



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

*Ensuring protection of your personal information
and effective access to information*

POLICY ON FORMULATION OF POLICIES

1. OBJECTIVE

The objective of this policy is to establish a framework for the development, approval and review of policies of the Information Regulator (Regulator) to ensure consistency and quality.

2. GUIDING PRINCIPLES

2.1.1 The development of policies must be guided by the following principles, norms and standards:

A policy must

2.1.2 be consistent with the Constitution of the Republic of South Africa, the Protection of Personal Information Act 4 of 2013, the Promotion of Access to Information Act 2 of 2000 and:

2.1.3 reflect the mission, vision and values of the Regulator

3. POLICY DRAFTING GUIDELINES

A Policy must:

3.1.1 be consistent with the template of Terms of Reference of Committee of the Regulator.

3.1.2 contain headings which must be in Capital Letter, in bold and subheadings which must be in italics.

3.1.3 use Arial 11 font.

3.1.4 Use Ariel 1.5 line spacing.

3.1.5 have a title in capital letters, bold, centered and arial 12 font.

3.1.6 use consecutive Arabic numerals, and bullets at 4th level for numbering.

3.1.7 be drafted in South African English and not American English. e.g. "honour" and not "honor" and where foreign words are used, they must be in italics.

- 3.1.8 be drafted in plain language to ensure easy understanding, reading and interpretation.
- 3.1.9 use the words 'may' or 'must' to distinguish discretionary and mandatory action.
- 3.1.10 use consecutive Arabic numerals to number pages and the page number must in the centre and at the bottom of the page.
- 3.1.11 use footnotes and not endnotes, which must be numbered in Arabic numerals and in italics.
- 3.1.12 use Arabic numerals and written words for numbering e.g. 2 (two).

4. EACH POLICY MUST CONTAIN A COVER PAGE WHICH MUST CONTAIN THE FOLLOWING INFORMATION:

- 4.1.1. Title
- 4.1.2. Number
- 4.1.3. Initiator
- 4.1.4. Date of submission to relevant Committee
- 4.1.5. Date of submission to Policy Committee
- 4.1.6. Date of approval by the Members of the Regulator (Members)
- 4.1.7. Date of next review

5. PROCEDURE FOR FORMULATION OR REVIEW OF POLICY.

- 5.1.1 Any Member may submit a proposal for the development or review of any policy in writing to the meeting of the Regulator. The proposal must supported by the majority of Members present. If supported, the proposal must be referred to the Chief Executive Officer (CEO) to initiate the drafting or review of the proposed policy by the relevant line function department.
- 5.1.2 Any Head of Department may submit a proposal for the development or review of a policy in writing to the CEO who must submit such a proposal to the meeting of the relevant Committee of the Regulator for consideration. If supported by the majority of the members of the relevant Committee, the Chairperson of such Committee must submit the proposal to the meeting of the Regulator for approval. If approved, the CEO must refer the proposal to the relevant line function to initiate the drafting or review of the proposed policy.

- 5.1.3 The CEO must ensure that all employees and other stakeholders who will be affected by the policy are consulted for their input or comment before the proposed policy is submitted for consideration by the relevant Committee of the Regulator.

6. APPROVAL OF POLICY

- 6.1.1 The CEO must submit the proposed policy to the relevant Committee of the Regulator for consideration. After consideration, the Chairperson of the Committee must refer the proposed policy to the Policy Committee which must ensure its compliance with this Policy.
- 6.1.2 The Chairperson of the Policy Committee must submit the proposed policy to the Members for approval if the committee is satisfied that the proposed policy complies with the Policy for Formulation of Policies.
- 6.1.2 The policy will become effective on the date of approval by the Members.

7. COMMUNICATION OF POLICIES

- 7.1.1 The CEO must ensure that all approved policies are recorded in the electronic register of policies.
- 7.1.2 The CEO must ensure that each approved policy is communicated to all employees and is posted on the website of the Regulator.

8. IMPLEMENTATION

- 8.1.1 The CEO must ensure that all policies are implemented

9. MONITORING AND EVALUATION

- 9.1.1 Members will be responsible for the monitoring and evaluation of all policies.

10. REVIEW

- 10.1.1 Each policy must be assessed annually by the relevant Committee which must compile an annual assessment report.
- 10.1.2 The Chairperson of the relevant Committee must submit the annual assessment report to the Policy Committee for consideration.
- 10.1.3 The Policy Committee may after considering the annual assessment report, recommend the review of the policy to the relevant Committee.

SIGNED BY CHAIRPERSON

S. Lakula

ON THE 18 OF APRIL 2017