GEYSER & COETZEE
PROKUREURS
ATTORNEYS

PAIA MANUAL

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This document can be accessed on request to the email address of Geyser and Coetzee Attorneys, being lawteam@geysercoetzee.co.za

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1. INTERPRETATION

In this document, clause headings are for convenience and shall not be used in its interpretation unless the context clearly indicates a contrary intention:

1.1. An expression which denotes:-

1.1.1. Any gender includes the other genders;

1.1.2. A natural person includes a juristic person and *vice versa*; and

1.1.3. The singular includes the plural and *vice versa*.

1.2. The following expressions shall bear the meanings assigned to them below, and cognate expressions bear corresponding meanings:-

1.2.1. "**Geyser and Coetzee Attorneys**" - Geyser and Coetzee Attorneys, a sole-proprietorship incorporated in terms of the laws of South Africa;

1.2.2. "**Information Officer**" - the designated Information Officer as described in this Manual;

1.2.3. "**Manual**" - this document, together with all of its annexures, as amended from time to time, and published in terms of section 51 of PAIA;

1.2.4. "**PAIA**" - Promotion of Access to Information Act 2 of 2000, as amended from time to time, including the regulations promulgated in terms of PAIA;

1.2.5. "**POPIA Regulations**" - the regulations relating to the protection of personal information, GG 42110, GNR.1383 of 2018;

1.2.6. "**POPIA**" - Protection of Personal Information Act 4 of 2013, as amended from time to time, including the regulations promulgated in terms of POPIA; and

1.2.7. "**Regulator**" - the Information Regulator of South Africa, established in terms of section 39 of POPIA.

2. PURPOSE OF MANUAL

2.1. This Manual is published pursuant to section 51 of PAIA, which requires organisations to compile a manual as a guide to requesters of information.

2.2. This Manual also serves to: -

2.2.1. indicate the types of records held by Geyser and Coetzee Attorneys and the availability of such records from Geyser and Coetzee Attorneys;

2.2.2. provide the public with a sufficient understanding of how to make a request for access to a record of Geyser and Coetzee Attorneys, by providing a description of the subjects on which Geyser and Coetzee Attorneys holds records, and the categories of records held on each subject;

2.2.3. provide a description of the records of Geyser and Coetzee Attorneys, which are available in accordance with any other legislation;

2.2.4. provide access to all relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;

2.2.5. provide a description of the guide on how to use PAIA, as updated by the Regulator;

2.2.6. inform the public as to the personal information Geyser and Coetzee Attorneys processes, the purposes thereof, the categories of data subjects relating thereto, the recipients or categories of recipients to whom the personal information may be supplied, and whether or not Geyser and Coetzee Attorneys plans to conduct transborder flows of personal information; and

2.2.7. describe the appropriate security measures implemented by Geyser and Coetzee Attorneys to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. CONTACT DETAILS FOR ACCESS TO INFORMATION OF GEYSER AND COETZEE ATTORNEYS

3.1. **The Information Officer/s:**

Name: Hendrik van Zyl
Telephone no: (012) 663 5247
Email: lawteam@geysercoetzee.co.za

3.2. **Geyser and Coetzee Attorneys:**

Head Office: Pretoria
Physical address: 9 Baobab Nook,
Zwartkop
Centurion
0157

Contact details and website

Tel: 012 663 5247
Email: lawteam@geysercoetzee.co.za
Website: www.geysercoetzee.co.za
Postal address: Po Box: 52908, Centurion,0046

4. GUIDANCE ON PAIA

4.1. The Regulator has, in terms of section 10(1) of PAIA updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may be reasonably required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

4.2. The Guide is available in each of the official languages and in braille.

4.3. The aforesaid Guide contains the description of -

4.3.1. the objects of PAIA and POPIA;

4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of: -

4.3.2.1. the Information Officer of every public body; and

4.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA[1] and section 56 of POPIA[2];

4.3.3. the manner and form of a request for: -

4.3.3.1. access to a record of a public body contemplated in section 11[3]; and

4.3.3.2. access to a record of a private body contemplated in section 50[4];

4.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;

4.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

4.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging:-

4.3.6.1. an internal appeal;

4.3.6.2. a complaint to the Regulator; and

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[1] Section 17(1) of PAIA- For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

[2] Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

[3] Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

[4] Section 50(1) of PAIA- A requester must be given access to any record of a private body if- a) that record is required for the exercise or protection of any rights; b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

4.3.6.3. an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal or decision by the Regulator or a decision of the head of a private body;

4.3.7. the provisions of sections 14 and 51 requiring a public body and a private body, respectively, to compile a manual, and how to obtain access to a manual;

4.3.8. the provisions of sections 15[5] and 52[6] providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

4.3.9. the notices issued in terms of sections 22[7] and 54[8] regarding fees to be paid in relation to requests for access; and

4.3.10. the regulations made in terms of section 92[9].

