

THE PROMOTION OF ACCESS TO INFORMATION MANUAL

(“PAIA Manual”)

OWNER	CHAMPION	VERSION	DATE
MAST Services (Pty) Ltd Executive Committee	EHOD: Legal Affairs	01	1 Nov 2023

1. PREAMBLE

- 1.1. The Promotion of Access to Information Act, 2000 (“**PAIA**”) came into operation on 9 March 2001. PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a private body, that private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.
- 1.2. Section 51 of PAIA obliges private bodies to compile a manual to enable a person to obtain access to information held by such private body and stipulates the minimum requirements that the manual has to comply with.
- 1.3. This Manual constitutes the MAST Services (Pty) Ltd (“**MAST**”) PAIA manual. This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 (“**POPIA**”), which gives effect to everyone’s Constitutional right to privacy. POPIA promotes the protection of Personal Information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the Processing of Personal Information.

POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

- 1.4. This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

2. **ABOUT MAST**

- 2.1. MAST is a Tower Service Provider servicing Mobile Network Operator's and Internet Service Provider's, anchored in South Africa, with plans to expand our tower network continent-wide. MAST invests in reliable infrastructure to enable trusted and accessible connectivity that empowers the growth of Africa's economies and societies.
- 2.2. MAST believes in the transformative power of connectivity to move this rich continent forward. By tapping into Africa's boundless potential and aims to reshape and expand its industry, realising the immense promise within Africa.
- 2.3. MAST is committed to delivering exceptional value and building positive and long-lasting relationships with its stakeholders. MAST collaborates and ensures that trusted connectivity reaches every corner of this great continent we call home.

3. **CONTACT DETAILS**

Name of Private Body: MAST Services (Pty) Ltd

Registration Number: 2022/620785/07

Designated Information Officer: Jacobus Smith

Deputy Information Officer: Nobuhle Mbongo

Email address of Information Officer: popi@mastservices.africa

Postal address: Vodacom Corporate Park
082 Vodacom Boulevard
Midrand
Gauteng
1685

Street address: As above

Website: <https://www.mastservices.africa>

4. INFORMATION REGULATORS GUIDE

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

Physical Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg
2001

Postal Address: The Information Regulator
P.O Box 31533
Braamfontein
2017

Phone: 010 023 5200

E-mail Address: infoereg@justice.gov.za

Website: <https://www.justice.gov.za/infoereg/>

5. DEFINITIONS

The following words shall bear the same meaning as under POPIA:

- 5.1. **“Data Subject”** means the person to whom Personal Information relates.
- 5.2. **“Information Officer”** means the Head of MAST, equivalent officer, duly authorised person or any person who is acting as such as contemplated in section 1 of the Act.
- 5.3. **“Personal Information”** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including:

- 5.3.1. 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;
 - 5.3.2. information relating to the education or the medical, financial, criminal or employment history of the person;
 - 5.3.3. any identifying number, symbol, e-mail address, physical address, telephone number or other particular assignment to the person;
 - 5.3.4. the blood type or any other biometric information of the person;
 - 5.3.5. the personal opinions, views or preferences of the person;
 - 5.3.6. 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;
 - 5.3.7. the views or opinions of another individual about the person; and
 - 5.3.8. 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.
- 5.4. **“Processing”** means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:
- 5.4.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 5.4.2. dissemination by means of transmission, distribution or making available in any other form; or
 - 5.4.3. merging, linking, as well as blocking, degradation, erasure or destruction of information.
- 5.5. **“Private Body”** means a natural person who carries or has carried on any trade, business or profession in that capacity, a partnership or juristic person.

- 5.6. **“Responsible Party”** means a public or Private Body or any other person which, alone or in conjunction with others, determines the purpose of and means for Processing Personal Information.
- 5.7. **“Requester”** in relation to a Private Body means any person, including, but not limited to, a public body or an official thereof, making a request for access to a record of that Private Body or any person acting on behalf of that person.

6. OBJECTIVES OF THIS MANUAL

The objectives of this Manual are:

- 6.1. to provide a list of all records held by MAST;
- 6.2. to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- 6.3. to define the manner and form in which a request for information must be submitted; and
- 6.4. to comply with the additional requirements imposed by POPIA.

7. ENTRY POINT FOR REQUESTS

- 7.1. PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.
- 7.2. Information will therefore not be furnished unless a person provides sufficient particulars to enable MAST to identify the right that the Requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual’s rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.
- 7.3. The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.

- 7.4. The Information Officer will facilitate the liaison with the internal legal team on all of these requests.
- 7.5. All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in clause 3 above.

