

NHLABATHI (GYS) LOUW INCORPORATED
Promotion of Access to Information Act

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 and to address the requirements of the Protection of Personal Information Act 4 of 2014

Table of Contents

<i>Table of Contents</i>	2
1. DEFINITIONS	3
2. INTRODUCTION	5
3. BUSINESS INFORMATION AND CONTACT DETAILS	5
4. GUIDE TO PAIA	5
5. LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA	6
6. AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA	6
7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION	7
8. REQUEST PROCESS	8
9. GROUNDINGS FOR REFUSAL	9
10. REMEDIES SHOULD A REQUEST BE REFUSED	10
11. FEES	11
12. POPI	11

1. DEFINITIONS

Client	any natural or juristic person that received or receives services from the Company
Conditions for Lawful Processing	the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 12 of this Manual
Data Subject	the person to whom personal information relates
Information Officer	the individual who is identified in paragraph 3 of this manual
Manual	this manual
PAIA	the Promotion of Access to Information Act 2 of 2000
Personal Information	means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to— <ol style="list-style-type: none">a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;b) information relating to the education or the medical, financial, criminal or employment history of the person;c) any identifying number, symbol, e-mail address, physical address, telephone number, cell phone number, location information, bank account number, online identifier or other particular assignment to the person;d) the biometric information of the person;e) the personal opinions, views or preferences of the person;f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;g) the views or opinions of another individual about the person; andh) the name of the person if it appears with other personal

information relating to the person or if the disclosure of the name itself would reveal information about the person

Personnel

any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers

POPI

the Protection of Personal Information Act 4 of 2013

POPI Regulations

the regulations promulgated in terms of section 112(2) of POPI

Private Body

means—

- a) a natural person who carries or has carried on any trade, business or
- b) profession, but only in such capacity;
- c) a partnership which carries or has carried on any trade, business or profession; or
- d) any former or existing juristic person, but excludes a public body

Processing

means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

- a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- b) dissemination by means of transmission, distribution or making available in any other form; or
- c) merging, linking, as well as restriction, degradation, erasure or destruction of information

SAHRC

the South African Human Rights Commission

Any other terms not described herein will have the meaning as ascribed to it in terms of PAIA or POPI.

2. INTRODUCTION

- 2.1. For the purpose of POPI and PAIA, the Company is defined as a private body. In accordance with the Company's obligations in terms of POPI and PAIA, the Company has produced this manual.
- 2.2. This manual sets out all information required by both PAIA and POPI.
- 2.3. This manual also deals with how requests are to be made in terms of PAIA.
- 2.4. This manual also establishes how compliance with POPI is to be achieved.

3. BUSINESS INFORMATION AND CONTACT DETAILS

Business Name	Nhlabathi (Gys) Louw Incorporated
Registration Number	2003/016837/21
Registered Office	No. 3 Woodhill Office Park, 53 Philip Engelbrecht Avenue, Meyersdal.
Postal Address	
Contact Number	0118670476
Information Officer	Janine Schoeman
Email address	janine@ngllaw.co.za
Telephone:	011 867 0476

Background information of the Company can be found at www.ngllaw.co.za.

4. GUIDE TO PAIA

- 2.5. A guide to PAIA and how to access information in terms of PAIA has been published pursuant to section 10 of PAIA.
- 2.6. The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA. Should you wish to access the guide you may request a copy from the Information Officer by submitting **ANNEXURE A**, attached hereto, to the details specified above.
- 2.7. You may also inspect the guide at the Company's offices during ordinary working hours.
- 2.8. You may also request a copy of the guide from Information Regulator at the following details:

Information Regulator:

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017
Telephone: (010) 023 5200

Website: www.justice.gov.za

Email: PAIACompliance.IR@justice.gov.za

5. LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA

5.1. At this stage no Notice(s) has / have been published on the categories of records that are available without having to request access to them in terms of PAIA.

6. AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

6.1. The Company holds and/or process the following records for the purposes of PAIA and POPI.

6.2. The following records may be requested, however it should be noted that there is no guarantee that the request will be honoured. Each request will be evaluated in terms of PAIA and any other applicable legislation and with due regard to the principle of Legal Professional Privilege afforded to the clients of Legal Practitioners and Practices.

