

PAIA MANUAL

(Promotion of Access to Information Manual)

Prepared as guided by the terms in:

Section 51 of the Promotion of Access to Information Act No.2 of 2000 (PAIA)

and

The Protection of Personal Information Act No.4 of 2013 (POPIA)



nutrochem
WHERE QUALITY AND SERVICE MEET

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1. INTRODUCTION

- 1.1 This Manual has been prepared in accordance with section 51 of the Act and is intended to make it easier to request access to a private body's record that is required for the exercise or protection of any rights.
- 1.2 The provisions of the PAIA
 - 1.2.1 The Promotion of Access to Information Act 2 of 2000 ("PAIA") gives effect to the right of access to information in records held by public or private bodies that is required for the exercise or protection of any rights as enshrined in the Bill of Rights forming part of The Constitution of The Republic of South Africa, 1996 ("the Constitution").
 - 1.2.2 The Public Access to Information Act (PAIA) gives effect to Section 32 of the Constitution, which establishes the right of access to information. This includes information held by the government as well as information held by anyone else. A person who is entitled to exercise a right or who requires information to protect a right has access to that information, subject to certain restrictions.
 - 1.2.3 Section 51 of PAIA establishes a legal right of access to records (as defined in section 1) of a private body (both natural and juristic), but this right can be revoked in certain circumstances as outlined in Chapter 4 of Part 3 of PAIA. Furthermore, to comply with POPIA, a responsible party who processes personal data must notify the person to whom the data relates ("Data Subject") of the manner in which the Data Subject can access their personal information held by the responsible party.
- 1.3 NUTROCHEM CC
This Company has no subsidiaries and provide services in the Chemical Industry.

2. DEFINITIONS

- 2.1 **Company** means NUTROCHEM CC (Registration number: CK2005/068227/23), a company duly registered as such in accordance with the laws of the Republic of South Africa and having its principal place of business address situated at 17 Station Road, Bethal, 2310, also referred to as **the Company**, interchangeably.
- 2.2 **Conditions for Lawful Processing** means the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPIA;
- 2.3 **Constitution** means the *Constitution of the Republic of South Africa, 1996*;
- 2.4 **Client** refers to any natural or juristic person that received or receives services from NUTROCHEM CC;
- 2.5 **Data Subject** has the meaning ascribed thereto in section 1 of POPIA;
- 2.6 **Information Officer** means NUTROCHEM CC's appointed personnel as referred to in clause 5;
- 2.7 **Manual** means this manual prepared in accordance with section 51 of PAIA and regulation 4(1)(d) of the POPIA Regulations;

- 2.8 **PAIA** means the *Promotion of Access to Information Act, 2000*;
- 2.9 **Personal Information** has the meaning ascribed thereto in section 1 of POPIA;
- 2.10 **Personnel** refers to any person who works for, or provides services to or on behalf of NUTROCHEM CC, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of NUTROCHEM CC, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers;
- 2.11 **POPIA** means the *Protection of Personal Information Act, 2013*;
- 2.12 **POPIA Regulations** mean the regulations promulgated in terms of section 112(2) of POPIA;
- 2.13 **Private Body** has the meaning ascribed thereto in sections 1 of both PAIA and POPIA;
- 2.14 **Processing** has the meaning ascribed thereto in section 1 of POPIA;
- 2.15 **Responsible Party** has the meaning ascribed thereto in section 1 of POPIA;
- 2.16 **Record** has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information;
- 2.17 **Requester** has the meaning ascribed thereto in section 1 of PAIA;
- 2.18 **Request for Access** has the meaning ascribed thereto in section 1 of PAIA; and
- 2.19 **SAHRC** means the South African Human Rights Commission.

Unless otherwise defined herein, capitalized terms have the meanings ascribed to them in section 1 of POPIA and PAIA as the context specifically requires.

3. PURPOSE OF THE MANUAL

- 3.1 For the purposes of PAIA, this manual details the procedure to be followed by a Requester of information and the manner in which a Request for Access will be facilitated; and
- 3.2 Details the categories of Data Subjects for whom NUTROCHEM CC Processes Personal Information as well as the categories of Personal Information relating to such Data Subjects; and the recipients to whom Personal Information may be supplied.

4. COMPANY DETAILS

- 4.1 The details of the Company are as follows:
Physical Address: 17 Station Road
Bethal
2310

5. CONTACT DETAILS OF THE INFORMATION OFFICER

5.1 The Information Officer's contact details are as follows:

Information Officer: Pieter du Plessis

Physical Address: 17 Station Road
Bethal
2310

Email Address: pieter@nutrochem.co.za

6. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

6.1 The SAHRC has compiled a guide, as contemplated in section 10 of the South African Human Rights Commission Act, 2013 ("the Act") containing information to assist any person who wishes to exercise any right as contemplated in the Act.

