

**PAIA (PROMOTION OF ACCESS TO INFORMATION ACT) AND POPI (PROTECTION
OF PERSONAL INFORMATION) MANUAL**

OF

**THAT INTERESTING COMPANY (PTY) LTD
REGISTRATION NUMBER : 2017/353430/07
(hereinafter referred to as “the Company”**

**REGISTERED OFFICE :
19 Valley View Estate, Dakota Avenue, Helderkruijn, Gauteng, 1724**

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013. A copy of the manual is available at the registered office and also on the company website at

www.thatinterestingcompany.com

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1. PREAMBLE

- 1.1 The Promotion of Access to Information Act, No. 2 of 2000 (the “Act”) was promulgated on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the “Constitution”) of access to any information held by a private body and that is required for the exercise or protection of any rights. All private bodies are also required to compile an Information Manual, in terms of Section 51 of the Act. When a request for information is made to a private body, it is obliged to release the information, subject to the applicable legislation and regulatory requirements, unless the PAIA Act expressly prevents the release of such information.
- 1.2 In addition to PAIA, the Protection of Personal Information Act has commenced on 1 July 2021. The POPI Act promotes the protection of personal information processed by private bodies, and introduces certain conditions and minimum requirements for the processing of personal information.

2. COMPANY DETAILS

Registered name	: That Interesting Company (Pty) Ltd
Trading name	: That Interesting Company (Pty) Ltd
Registration number	: 2017/353430/07
Registered address	: 19 Valley View Estate Dakota Avenue Helderkruijn Gauteng 1724
Postal address	: 19 Valley View Estate Dakota Avenue Helderkruijn Gauteng 1724
Designated Information Officer and Managing Director	: Barend Gideon Grobler
Contact number	: 082 644 5448
Email address	: gideon@thatinterestingcompany.com
Website	: www.thatinterestingcompany.com

That Interesting Company uses project management as a base to develop bespoke solutions to unique problems. We believe in applying multiple skill sets to craft solutions that might not fit the conventional box. Additionally, we are a fun bunch of interesting individuals that are highly driven, creative, collaborative and realistic.

We manage:

- Project(s) - Yes, actual project management (PMI)
- Program - A collection of projects
- Portfolio - A collection of programs
- Business - The kind they teach you at business school
- Sustainability - Live long and prosper

3. THE SA HUMAN RIGHTS COMMISSION (SECTION 51(1)(B))

3.1 The Human Rights Commission administers the PAIA Act. The SAHRC is required to publish a guide on how to access the records of private and public bodies and the remedies available in case of any breach of the provisions of the Act.

3.2 Copies of the guide are available directly from the SAHRC, of which the contact details are as follows :

Physical address : PAIA Unit
29 Princess of Wales Terrace
Cnr York and Andrews Streets
Parktown

Postal address : Private Bag 2700
Houghton
2041

Telephone number : 011 877 3600

Email : PAIA@sahrc.org.za

Website : www.sahrc.co.za

4. THE INFORMATION OFFICER (SECTION 51(1)(B))

The Protection of Personal Information Act prescribes the appointment of an Information officer, who must be formally registered with the Department of Justice. The duties of the Information Officer include :

- 4.1 Ensuring organisational compliance with POPI including the development and implementation of a compliance framework and monitoring and maintaining the framework.
- 4.2 Ensuring that the processing of personal information is done in a lawful manner.
- 4.3 Facilitating any investigations through the Regulator
- 4.4 Ensuring the PAIA manual is maintained and made available as prescribed by the Act and also provide copies of the manual to any party who requests it.
- 4.5 Enable and process requests for information and access to information in accordance with the PAIA Act.

5. SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE ON REQUEST TO ACCESS IN TERMS OF THE PAIA ACT (SECTION 51(1)(E))

5.1 Companies Act :

- All trust deeds
- Documents of incorporation, index of names of directors; Memorandum of Incorporation;
- Minutes of meetings of the board of directors, minutes of meetings of shareholders
- Proxy forms
- Register of debenture-holders, register of directors' shareholdings, share certificates
- Share register and other statutory registers and/or records and/or documents
- Special resolutions/resolutions passed at general meetings
- Records relating to the appointment of auditors and accounting professionals
- List of directors
- Company secretary

5.2 Financial :

- Accounting records
- Annual Financial Statements
- Asset registers
- Bank statements
- Banking details and bank accounts
- Debtors / creditors statements and invoices
- General ledgers and subsidiary ledgers
- Invoices
- Financial policies and procedures;
- Rental agreements

5.3 Tax :

- Income tax returns
- PAYE/UIF records
- VAT records
- Compensation Commissioner records

5.4 Personnel :

- Accident books and records
- Employee contact and address details
- Disciplinary Code
- Employment contracts
- Grievance procedures
- Leave records
- Payroll reports
- Health and Safety records
- Pension fund records
- Training manuals

5.5 Procurement, sales and marketing :

- Standard Terms and Conditions for supply of services and products
- Contractor, client and supplier agreements
- Lists of suppliers, products, services and distribution
- Policies and procedures
- Advertising and promotional material

5.6 Risk management and audits :

- Audit reports
- Risk management frameworks
- Risk management plans

5.7 Health, safety and environment :

- Health, safety and environment risk assessment
- Environmental management plans
- Examination by regulatory authorities

5.8 Information Technology :

- IT equipment usage policy documents
- Disaster recovery plans
- Asset registers
- Information security policies and procedures
- User manuals
- Project implementation plans
- Software licenses

6. SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE WITHOUT A REQUEST IN TERMS OF THE PAIA ACT (SECTION 51(1)(E))

- 6.1 Any records of a private nature which may be available on the company website or other published annual reports.
- 6.2 All company statutory records as maintained with the Companies and Intellectual Property Commission.

7. DESCRIPTION OF THE LEGISLATION IN TERMS OF WHICH THE COMPANY HOLDS RECORDS

- Auditing Professions Act, No 26 of 2005;
- Basic Conditions of Employment Act, No 75 of 1997;
- Broad- Based Black Economic Empowerment Act, No 75 of 1997;
- Business Act, No 71 of 1991;
- Companies Act, No 71 of 2008;
- Compensation for Occupational Injuries & Diseases Act, 130 of 1993;
- Competition Act, No.71 of 2008;
- Constitution of the Republic of South Africa 2008;
- Copyright Act, No 98 of 1978;
- Customs & Excise Act, 91 of 1964;
- Electronic Communications Act, No 36 of 2005;
- Electronic Communications and Transactions Act, No 25 of 2002;
- Employment Equity Act, No 55 of 1998;
- Financial Intelligence Centre Act, No 38 of 2001;
- Identification Act, No. 68 of 1997;
- Income Tax Act, No 58 of 1962;
- Intellectual Property Laws Amendment Act, No 38 of 1997;
- Labour Relations Act, No 66 of 1995;

- Long Term Insurance Act, No 52 of 1998;
- Occupational Health & Safety Act, No 85 of 1993;
- Pension Funds Act, No 24 of 1956;
- Prescription Act, No 68 of 1969;
- Prevention of Organised Crime Act, No 121 of 1998;
- Promotion of Access to Information Act, No 2 of 2000;
- Protection of Personal Information Act, No. 4 of 2013;
- Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002;
- Revenue laws Second Amendment Act. No 61 of 2008; bb. Skills Development Levies Act No. 9 of 1999;
- Short-term Insurance Act No. 53 of 1998; dd. Trust Property Control Act 57 of 1988
- Unemployment Insurance Contributions Act 4 of 2002; ff. Unemployment Insurance Act No. 30 of 1966;
- Value Added Tax Act 89 of 1991.

8. PROCEDURE FOR A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF PAIA

A Requester must comply with all the legislative requirements as contained in section 53 of The Act relating to a Request for Access to a Record.