4.4. Members of the public can inspect or make copies of the Guide from the offices of Geyser and Coetzee Attorneys and the Regulator during normal working hours. The Guide is available in English.

4.5. The Guide can also be obtained:-

4.5.1. upon request to the Information Officer; or

4.5.2. from the website of the Regulator (https://inforegulator.org.za/).

5. RECORDS HELD BY GEYSER AND COETZEE ATTORNEYS

5.1. Records that are automatically available:

5.1.1. At this stage, no notices have been published by the Regulator on the categories of records automatically available without a person having to request access thereto in terms of PAIA.

5.1.2. The records that are located on the Geyser and Coetzee Attorneys website, however, are automatically available and are freely accessible to any person requesting this information. It is therefore not necessary to apply for access

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5 Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access.

6 Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access.

7 Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

8 Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

9 Section 92(1) of PAIA provides that –"The Minister may, by notice in the Gazette, make regulations regarding- (a) any matter which is required or permitted by this Act to be prescribed; (b) any matter relating to the fees contemplated in sections 22 and 54; (c) any notice required by this Act; (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and (e) any administrative or procedural matter necessary to give effect to the provisions of this Act."

thereto in terms of PAIA. Geyser and Coetzee Attorneys website address is https://www.geysercoetzee.co.za.

5.2. Records held by Geyser and Coetzee Attorneys in accordance with other legislation of Geyser and Coetzee Attorneys are required in accordance with legislation to retain certain records. We hold records for the purposes of PAIA in accordance with the following legislation, among others: –

5.2.1. Basic Conditions of Employment Act 75 of 1997;
5.2.2. Broad-Based Black Economic Empowerment Act 53 of 2003;
5.2.3. Companies Act 71 of 2008;
5.2.4. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
5.2.5. Electronic Communications and Transaction Act 25 of 2002;
5.2.6. Employment Equity Act 55 of 1998;
5.2.7. Financial Intelligence Centre Act 38 of 2001;
5.2.8. Income Tax Act 58 of 1962;
5.2.9. Labour Relations Act 66 of 1995;
5.2.10. Legal Practice Act 28 of 2014;
5.2.11. Occupational Health and Safety Act 85 of 1993;
5.2.12. Pension Funds Act 24 of 1956;
5.2.13. Skills Development Levies Act 9 of 1999;
5.2.14. Skills Development Act 9 of 1999;
5.2.15. Unemployment Insurance Act 63 of 2001; and
5.2.16. Value Added Tax Act 89 of 1991.

5.3. Other types of records held by Geyser and Coetzee Attorneys:

The list below contains a description of the types of records/subjects on which Geyser and Coetzee Attorneys holds, and the categories of records held on each subject. In terms of PAIA, these records are not automatically available without a request. A request made in terms of PAIA for records in any of the categories below may be refused in accordance with any of the grounds of refusal as set out in PAIA.

5.3.1. **Statutory records:**

*Company incorporation documents;
*Share register:
*Memorandum of Incorporation; and
*Records relating to the appointment of directors, auditors, and other officers.

5.3.2. **Income tax:**

*****Pay-as-you-earn (PAYE) records;

*****Documents issued to employees for income tax purposes;

*****Records of payments made to South African;

Revenue Services on behalf of employees;

*All or any statutory compliance;

*Value Added Tax;

*Skills development levies; and

*Unemployment Insurance Fund.

5.3.3. **Labour relations records:**

*Personnel documents and records;

*Employment contracts;

*Pension Fund records;

*Disciplinary records;

*Salary records;

*Disciplinary code and/or procedures;

*Leave records;

*Training manuals;

*Training records;

*Address lists; and

*Internal telephone lists.

5.3.4. **Finance:**

*Receipts and payments;

*Bank statements;

*A list of the company's debtors and creditors;

*Budgets;

*Management accounts;

*Asset registers;

*Invoices;

*Salaries;

*Minutes of meetings; and

*Correspondence.

5.3.5. **Risk and compliance:**

*Contracts;

*Policies and procedures;

*Risk assessment; and

*Compliance records.

5.3.6. **Others:**

*IT usage statistics and equipment details;

*Supplier lists;

*Secretarial records; and

*Media releases and public relations events records.

6. PROCESSING OF PERSONAL INFORMATION

6.1. POPIA:

6.1.1. Chapter 3 of POPIA provides for the minimum conditions for the lawful processing of Personal Information. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

6.1.2. Geyser and Coetzee Attorneys processes personal information in accordance with POPIA. In terms of our privacy policy, Geyser and Coetzee Attorneys will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. Geyser and Coetzee Attorneys s processes personal information of both living and juristic persons.

