 200 0947
- **Email:** info@tstm.co.za

3.3. Access to Information General Contacts

- **Email:** info@tstm.co.za

3.4. National Head Office

- **Physical Address:** 3799 Drieziek Ext 1, Orange Farm, Johannesburg, 1841
- **Postal Address:** 3799 Drieziek Ext 1, Orange Farm, Johannesburg, 1841
- **Telephone:** 084 200 0948
- **Ministry Head Office:** info@tstm.co.za | Website: www.tstm.co.za

4. GUIDE ON HOW TO USE PAIA

- **4.1.** The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- **4.2.** The Guide is available in each of the official languages and in braille.
- **4.3.** The aforesaid Guide contains the description of the objects of PAIA and POPIA; the postal and street address, phone, and electronic mail address of every Information Officer and Deputy Information Officer; the manner and form of a request for access to records; and all legal remedies available regarding an act or failure to act.
- **4.4.** Members of the public can inspect or make copies of the Guide from the offices of public and private bodies, including the office of the Regulator, during normal working hours.
- **4.5.** The Guide can also be obtained upon request to the Information Officer or directly from the website of the Regulator (info regulator.org.za).
- **4.6.** A copy of the Guide is also available in English and isiZulu for public inspection during normal office hours

5. RECORDS AUTOMATICALLY AVAILABLE WITHOUT A REQUEST

- Ministry times, statements of faith, streaming archives, event notices, Website Terms, and Privacy Policies at www.tstm.co.za.

6. RECORDS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

- Non-Profit Organisations Act No. 71 of 1997; Protection of Personal Information Act No. 4 of 2013; Electronic Communications and Transactions Act No. 25 of 2002.

7. SUBJECTS AND CATEGORIES OF OPERATIONAL RECORDS HELD

- **Ministry Management:** Voluntary tithing registries, offering logs, and church membership registers.
- **Sacramental & Care:** Baptismal records, minor child Sunday school registries, parental consents, and counseling books.
- **Administration:** Church council resolution minutes, operational supplier files, and payroll records.

8. PROCESSING OF PERSONAL INFORMATION

- **8.1 Purpose:** To maintain ecclesiastical registers, track voluntary offerings, provide pastoral care, and coordinate youth programs.
- **8.2 Data Subjects & Information:** Congregants (Names, special religious affiliations, personal prayer details); Minors (Ages, parental contact chains); Church Staff (ID data, banking details).
- **8.3 Recipients:** SARS (Tax submissions); Emergency Medical Services (If required on campus).
- **8.4 Transborder Flows:** No active distribution. Church records are backed up on secure cloud profiles (OneDrive / Google Workspace).
- **8.5 Security Measures:** Password protections, encrypted administrative access, locked operational filing systems, and firewall tracking tools.

9. AVAILABILITY & UPDATING

Available on www.tstm.co.za and at the church administration office. Updated regularly.

Issued by:

Karabo Katake

Presiding Officer, TSTM Church