- 8.1 A Requester must complete the prescribed Request for Access form attached in this manual as Annexure 1, and submit the completed Request for Access form as well as payment of a request fee (if applicable) and a deposit (if applicable), to the Information Officer at the postal-, physical-, or email address stated in paragraph 2 of this manual.
- 8.2 The Request for Access form must be completed with enough detail so as to enable the Information Officer to identify the following:
- the Record/s requested;
 - the identity of the Requester;
 - the form of access that is required, should the request be granted;
 - the postal address of the Requester; and
 - the right that the Requester is seeking to protect and an explanation as to why the Record is necessary to exercise or protect such a right.
- 8.3 If a Request for Access is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the reasonable satisfaction of the Information Officer.
- 8.4 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 8.5 The Company will voluntarily provide the requested Records to a Personal Requester (as defined in section 1 of PAIA). The prescribed fee for reproduction of the Record requested by a Personal Requester will be charged in accordance with section 54(6) of PAIA and paragraph 11 below.

9. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 9.1 The main grounds for the Company to refuse a request for information relates to:

- mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63) or a juristic person, as included in the Protection of Personal Information Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person;
 - mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013;
 - mandatory protection of the commercial information of a third party (section 64) if the record contains:
 - a) trade secrets of the third party;
 - b) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - c) information disclosed in confidence by a third party to The Company, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
 - mandatory protection of confidential information of third parties (section 65) if it is protected in terms of any agreement;
 - mandatory protection of the safety of individuals and the protection of property (section 66);
 - mandatory protection of records which would be regarded as privileged in legal proceedings (section 67).
 - mandatory protection of company commercial information including :
 - a) trade secrets
 - b) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of the Company;
 - c) information which, if disclosed could put the Company at a disadvantage in negotiations or commercial competition;
 - d) a computer program which is owned by the Company and which is protected by copyright;
 - e) the research information (section 69) of the Company or a third party, if its disclosure would disclose the identity of the Company, the researcher or the subject matter of the research and would place the research at a serious disadvantage.
- 9.2 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
- 9.3 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 9.5. If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

10. REMEDIES AVAILABLE TO THE REQUESTER UPON REFUSAL OF A

REQUEST FOR ACCESS IN TERMS OF PAIA

- 10.1 The Company does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and Requesters will have to exercise such external remedies at their disposal if the Request for Access is refused.
- 10.2 In accordance with sections 56(3) (c) and 78 of PAIA, a Requester may apply to a court for relief within 180 (one hundred and eighty) days of notification of the decision for appropriate relief.

11. PRESCRIBED FEES IN TERMS OF SECTION 51(1)(F))

- 11.1 Act provides for two types of fees. A fee shall be calculated in accordance with the table in this paragraph by taking into account reproduction costs, search and preparation time and cost, as well as postal costs where applicable. When a request is received by the Information Officer, the Information Officer shall by notice require the Requester to pay the prescribed request fee (if any), before further processing of the request.
- 11.2 If a search for the record is necessary and the preparation of the record for disclosure requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted. The Information Officer shall withhold a record until the requester has paid the fee or fees as indicated.
- 11.3 Reproduction of information fees comprise the following :
- Information in an A-4 size page photocopy or part thereof – R 1,10
 - A printed copy of an A4-size page or part thereof – R 0,75
 - A copy in computer-readable format, for example: Compact disc – R 70,00
 - A transcription of visual images, in an A4-size page or part thereof – R 40,00
 - A copy of visual images – R 60,00
 - A transcription of an audio record for an A4-size page or part thereof – R 20,00
 - A copy of an audio record – R 30,00
- 11.4 An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of section 54(8). Access fees comprise :
- Information in an A-4 size page photocopy or part thereof – R 1,10
 - A printed copy of an A4-size page or part thereof – R 0,75
 - A copy in computer-readable format, for example: Stiffy disc – R 7,50 and Compact disc – R 70,00
 - A transcription of visual images, in an A4-size page or part thereof – R 40,00
 - A copy of visual images – R 60,00
 - A transcription of an audio record for an A4-size page or part thereof – R 20,00
 - A copy of an audio record (Per hour or part of an hour reasonably required for such search) – R 30,00

12. PROTECTION OF PERSONAL INFORMATION PROCESSED BY THE COMPANY

- 12.1 Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 12.2 The Company needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions. The manner in which this information is processed and the purpose for which it is processed is determined internally. The Company is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:
- is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by the Company, in the form of privacy or data collection notices. The Company must also have a legal basis (for example, consent) to process Personal Information;
 - is processed only for the purposes for which it was collected;
 - will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
 - is adequate, relevant and not excessive for the purposes for which it was collected;
 - is accurate and kept up to date;
 - will not be kept for longer than necessary;
 - is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by The Company, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
 - is processed in accordance with the rights of Data Subjects, where applicable.
- 12.3 Data Subjects have the right to:
- be notified that their Personal Information is being collected by The Company. The Data Subject also has the right to be notified in the event of a data breach;
 - know whether The Company holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
 - request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
 - object to the Company's use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to the Company's record keeping requirements);
 - object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
 - complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPI and to institute civil proceedings regarding the

alleged non-compliance with the protection of his, her or its personal information.