8. **AUTOMATICALLY AVAILABLE INFORMATION**

- 8.1. Information that is obtainable via the MAST website about MAST is automatically available and need not be formally requested in terms of this Manual.
- 8.2. The following categories of records are automatically available for inspection, purchase or photocopying:
- 8.2.1. brochures
 - 8.2.2. press releases
 - 8.2.3. publication; and
 - 8.2.4. various other marketing and promotional material.

9. **INFORMATION AVAILABLE IN TERMS OF POPIA**

- 9.1. In terms of POPIA, Personal Information must be processed for a specified purpose. The purpose for which data is processed by MAST will depend on the nature of the data and the particular Data Subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected.

9.2. **Categories of Personal Information collected by MAST**

Personal Information could relate to, but is not limited to, a Data Subjects name, address, identify number and financials of a company.

9.3. **The purpose of Processing Personal Information**

Personal Information of Data Subjects shall only be processed if:

- the Data Subject has consented to the Processing;
- as per a specific law or legislation; or

- MAST and the Data Subject have entered into an agreement or contract with each other, which allows for such Processing.

The purpose for which a Data Subject's Personal Information shall be processed, shall comply with POPIA.

9.4. **The recipients or categories of recipients to whom the Personal Information may be supplied**

9.4.1. **Information required in terms of section 51 (subject to clause 7 of this manual and chapter 4 of PAIA):**

Records under the Companies Act:

Memorandum of Incorporation

Records relating to the appointment of Directors, Auditors, Secretary, Public Officer and any other Officer

Statutory registers

Financial Records:

Tax Returns

Accounting Records

Banking records, bank statements, paid cheques, electronic banking records

Asset Register

Rental Agreements

Invoices

Income Tax Records:

PAYE records

Documents issued to employees for income tax purposes

Records of payments made to the South African Revenue Services on behalf of employees

Personnel Documents and Records

Employment contracts

Employment Equity Plan

Disciplinary records

Salary records

SETA records
Disciplinary code
Leave records
Training records
Training Manuals

9.4.2. Planned transborder flows of Personal Information

Personal Information of Data Subjects shall only be processed outside of the borders of South Africa if:

- the Data Subject has consented to the Processing;
- as per a specific law or legislation; or
- MAST and the Data Subject have entered into an agreement or contract with each other, which allows for such Processing outside of the borders of South Africa

9.5. A general description of information security measures to be implemented by MAST

MAST takes extensive information security measures to ensure the confidentiality, integrity and availability of Personal Information in our possession. MAST takes appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful Processing and against accidental loss, destruction or damage.

10. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION

Information is available in terms of certain provisions of the following legislation to the persons or entities specified in such legislation:

- Administration of Estates Act 66 of 1965
- Basic Conditions of Employment Act 75 of 1997
- Close Corporations Act 69 of 1984
- Companies Act 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Estate Agency Affairs Act 112 of 1976
- Income Tax Act 58 of 1962

- Insolvency Act No. 24 of 1936
- Labour Relations Act 66 of 1995
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Stamp Duties Act 77 of 1968
- Stock Exchanges Control Act 1 of 1985 (and the rules and listing requirements of the JSE Securities Exchange authorised in terms thereof)
- Unemployment Contributions Act 4 of 2002
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991

11. CATEGORIES OF RECORDS AVAILABLE UPON REQUEST

- 11.1. MAST maintains records on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA.
- 11.2. Please note further that many of the records held by MAST are those of third parties, such as customers, clients and employees, and MAST takes the protection of third party confidential information very seriously. In particular, where MAST acts as professional advisors to clients, many of the records held are confidential and others are the property of the customer and not of MAST. For further information on the grounds of **refusal of access to a record please see paragraph 12.5 below**. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Category of records	Records
<p>Internal records</p> <p>The records listed pertain to MAST's own affairs</p>	<ul style="list-style-type: none"> • Memoranda of Incorporation • Financial records • Operational records • Intellectual property • Marketing records • Internal correspondence • Service records • Statutory records

Category of records	Records
<p>Personnel records</p> <p>For the purposes of this section, “personnel” means any person who works for or provides services to or on behalf of MAST and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of MAST. This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and contract workers.</p>	<ul style="list-style-type: none"> • Internal policies and procedures • Any personal records provided to us by our personnel • Any records a third party has provided to us about any of their personnel • Conditions of employment and other personnel-related contractual and quasi legal records • Employment policies and procedures • Internal evaluation and disciplinary records and • Other internal records and correspondence
<p>Client-related records</p>	<ul style="list-style-type: none"> • Contracts with the client and between the client and other persons
<p>Other third party records</p> <p>Records are kept in respect of other parties, including without limitation joint ventures and consortia to which MAST is a party, contractors and sub-contractors, suppliers, service providers, and providers of information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to MAST</p>	<ul style="list-style-type: none"> • Personnel, client, or MAST records which are held by another party as opposed to being held by MAST • Records held by MAST pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers
<p>Other records</p>	<ul style="list-style-type: none"> • Information relating to MAST • Research information belonging to MAST or carried out on behalf of a third party