6.2 This guide is available from the SAHRC at:

Bag no: South African Human Rights Commission
Private Bag 2700
Houghton
2041

Website Address: www.sahrc.org.za

Tel: 011 877 3600

7. PUBLICATION AND AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

7.1 Schedule of Records

7.1.1 The Schedule of Records as contained in Annexure 1 of this Manual details the Records that are held and/or Processed by NUTROCHEM CC for the purposes of PAIA and POPIA respectively. Access to such Records may be refused subject to the Grounds of Refusal contained in clause 8 below.

7.2 List of applicable legislation

7.2.1 The Company retains records which are required in terms of legislation other than PAIA.

7.2.2 Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the Requester has a right of access to a record other than in terms of the procedure set out in the PAIA are set out in Annexure 2.

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

8.1 A Requester must comply with all the procedural requirements as contained in section 53 of PAIA relating to a Request for Access to a Record.

8.2 A Requester must complete the prescribed Request for Access form attached as Annexure 3 and submit the completed Request for Access form as well as payment of a request fee as per section 13 of this manual (if applicable) and a deposit (if applicable), to the Information Officer at the postal or physical address or electronic mail address stated in clause 5 above.

- 8.3 The Request for Access form must be completed with sufficient detail to enable the Information Officer to identify the following:
 - 8.3.1 the Record/s requested;
 - 8.3.2 the identity of the Requester;
 - 8.3.3 the form, type and method of access that is required, if the request is granted;
 - 8.3.4 the postal address or email address of the Requester; and
 - 8.3.5 the right that the Requester is seeking to protect; and
 - 8.3.6 a sufficient reason why access to the Requested Record will be necessary to exercise or protect such a right.
- 8.4 If a Request for Access is made on behalf of another person, the Requester must provide proof of the capacity in which the Requester is making the request to the reasonable satisfaction of the Information Officer.
- 8.5 If an individual is unable to complete the prescribed form due to illiteracy or disability, such a person may make the request orally.
- 8.6 The Company will voluntarily provide the requested Records to a Personal Requester (as per section 1 of PAIA).
- 8.7 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 13 below.

9. DECISION TO GRANT ACCESS TO RECORDS

- 9.1 The Company will decide whether to grant or decline the Request for Access within 30 (thirty) days of receipt of the Request for Access and must give notice to the Requester with reasons (if required) to that effect.
- 9.2 The period referred to above may be extended for a further period of not more than 30 (thirty) days if the Request for Access is for Records which cannot be obtained within a reasonably shorter period due to the volume thereof, or the Request for Access requires a search for Records held at another office or branch of the Company, or needs more resources and time to locate, and the Records cannot reasonably be obtained within the original 30 (thirty) day period.
- 9.3 The Company will notify the Requester in writing should an extension of time as indicated above be required.
- 9.4 If, in addition to a written reply from the Information Officer, the Requester wishes to be informed of the decision on the Request for Access in any other manner, the Requester must state the manner and particulars required.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF PAIA

- 10.1 The following are the grounds on which the Company may, subject to the exceptions contained in Chapter 4 of PAIA, refuse a Request for Access:
 - 10.1.1 mandatory protection of the privacy of a third party who is a natural person, including

a deceased person, where disclosure of Personal Information would be arbitrary;

- 10.1.2 protection of the commercial information of NUTROCHEM CC, which may include, but not limited to:
 - 10.1.2.1 trade secrets;
 - 10.1.2.2 financial/commercial, scientific, or technical information that could cause harm to NUTROCHEM CC's financial or commercial interests if disclosed;
 - 10.1.2.3 information which, if disclosed, could put NUTROCHEM CC at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
 - 10.1.2.4 computer programs owned by NUTROCHEM CC, and which are protected by copyright and intellectual property laws;
- 10.1.3 mandatory protection of the commercial information of a third party, if the Records contain:
 - 10.1.3.1 trade secrets of that third party;
 - 10.1.3.2 financial, commercial, scientific or technical information of the third party, that may harm the financial or commercial interest of that third party, if disclosed;
 - 10.1.3.3 information disclosed in confidence by a third party to the Company, that may put the third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition, if disclosed;
- 10.1.4 mandatory protection of confidential information of third parties, if it is protected in terms of any agreement;
- 10.1.5 mandatory protection of the safety of individuals and the protection of property;
- 10.1.6 mandatory protection of Records that would be regarded as privileged in legal proceedings;
- 10.1.7 research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
- 10.1.8 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

11. REMEDIES AVAILABLE TO THE REQUESTER UPON REFUSAL OF A REQUEST FOR ACCESS IN TERMS OF PAIA

- 11.1 The Company does not have internal appeal procedures for refusal of requests. As such, the decision made by the Information Officer is final, and Requesters will have to make use of such external remedies at their disposal if the Request for Access is refused.
- 11.2 In accordance with sections 56(3) (c) and 78 of PAIA, a Requester may apply to a court for relief within 30 (thirty) days of notification of the decision for appropriate relief.