13. PURPOSE OF PROCESSING OF PERSONAL INFORMATION IN ACCORDANCE WITH POPI

13.1 For consumers:

- Performing duties in terms of any agreement with consumers
- Make, or assist in making, credit decisions about consumers
- Operate and manage consumers' accounts and manage any application, agreement or correspondence consumers may have with the Company
- Communicating (including direct marketing) with consumers by email, SMS, letter, telephone or in any other way about the Company's products and services, unless consumers indicate otherwise
- To form a view of consumers as individuals and to identify, develop or improve products, that may be of interest to consumers
- Carrying out market research, business and statistical analysis
- Performing other administrative and operational purposes including the testing of systems
- Recovering any debt consumers may owe the Company
- Complying with the Company's regulatory and other obligations
- Any other reasonably required purpose relating to the Company's business

13.2 For prospective consumers:

- Verifying and updating information
- Pre-scoring
- Direct marketing
- Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to the Company's business.

13.3 For employees:

- The same purposes as for consumers (above)
- Verification of applicant employees' information during recruitment process
- General matters relating to employees:
 - Pension
 - Medical aid
 - Payroll
 - Disciplinary action
 - Training
- Any other reasonably required purpose relating to the employment or possible employment relationship.

13.4 For vendors /suppliers /other businesses:

- Verifying information and performing checks;
- Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- Payment of invoices;
- Complying with the Company's regulatory and other obligations; and
- Any other reasonably required purpose relating to the business.

14. CATEGORIES OF DATA SUBJECTS AND THE PERSONAL INFORMATION RELATING THERETO

14.1 Employees :

- Name and contact details
 - Identity number and identity documents including passports
 - Employment history and references
 - Banking and financial details
 - Details of payments to third parties (deductions from salary)
 - Employment contracts
 - Employment equity plans
 - Medical aid records
 - Pension Fund records
 - Remuneration/salary records
 - Performance appraisals
 - Disciplinary records
 - Leave records
 - Training records
- 14.2 Consumers and prospective consumers (which may include employees) :
- Postal and/or street address
 - Title and name
 - Contact numbers and/or e-mail address
 - Ethnic group
 - Employment history
 - Age
 - Gender
 - Marital status
 - Nationality
 - Language
 - Financial information
 - Identity or passport number
 - Browsing habits and click patterns on Company websites and online pages
- 14.3 Vendors /suppliers /other businesses:
- Name and contact details
 - Identity and/or company information and directors' information
- 14.4 Banking and financial information
- Information about products or services
 - Other information not specified, reasonably required to be processed for business operations

15. CROSS BORDER TRANSFERS OF PERSONAL INFORMATION

When making authorised disclosures or transfers of personal information in terms of section 72 of POPIA, Personal Data may be disclosed to recipients located in countries which do not offer a level of protection for those data as high as the level of protection as South Africa.

16. DESCRIPTION OF INFORMATION SECURITY MEASURES

The Company undertakes to institute and maintain the data protection measures to accomplish the objectives outlined below. The details given are to be interpreted as examples of how to achieve an

adequate data protection level for each objective. We may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