12. REQUEST PROCEDURE

12.1. Completion of the prescribed form

- 12.1.1. Any request for access to a record in terms of PAIA must substantially correspond with Form C of Annexure B to Government Notice No. R.187 dated 15 February 2002 and should be specific in terms of the record requested. Please refer to Appendix A.
- 12.1.2. A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.
- 12.1.3. POPIA provides that a Data Subject may, upon proof of identity, request MAST to confirm, free of charge, all the information it holds about the Data Subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 12.1.4. POPIA also provides that where the Data Subject is required to pay a fee for services provided to him/her, MAST must provide the Data Subject with a written estimate of the payable amount before providing the service and may require that the Data Subject pays a deposit for all or part of the fee.
- 12.1.5. Grounds for refusal of the Data Subject's request are set out in PAIA and are discussed below.
- 12.1.6. POPIA provides that a Data Subject may object, at any time, to the Processing of Personal Information by MAST, on reasonable grounds relating to his/her particular situation, unless legislation provides for such Processing. The Data Subject must complete the prescribed form attached hereto as Appendix C and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.
- 12.1.7. A Data Subject may also request MAST to correct or delete Personal Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of Personal Information about the Data Subject that MAST is no longer

authorised to retain records in terms of POPIA's retention and restriction of records provisions.

- 12.1.8. A Data Subject that wishes to request a correction or deletion of Personal Information or the destruction or deletion of a record of Personal Information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Appendix D.

12.2. **Proof of identity**

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

12.3. **Payment of the prescribed fees**

- 12.3.1. There are two categories of fees which are payable:

12.3.1.1. **The request fee:** R140

12.3.1.2. **The access fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in Appendix B.

- 12.3.2. Section 54 of PAIA entitles MAST to levy a charge or to request a fee to enable it to recover the cost of Processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

- 12.3.3. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

12.4. **Timelines for consideration of a request for access**

- 12.4.1. Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

- 12.4.2. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

12.5. **Grounds for refusal of access and protection of information**

12.5.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of Personal Information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put MAST (at a disadvantage in negotiations or prejudice it in commercial competition); and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by MAST.

12.5.2. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal:

- (i) a substantial contravention of, or failure to comply with the law; or
- (ii) there is an imminent and serious public safety or environmental risk; and
- (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

12.5.3. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

13. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

- 13.1. If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.
- 13.2. There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.
- 13.3. Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

14. AVAILABILITY OF THIS MANUAL

Copies of this Manual are available for inspection, free of charge, at the offices of MAST and at Vodacom Corporate Park, 082 Vodacom Boulevard, Midrand, Gauteng, 1685

APPENDIX A - FORM C: REQUEST FORM

ACCESS REQUEST FORM

Particulars of MAST's Information Officer

Requests can be submitted either via post or e-mail and should be addressed to the Information Officer as indicated below:

Name: Jacobus Smith
Address: Vodacom Corporate Park
082 Vodacom Boulevard
Midrand
Gauteng
1685
E-mail address: legal@mastservices.africa

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION

Full names and surname:

Identity number:

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

Postal address:

Street address:

Email address:

Contact numbers:

TYPE OF RECORD

(Mark with an "X")

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 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 or 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 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) **The request fee must be paid before the request will be considered.**
- b) **You will be notified of the amount of the access fee to be paid.**
- 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:

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 (Please specify):

Signed at _____ on this _____ day of _____ 20__

Signature of Requester/Person on behalf of whom request is made

FOR OFFICIAL USE

Reference number:

Request received by: *(state rank, name and surname of information officer)*

Date received:

Access fees:

Deposit (if any):

Signature of information officer

APPENDIX B: FEES IN RESPECT OF PRIVATE BODIES

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotations from the service provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotations from the service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00

10.	Deposit: If search exceeds 6 hours	One third of the amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

APPENDIX C - 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, 2018

[Regulation 2]

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:	
	Code ()
Contact number(s):	

Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and Surname/ Registered name of Responsible Party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at _____ on this _____ day of _____ 20__

.....

Signature of Data Subject /designated person

APPENDIX D: 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, 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 THE DATA SUBJECT
Name(s) and Surname / registered name of d Data Subject:	

Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and Surname / registered name of Responsible Party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED

D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a)</p> <p>WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b)</p> <p>WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at _____ on this _____ day of _____ 20__

.....

Signature of Data Subject / designated person