Products and/or Services	All products and/or services are available freely on the Company's website as set out above.
Human Resources	Employment Contracts Employee benefits Personnel records and correspondence Training records Internal policies Information pertaining to share options, share incentives, bonus or profit sharing agreements of each employee Pension and provident fund records
Company Secretarial	Memorandum of Incorporation Secretarial records Tradenname registrations Trademark registrations Company registration documents Statutory registers Minutes of Shareholder's meetings Minutes of Director's meetings Register of Directors Share Certificates
Legal	Agreements with Clients Agreement with Suppliers Shareholder agreements Partnership agreements Licenses and Permits

	Power of Attorneys Sale agreements Lease agreements
Financial	Accounting records Annual reports Interim reports Auditor details and reports Tax returns Insurance records
Client	Client database Credit Applications Correspondence with Clients Documentation prepared for Clients. Invoices, receipts, credit and debit notes
Marketing	Published Marketing material
Miscellaneous:	Internal Correspondence Information technology records Trade secrets Domain name registrations Website information Asset registers Title deeds

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- 7.1. Basic Conditions of Employment Act, No. 75 of 1997
- 7.2. Companies Act, No. 71 of 2008
- 7.3. Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- 7.4. Constitution of the Republic of South Africa Act, No. 108 of 1996
- 7.5. Debt Collectors Act, No. 114 of 1998
- 7.6. Deed Registries Act, No. 47 of 1937
- 7.7. Employment Equity Act, No. 55 of 1998
- 7.8. Financial Intelligence Centre Act, No. 38 of 2001
- 7.9. Identification Act, No. 68 of 1997
- 7.10. National Credit Act, No. 34 of 2005
- 7.11. Insolvency Act, No. 24 of 1936
- 7.12. The Labour Relations Act, No. 66 of 1995
- 7.13. The Long Term Insurance Act, No. 52 of 1998

- 7.14. Pension Funds Act, No. 24 of 1956
- 7.15. Short Term Insurance Act, No. 53 of 1998
- 7.16. Skills Development Levies Act, No. 9 of 1999
- 7.17. Unemployment Insurance Act, No. 63 of 2001
- 7.18. Value Added Tax Act, No. 89 of 1991
- 7.19. Electronic Communication and Transactions Act, No. 25 of 2002
- 7.20. Financial Advisory and Intermediary Service Act, No. 37 of 2002
- 7.21. Income Tax Act, No. 58 of 1962
- 7.22. Occupational Health and Safety Act No. 85 of 1993
- 7.23. Customs and Excise Act No. 91 of 1964
- 7.24. Prevention of Organised Crime Act No. 121 of 1998
- 7.25. Machinery and Occupational Safety Amendment Act No. 181 of 1993
- 7.26. National Payment Systems Act No. 78 of 1998
- 7.27. Prescription Act No. 68 of 1969

8. REQUEST PROCESS

- 8.1. An individual who wishes to place a request must comply with all the procedures laid down in PAIA.
- 8.2. The requester must complete **ANNEXURE B**, which is attached hereto and submit it to the Information Officer at the details specified above.
- 8.3. The prescribed form must be submitted as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail as is stated herein.
- 8.4. The prescribed form must be completed with enough particularity to enable the information officer to determine:
 - 8.4.1. The record(s) requested;
 - 8.4.2. The identity of the requestor;
 - 8.4.3. What form of access is required; and
 - 8.4.4. The Postal address or fax number of the requestor.
- 8.5. The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or

protected. An explanation of why the records requested is required to exercise or protect the right.

- 8.6. The request for access will be dealt with within 30 calendar days from date of receipt, unless the requestor has set out special grounds that satisfies the Information Officer that the request be dealt with sooner on an urgent basis.
- 8.7. The period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company and the information cannot be reasonably obtained, packaged, collated or otherwise provided within 30 days. The information officer will notify the requestor in writing should an extension be necessary and note the reason for such extension.
- 8.8. The requestor will be informed in writing whether access to the records have been granted or denied. If the requestor requires a reason for the decision the request must be expressed in the prescribed form, the requestor must further state what particulars of the reasoning the requestor requires.
- 8.9. If a requestor has requested the records on another individual's behalf, the requestor must submit proof of the capacity the requestor submits the request in (such as being authorized by a Power of Attorney or Appointment as Curator by the Master of the High Court), to the satisfaction of the information officer.
- 8.10. Should the requestor have any difficulty with the form or the process laid out herein, the requestor should contact the Information Officer for assistance.
- 8.11. An oral request can be made to the Information Officer should the requestor be unable to complete the form due to illiteracy, disability or a lack of means by which to submit the form physically or electronically. The Information Officer will complete the form on behalf of the requestor and provide a copy of the form to the requestor.