6.2. Purpose for processing personal information by Geyser and Coetzee Attorneys:

6.2.1. Geyser and Coetzee Attorneys will process your information in the ordinary course of the business of providing legal and related services.

6.2.2. Geyser and Coetzee Attorneys processes personal information for a number of reasons, including:-

6.2.2.1. providing services requested;

6.2.2.2. managing the commercial relationship with clients;

6.2.2.3. managing dispute resolution;

6.2.2.4. creating and managing supplier relationships;

6.2.2.5. managing contracts, orders, deliveries, invoices and accounting;

6.2.2.6. sending quotation estimates and invoices;

6.2.2.7. general human resource and finance functions including those obligations imposed by legislation;

6.2.2.8. recruitment;

6.2.2.9. procurement processes;

6.2.2.10. for safety and security reasons in respect of CCTV footage from cameras installed at the premises of Geyser and Coetzee Attorneys;

6.2.2.11. analysis, evaluation, review and collation of information in order to determine legal issues and potential disputes, provide legal advice and prepare or comment on opinion memoranda, agreements, correspondence, reports, publications, documents relating to legal proceedings and other documents or records; and

6.2.2.12. to allow for proper functioning of the website which includes, amongst others, proper display of content, interface personalisation and ensuring that the website is safe and secure to protect against misuse.

6.3. Categories of data subjects and types of personal information processed:

6.3.1. Geyser and Coetzee Attorneys processes personal information relating to our employees, clients, service providers, and visitors to our premises who may comprise of potential clients, interviewees/potential job candidates, attendees of Geyser and Coetzee Attorneys seminars and other events such as book launches and training sessions.

6.3.2. The types of personal information processed by Geyser and Coetzee Attorneys is contained in our privacy policy and relates to both living and juristic persons.

6.4. Disclosure of personal information to third parties:

6.4.1. Geyser and Coetzee Attorneys may disclose your personal information to third parties such as our associates and service providers, for legitimate business purposes, in accordance with applicable law and subject to the applicable professional and regulatory requirements regarding confidentiality.

6.4.2. Should Geyser and Coetzee Attorneys disclose your information to third parties, the latter will be obliged to use that personal information for the reasons and purposes the information was disclosed for. To this end, we have agreements in place with the relevant third parties to ensure that an adequate level of security and confidentiality is adopted by the third parties to which your personal information is being transferred to.

6.4.3. Geyser and Coetzee Attorneys may be obliged to disclose your personal information where we have a duty to disclose in terms of law or where we believe it is necessary to protect our rights. This includes where we are required to disclose your personal information as a result of litigation being instituted by or against us.

6.5. Trans-border/Cross border flows of personal information:

6.5.1. Geyser and Coetzee Attorneys may transfer your personal information to recipients outside of the Republic of South Africa. We will ensure compliance with POPIA in relation to any cross-border transfers of personal information. For example, we will ensure that the third party who is the recipient of the information is subject to a law or binding agreement which provides for an adequate level of protection similar to POPIA.

6.6. Data security:

6.6.1. Geyser and Coetzee Attorneys takes reasonable, appropriate and adequate technical and organisational measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction, damage, alteration, disclosure or unauthorised access. We contractually mandate any third parties to which your personal information is transferred to do the same.

6.6.2. Geyser and Coetzee Attorneys regularly reviews our security controls and related processes to ensure that your personal information is secure. However, where there are reasonable grounds to believe that your personal information has been accessed or acquired by any unauthorised person, we will notify the Regulator and you, unless the Regulator or a public body responsible for detection, prevention or investigation of offences, informs us that notifying you will impede a criminal investigation.

7. HOW TO REQUEST ACCESS TO A RECORD

7.1. To request a record in terms of PAIA, the requester must complete the prescribed form attached to this manual as **Annexure A**. This request must be sent to the Information Officer at the addresses provided in paragraph 3.1.

7.2. For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1** (objection) or **Form 2** (correction or deletion), which are attached to this Manual as **Annexure B**.

7.3. The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requestor. The requestor must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

7.4. If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.

7.5. PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether or not to grant a request for access to information.

8. PAYMENT OF FEES

8.1. PAIA provides for two types of fees, namely: –

8.1.1. a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and

8.1.2. an access fee, payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

8.2. Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any), before further processing of the request.

8.3. If the search for and preparation for disclosure of the record has been made, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Geyser and Coetzee Attorneys s will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

8.4. Geyser and Coetzee Attorneys s may withhold a record until the requester has paid the fees as indicated in **Annexure C**.