12. INFORMATION OR RECORDS NOT FOUND

- 12.1 If the Company is unable to locate the records that the Requester is looking for, despite a reasonable and diligent search, and believes that the records are either lost or in possession but unobtainable, the Requester will receive a notice in this regard from the Information Officer in the form of an affidavit setting out the measures taken to locate the document and the unobtainability of such documents.

13. FEES

- 13.1 When the Request for Access is received by the Information Officer, the Information Officer will by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any) before further processing of the Request for Access.
- 13.2 Prescribed request fees are set out in **Annexure 4**.
- 13.3 If the search for a Record requires more than the prescribed hours for this purpose, the Information Officer will notify the Requester to pay as a deposit, the prescribed portion of the access fee, capped at a third of the fee, which would be payable if the Request for Access is granted.
- 13.4 The Information Officer will withhold a Record until the Requester has paid the fees set out in **Annexure 4**.
- 13.5 A Requester whose Request for Access to a Record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record for disclosure, including making arrangements to make it available in the requested form provided for in PAIA.
- 13.6 If a deposit has been paid in respect of a Request for Access which is refused, the Information Officer will repay the deposit to the Requester.

14. AVAILABILITY OF THE MANUAL

- 14.1 This Manual is made available in terms of PAIA and section 4 of the Regulations to POPIA.
- 14.2 This Manual is at the offices of the Company for inspection during normal business hours. No fee will be levied for inspection as contemplated in this clause.
- 14.3 Copies of the Manual can be obtained from the Information Officer. A fee will be levied for copies of the manual in accordance with **Annexure 4**

15. ANNEXURES AND FORMS

Annexure 1 – Schedule of Records

Categories of records held by the Company as well as the types of records per category. Each of these records are available on request in terms of PAIA, subjected to all relevant clauses in this manual.			
Client Service Records	Corporate Governance	Finance and Administration	Human Capital
Client Communication	Codes of Conduct	Accounting Records	B-BBEE Compliance and Statistics
Client Fee Files	Board Meeting Minutes	Annual Financial Statements	Employment Records
Client Contracts	Executive Committee Meeting Minutes	Financial Agreements	Development and Performance Plans and Records
Client SLA's	Legal Compliance Records	Bank Records	Policies and Procedures
Client Business and Registration Information	Policies and Procedures	Correspondence	Employee Information
Legal Documentation	B-BBEE Compliance Records	Remittances	Employment Equity Reports
Working Documentation		Invoices and statements	Leave Records
Proposals, quotations, and tenders		Tax records and returns	PAYE Records and Returns
Project plans and trackers		Purchase Orders	UIF Returns
Standard Terms and Conditions of supply of goods and services			Internal Training Material
			Training Records
			Training Agreements
Information Management and Technology	Secretarial	Marketing and Communication	Operations
Agreements	Statutory Documentation	Proposal Documents	Agreements
Equipment and Asset Register	Structures	New Business Development	Access control records
Information Policies	Share Registers	Brand Information Management	Archival administration documentation
Standards, Procedures and Guidelines	Share Certificates	Marketing Strategies	Communication strategies
	Shareholders Agreement	Communication Strategies	General Correspondence
	Minutes of Meetings	Agreements	Patents and Trade Marks
	Resolutions	Marketing Publications and Brochures	Insurance Documentation
			Service Level Agreements
			Standard Trading Terms and Conditions
			Procurement Agreements
			Order Books
			Vehicle Registration Documentation
			RICA and FICA Documentation