9. GROUNDS FOR REFUSAL

- 9.1. The following are grounds upon which the Company may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access in accordance with Chapter 4 of PAIA:
 - 9.1.1. Protection of Legal Professional Privilege afforded to clients (both past and present) of the firm in line with the Firm's ethical and statutory duties in terms of the Legal Profession.
 - 9.1.2. Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information

would be unreasonable;

- 9.1.3. Mandatory protection of the commercial information of a third party, if the Records contain:
 - 9.1.3.1. Trade secrets of that third party;
 - 9.1.3.2. Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
 - 9.1.3.3. Information disclosed in confidence by a third party to The Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- 9.1.4. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 9.1.5. Mandatory protection of the safety of individuals and the protection of property;
- 9.1.6. Mandatory protection of Records that would be regarded as privileged in legal proceedings;
- 9.1.7. Protection of the commercial information of the Company, which may include:
 - 9.1.7.1. Trade secrets;
 - 9.1.7.2. Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company;
 - 9.1.7.3. Information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
 - 9.1.7.4. Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws;
- 9.1.8. Research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
- 9.1.9. Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

10. REMEDIES SHOULD A REQUEST BE REFUSED

- 10.1. The Company does not have an internal appeal procedure in light of denial of a

request.

10.2. Decisions made by the information officer are final.

10.3. The requestor may in accordance with sections 56(3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

11. FEES

Fees payable in terms of a request are set out more fully in Annexure E and follow the prescribed fees published in terms of the Regulations to PAIA.

12. POPI

12.1. Conditions for lawful processing:

12.1.1. POPI has eight conditions for lawful processing and includes:

12.1.1.1. Accountability

12.1.1.2. Processing limitation

12.1.1.3. Purpose specification

12.1.1.4. Further processing limitation

12.1.1.5. Information quality

12.1.1.6. Openness

12.1.1.7. Security safeguards

12.1.1.8. Data subject participation

12.1.2. The Company is involved in the following types of processing:

12.1.2.1. Collection

12.1.2.2. Recording

12.1.2.3. Organization

12.1.2.4. Structuring

12.1.2.5. Storage

12.1.2.6. adaptation or alteration

12.1.2.7. retrieval

12.1.2.8. consultation

12.1.2.9. use

12.1.2.10. disclosure by transmission

12.1.2.11. dissemination or otherwise making available

12.1.2.12. alignment or combination

12.1.2.13. restriction

12.1.2.14. erasure

12.1.2.15. destruction

12.1.3. The Company processes information for the following purposes:

12.1.3.1. to fulfil agreements in relation to its employees;

12.1.3.2. to provide services to its Clients in accordance with terms agreed to by the Clients;

12.1.3.3. to undertake activities related to the provision of services, such as:

12.1.3.3.1. to fulfil domestic legal, regulatory and compliance obligations;

12.1.3.3.2. to verify the identity of Customer representatives who contact the Company or may be contacted by The Company;

12.1.3.3.3. for risk assessment, information security management, statistical, trend analysis and planning purposes;

12.1.3.3.4. to monitor and record calls and electronic communications with the Client for quality, training, investigation and fraud prevention purposes;

12.1.3.3.5. to enforce or defend the Company or the Company affiliates' rights;

12.1.3.3.6. to manage the Company's relationship with its clients, which may include providing information to its clients and its clients affiliates about the Company's and the Company affiliates' products and services;

12.1.3.4. the purposes related to any authorised disclosure made in terms of agreement, law or regulation;

12.1.3.5. any additional purposes expressly authorised by the Company's client;

12.1.3.6. any additional purposes as may be notified to the Client or Data Subjects in any notice provided by the Company.

12.2. The Company processes personal information the following categories of Data Subjects:

12.2.1. Juristic persons –

12.2.1.1. Corporate clients

12.2.1.2. Suppliers

12.2.2. Natural persons –

12.2.2.1. Individuals

12.2.2.2. Staff

12.2.2.3. Clients

12.2.2.4. Suppliers

12.3. The Company process the following categories personal information:

12.3.1. Client profile information;

12.3.2. Bank account details;

12.3.3. Payment information;

12.3.4. Client representatives;

12.3.5. Names;

12.3.6. Email Addresses;

12.3.7. Telephone numbers;

12.3.8. Facsimile numbers;

12.3.9. Physical addresses;

12.3.10. Tax numbers;

12.3.11. Identity Numbers;

12.3.12. Passport Numbers;

12.3.13. Employment information

12.3.14. Information relating to client's income and wealth

12.4. Recipients of Personal Information:

12.4.1. The Company, the Company's affiliates, their respective representatives

12.5. When making authorised disclosures or transfers of personal information in terms of Section 72 of POPI, personal information may be disclosed to recipients in countries that do not have the same level of protection for personal information as South Africa does.