- Access Control of Persons :
The Company shall implement suitable measures in order to prevent unauthorised persons from gaining access to any data processing equipment where the data are processed.
- Data Media Control :
The Company undertakes to implement suitable measures to prevent the unauthorised manipulation of media, including reading, copying, alteration or removal of the data media used by The Company and containing personal data of Customers.
- Data Memory Control :
The Company undertakes to implement suitable measures to prevent unauthorised input into data memory and the unauthorised reading, alteration or deletion of stored data.
- User Control :
The Company shall implement suitable measures to prevent its data processing systems from being used by unauthorised persons by means of data transmission equipment.
- Access Control to Data :
We undertake that the persons entitled to use The Company's data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorisation).
- Transmission Control :
The Company is obliged to enable the verification and tracing of the locations / destinations to which the personal information data is transferred by utilisation of The Company's data communication equipment / devices.
- Transport Control :
The Company shall implement suitable measures to prevent Personal Information from being read, copied, altered or deleted by unauthorised persons during the transmission thereof or during the transport of the data media.
- Organisation Control :
The Company shall maintain its internal organisation in a manner that meets the requirements of this Manual.

**ANNEXURE 1: ACCESS REQUEST FORM IN TERMS OF THE PROMOTION TO
ACCESS OF INFORMATION ACT, 2000**



J752

REPUBLIC OF SOUTH AFRICA

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Information Officer:

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
 - (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
 - (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:													
Identity number:													
Postal address:													
Telephone number:	()												
E-mail address:													

Capacity in which request is made, when made on behalf of another person:

--

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person

Full names and surname:													
Identity number:													

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

--

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
 - (b) You will be notified of the amount required to be paid as the request fee.
 - (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
 - (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
Mark the appropriate box with an X.			
<p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	Yes	No
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form.
The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day of year.....

.....

**Signature of Requester /Person on Whose Behalf
Request is Made**

**ANNEXURE 2 : OBJECTION TO THE PROCESSING OF PERSONAL
 INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL
 INFORMATION ACT, 2013**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL
 INFORMATION, 2018**

Note:

Affidavits or other documentary evidence as applicable in support of the objection may be attached.

- 1 If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
- 2 Complete as is applicable

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	

Fax number / E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at this day of..... 20...

.....
Signature of data subject/designated person

ANNEXURE 3 : REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 21(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

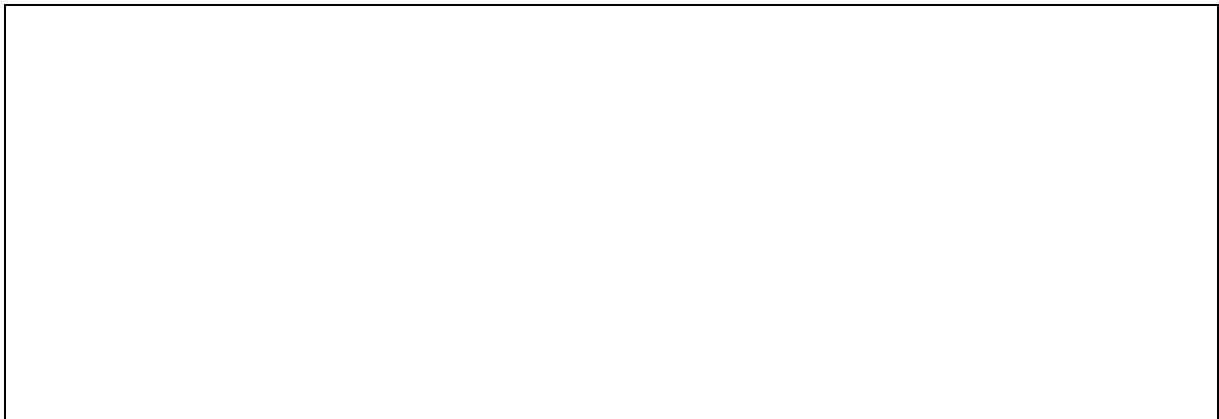
Mark the appropriate box with an "x".

Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information

A	Details of Data Subject
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY

Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
C	Reasons for Objection in Terms of Section 11(1)(D) to (F) (Please Provide Detailed Reasons for The Objection)
D	Reasons for *Correction or Deletion of the Personal Information about the Data Subject in Terms of Section 24(1)(a) which is in Possession or Under the Control of the Responsible Party; and or Reasons for *Destruction or Deletion of a Record of Personal Information about the Data Subject in Terms of Section 24(1)(b) which the Responsible Party is no longer Authorised to Retain. (Please Provide Detailed Reasons for the Request)



Signed at this day of..... 20...

.....
Signature of data subject/designated person