8.5. A requester whose request has been granted must pay the applicable access fee for reproduction, search, 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 request form.

8.6. In terms of POPIA, a data subject has the right to request Geyser and Coetzee Attorneys s to confirm, free of charge, whether or it holds personal information about the data

subject and request from Geyser and Coetzee Attorneys s the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.

8.7. POPIA further provides that where the data subject is required to pay a fee for services provided to them, Geyser and Coetzee Attorneys s must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

9. APPLICABLE TIME-PERIODS

9.1. Geyser and Coetzee Attorneys will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.

9.2. The 30-day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Geyser and Coetzee Attorneys s or the records are not located at Geyser and Coetzee Attorneys s' offices.

10. OUTCOME OF THE REQUEST (GRANTING OR REFUSING)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon, and that the requester may lodge an application with a Court against the refusal of the request.

11. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

11.1. In terms of Sections 62 to 69 of PAIA, access granted to a record may be refused on one or more of the following grounds:–

11.1.1. protection of privacy to a third party who is a natural person;

11.1.2. protection of the commercial information of a third party;

11.1.3. protection of certain confidential information of a third person;

11.1.4. protection of the safety of individuals and the protection of property;

11.1.5. protection of records privileged from production and legal proceedings;

11.1.6. the commercial information and activities of Geyser and Coetzee Attorneys;

11.1.7. the protection of research information of a third party; and

11.1.8. any other ground legally available on which to refuse access to the information requested.

11.2. Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated in terms of section 70 of PAIA

12. REMEDIES FOR REFUSAL

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

13. AVAILABILITY OF THE MANUAL

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Geyser and Coetzee Attorneys as contained in paragraph 3.2. The electronic version of this manual is available upon request through Geyser and Coetzee's email address, being lawteam@geysercoetzee.co.za..

14. UPDATING OF THIS MANUAL

This manual will be reviewed and updated, if necessary, on a periodic basis.

15. REVISION RECORD

Version Number	Inception / Review Date	Status/Change *(eg Regulatory Development, Original, Annual Review)*	Change Description

ANNEXURE A

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 *(when made on behalf of another person)*	
Postal Address	
Street Address	
E-mail Address	

Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made *(if applicable)*				
Identity Number				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

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.)*

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD *(Mark the applicable box with an "**X**")*	
Record is in written or printed form	
Record comprises virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
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 *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Transcription of soundtrack *(written or printed document)*	
Copy of record on flash drive *(including virtual images and soundtracks)*	
Copy of record on compact disc drive*(including virtual images and soundtracks)*	
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 *(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)*	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format *(including transcriptions)*	
E-mail of information *(including soundtracks if possible)*	
Cloud share/file transfer	

Preferred language *(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)*	

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) A 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 _____ this _____ day of _____ 20__

_____

Signature of Requester / person on whose behalf request is made

---

FOR OFFICIAL USE

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

_____

Signature of Information Officer

ANNEXURE B

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:	
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:	

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:	
Contact number(s):	
FAX number:	
E-mail address:	
C	**REASONS FOR OBJECTION (Please provide detailed reasons for the objection)**

Signed at _____ this _____ day of _____ 20__

_____

Signature of Data subject (applicant)

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:
Affidavits or other documentary evidence in support of the request must be attached.
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 DATA SUBJECT**
Surname:	
Full names:	
Identity number:	

Residential, postal or business address:	
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:	
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:	
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 of _____ 20____

_____

Signature of Data subject

ANNEXURE C

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8] *Note:*

1. *If your request is granted the—*
   (a) *amount of the deposit, (if any), is payable before your request is processed; and*
   (b) *requested record/portion of the record will only be released once proof of full payment is received.*
2. *Please use the reference number hereunder in all future correspondence.*

Reference number: _____

TO: _____

_____

_____

_____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body *(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)* is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	

OR

2. You requested:

Printed copies of the information *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Transcription of soundtrack *(written or printed document)*	

Copy of information on flash drive *(including virtual images and soundtracks)*	
Copy of information on compact disc drive*(including virtual images and soundtracks)*	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format *(including transcriptions)*	
E-mail of information *(including soundtracks if possible)*	
Cloud share/file transfer	
Preferred language: *(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)*	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 R60.00		
For a transcription of visual images per A4size page	Service to be outsourced. Will		

Copy of visual images	depend on the quotation of the service provider		
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record (i) Flash drive • To be provided by requestor (ii) Compact disc • If provided by requestor • If provided to the requestor	 R40.00 R40.00 R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

☐ Yes ☐ No

Hours of search		Amount of deposit *(calculated on one third of total amount per request)*	

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference number: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20____

_____

Information officer