12.6. The following Security measures are implemented by the Company:

12.7. The Company implements numerous Security measures to protect personal information that is stored electronically and physically.

12.7.1 The Company ensures that appropriate security measures are taken and updates these measures on a regular basis.

12.7.2 The Company has also implemented various policies for additional security for

personal information stored both physically and electronically.

12.7.3 The Personal information that is stored electronically is protected as follows:

12.7.3.1. All electronic records are stored in a secure, centralized system.

12.7.3.2. No information is permitted to be kept on local client devices.

12.7.3.3. Only certain trusted devices are permitted to connect to the internal network of the company.

12.7.3.4. Client devices are connected to a centralized Endpoint Management System to ensure compliance with internal policy and to facilitate threat management and response.

12.7.4 The personal information that is stored physically is protected as follows:

12.7.4.1. Where physical records of the data exist, such records will be stored in a secure area where access can be restricted as to avoid a breach of the personal information.

12.7.4.2. Such physical data records will be 'locked-away' and secured when not in use.

12.8. The Company may share personal information with third parties and in certain instances this may result in cross border flow of the personal information. The personal information will always be subject to protection, not less than the protection it is afforded under the Protection of Personal Information Act No.4 of 2013.

12.9. Objection to the processing of personal information by a data subject:

12.9.1. Section 11(3) of POPI and regulation 2 of the POPI regulations provides that a data subject may, at any time object to the processing of their personal information in the prescribed form attached to this manual as **ANNEXURE "C"**.

12.10. Request for correction or deletion of personal information:

12.10.1. Section 24 of POPI and regulation 3 of the POPI regulations provides that a data subject may request for their personal information to be corrected and/or deleted in the prescribed form attached hereto as **ANNEXURE "D"**.

SIGNATURE INFORMATION OFFICER: _____

DATE: _____

ANNEXURE A



**INFORMATION
REGULATOR
(SOUTH AFRICA)**

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

Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg, 2001
P.O. Box 31533
Braamfontein, Johannesburg, 2017
Tel: 010 023 5200

Email: PAIACompliance@infoRegulator.org.za

REQUEST FOR A COPY OF THE GUIDE

FORM 1

[Regulation 2]

I,

Full names:			
In my capacity as (mark with "x"):	Information officer		Other
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

hereby request the following copy(ies) of the Guide:

Language (mark with "X")	No of copies	Language (mark with "X")	No of copies
<input type="checkbox"/> Sepedi		<input type="checkbox"/> Sesotho	
<input type="checkbox"/> Setswana		<input type="checkbox"/> siSwati	
<input type="checkbox"/> Tshivenda		<input type="checkbox"/> Xitsonga	
<input type="checkbox"/> Afrikaans		<input type="checkbox"/> English	
<input type="checkbox"/> isiNdebele		<input type="checkbox"/> isiXhosa	
<input type="checkbox"/> isiZulu			

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

ANNEXURE B

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

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

Indicate which right is to be exercised or protected	

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

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

ANNEXURE C

FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must 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.*

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (if the responsible party is a natural):		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

Name of public or private body <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....
Signature of data subject (applicant)

ANNEXURE D

FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 3(2)]

Note:

1. *Affidavits or other documentary evidence in support of the request must 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.*

Reference Number....

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 THE DATA SUBJECT	
Surname:			
Full names:			
Identity number:			
Residential, postal or business address:			
		Code ()	
Contact number(s):			
Fax number:			
E-mail address:			
B		DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (if the responsible party is a natural person):			
Residential, postal or business address:			
		Code ()	
Contact number(s):			
Fax number:			
E-mail address:			

Name of public or private body (if the responsible party is not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* *Delete whichever is not applicable*

Signed at this day of20.....

.....
Signature of Data subject

ANNEXURE E

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows—

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows—

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2) For purposes of section 54(2) of the Act, the following applies—	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	