Annexure 2 – List of Applicable Legislation

Administration of Adjudication of Road Traffic Offences Act 46 of 1998
Basic Conditions of Employment Act 75 of 1997
Bills of Exchange Act 34 of 1964
Broad-Based Black Economic Empowerment Act 53 of 2003
Companies Act 71 of 2008
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Competition Act 89 of 1998
Constitution of South Africa Act 108 of 1996
Consumer Protection Act 68 of 2009
Copyright Act 98 of 1987
Criminal Procedure Act 51 of 1977
Customs and Excise Act 91 of 1964
Electronic Communications and Transactions Act 2 of 2000
Employment Equity Act 55 of 1998
Environment Conservation Act 73 of 1989
Formalities in Respect of Leases of Land Act 18 of 1969
Health Act 63 of 1977
Income Tax Act 58 of 1962
Labour Relations Act 66 of 1995
National Building Regulations and Building Standards Act 103 of 1997
National Credit Act 34 of 2005
National Environmental Management Act 107 of 1998
National Environmental Management: Air Quality Act 39 of 2004
National Environmental Management: Waste Act 59 of 2008
National Water Act 36 of 1998
National Road Traffic Act 93 of 1996
Occupational Health and Safety Act 85 of 1993
Patents Act 57 of 1987
Prescription Act 18 of 1943
Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
Protected Disclosures Act 26 of 2000
Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002
Sales and Service Matters Act 25 of 1964
Securities Services Act 36 of 2004
Securities Transfer Act 25 of 2007
Short-Term Insurance Act 53 of 1998
Skills Development Act 97 of 1997

Skills Development Levies Act 9 of 1999
South African Reserve Bank Act 90 of 1989
The South African National Roads Agency Limited & National Roads Act 7 of 1998
Trademarks act 194 of 1993
Transfer Duty Act 40 of 1949
Unemployment Insurance Act 63 of 2001
Unemployment Insurance Fund Contributions Act 4 of 2002
Value-Added Tax Act 89 of 1991

The above list may not be an exhaustive list, though all efforts have been made to ensure a complete and comprehensive list of legislation. This list is to be updates as and when new legislation is put forth and as soon as it is learnt that existing or new legislation allows a Requestor to access information on a basis other than that set out in PAIA.

If a Requestor however believe that a right to access information in terms of another set of legislation exist, the Requestor need to list the legislative right it seeks to request the information on and allow the Information Officer the opportunity to consider such.

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Annexure 3 – Form C Request for Access to Record of Private Body

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]

COMPLETION OF ACCESS REQUEST FORM

1. The Access Request Form must be completed in full.
2. Proof of identity is required to authenticate the identity of the requester.
3. Attach a copy of the requester's identification document.
4. Type or print in BLOCK LETTERS
5. If a question does not apply, state "N/A".
6. If there is nothing to disclose in reply to a question, state "nil".
7. When there is insufficient space on a printed form, additional information may be provided on an attached folio, and each answer on such folio must reflect the applicable title.

A. Particulars of private body

Information Officer: Pieter du Plessis
Physical Address: 17 Station Road
Bethal
2310
Email Address: pieter@nutrochem.co.za

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

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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:

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D. Particulars of record

- 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 folio and attach it to this form. The requester must sign all the additional folios.

Description of record or relevant part of the record:

Reference number, if available:

Any further particulars of record:

E. Fees

- 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.
- You will be notified of the amount required to be paid as the request fee.
- 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.
- 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.

NOTES:

(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.

(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.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record	<input type="checkbox"/>
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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*

*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
--	-----	----

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.

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:

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



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Annexure 4 – Fees

1. The fee for a copy of the PAIA manual as contemplated in section 14(3) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in section 8(7) and 13(5) are as follows:

(a)		For every photocopy of an A4-size page or part thereof	R 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	R 0,75
(c)		For a copy in a computer-readable form - stifty	R 7.50
		For a copy in a computer-readable form - CD	R70.00
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	R 40,00
	(i)	For a copy of visual images	R 60,00
(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	R 20,00
	(i)	For a copy of an audio record	R 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.	

3. The request fee payable by a requester, other than a personal requester, referred to in section 8 is R50,00.
4. The access fees payable by a requester referred to in section 8(7) and 13(5) are as follows:

(a)		For every photocopy of an A4-size page or part thereof	R 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	R 0,75
(c)		For a copy in a computer-readable form - stifty	R 7.50
		For a copy in a computer-readable form - CD	R70.00
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	R 40,00
	(i)	For a copy of visual images	R 60,00
(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	R 20,00
	(i)	For a copy of an audio record	R 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.	

5. For purposes of section 54(2) of PAIA, the following applies:
 - 5.1 Six hours as the hours to be exceeded before a deposit is payable; and
 - 5.2 one third of the access fee is payable as a deposit by the requester.
6. The actual postage is payable when a copy of a record must be posted to a requester.

Annexure 5 – Objection to Processing

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:

1. Affidavits or other documentary evidence as applicable in support of the objection 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.

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 6 – Deletion and Correction of Information
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
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

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	<p>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</p>
D	<p>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)</p>