

SKY FANS CC

COMPANY REGISTRATION NUMBER CK 2000/011703/23

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, ACT NO 2 OF 2000 ("The Act")
AND TO ADDRESS THE REQUIREMENTS OF THE PROTECTION OF PERSONAL INFORMATION
ACT, 2013 ("POPI")**

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PROMOTION OF ACCESS TO INFORMATION ACT, NO. 2 OF 2000
SECTION 51(1) MANUAL
FOR
SKY FANS CC (Sky Fans)
Registration No: CK2000/011703/23

Last Updated: 1 June 2021

PREAMBLE

The Promotion of Access to Information Act No. 2 of 2000, ('PAIA') came into operation in November 2001. Section 51 of this Act requires that Sky Fans as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from Sky Fans for the purpose of exercising or protecting rights. On request, the private body or government is obliged to release such information unless the PAIA Act expressly states that the records containing such information may or must not be released.

The Protection of Personal Information Act, 2013 (the "POPI Act") provides for:

- a. the promotion the protection of Personal Information¹ processed by public and private bodies;
- b. certain conditions so as to establish minimum requirements for the processing of Personal Information;
- c. the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of the POPI Act and the PAIA Act;
- d. the issuing of codes of conduct;
- e. the rights of persons regarding unsolicited electronic communications and automated decision making;
- f. the regulation of the flow of Personal Information across the borders of the Republic; and
- g. matters connected therewith.

Section 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy. The right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information.

The POPI Act gives Data Subjects the right to, in the prescribed manner, request a Responsible Party 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Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of Personal Information about the Data Subject that the Responsible Party is no longer authorised to retain access and/or request the correction or deletion of any Personal Information held about them that may be inaccurate, misleading or outdated.

The Company endorses the spirit of the PAIA and POPI Act and believes that this Manual will assist requesters in exercising their rights. The Act seeks, inter alia, 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.

1. INTRODUCTION

This Manual is published in terms of Section 51(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (“the Act”). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act, to the records held by Sky Fans and the process to request access to such records.

Those who seek a record of a private body must meet the following requirements before a private body may release records to them:

- *The record must be required for the exercise or protection of any of the individual’s legal rights;*
- *All the procedural requirements in requesting the information must be complied with;*
- *Access may be refused in terms of any grounds referred to in the Act or the Regulations as set out in terms of POPIA.*

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Who may request access to information:

A person may request information in terms of the Act only if the information is required for the protection of a right. Therefore, the requestor has to provide the designated person with sufficient particulars to ensure that the designated person is able to access the right which the requester is seeking to protect.

2. SCOPE OF THE MANUAL

Sky Fans carries on the business of hand-crafted manufacture of ceiling fans.

This manual has been prepared to assist persons requesting information and provide procedures to be followed to gain access to information and documentation as provided for in the Act.

3. AVAILABILITY OF THE MANUAL

A copy of this manual is available on our website as well as on request from the designated contact person referred to in this manual. Alternatively, it can be inspected by the public during working hours at the offices of Sky Fans.

4. CONTACT DETAILS - SECTION 51(1)(a)

The responsibility for administration of, and compliance with the Act is that of the director of Sky Fans. Requests pursuant to the provisions of the Act should be directed as follows:

Contact Person: Brenda Van de Ghinste
Postal Address: Suite 260, Private Bag X18, Rondebosch, 7701
Physical Address: 64 & 66 Wetton Road, Wynberg, 7800
Phone Number: +27 (21) 761-7844
Fax Number: +27 (21) 761-7845
E-mail: admin@skyfans.co.za
Website: <http://skyfans.co.za/>

5. GUIDE (HUMAN RIGHTS COMMISSION (“HRC”) GUIDE) FOR REQUESTERS ON HOW TO USE THE ACT IN TERMS OF SECTION 10 - SECTION 51(1)(b)

A Guide has been compiled in terms of Section 10 of the Act by the Human Rights Commission. It contains information to assist a person wishing to exercise a right, in terms of the Act. The Guide is available for inspection, *inter alia*, as follows:

The South African Human Rights Commission:

PAIA Unit
Forum 3, Braampark Office Park, 33 Hoofd Street, Braamfontein
Website: <http://www.sahrc.org.za>

Kindly direct any queries to:

Postal address: Private Bag 2700, Houghton, 2041
Phone Number: +27 (11) 877 3600
Fax number: +27 (11) 403 0668
E-mail: PAIA@sahrc.org.za
info@sahrc.org.za

6. RECORDS AVAILABLE AND HELD IN ACCORDANCE WITH OTHER LEGISLATION - SECTION 51(1)(d)

Records are held in accordance with the following legislation:

- Basic Conditions of Employment Act, No. 75 of 1997;
- Companies Act, No. 61 of 1973;
- Companies Act No. 71 of 2008;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Copyright Act, No. 98 of 1987;
- Electronic Communication and Transactions Act, No. 2 of 2000;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Income Tax Act, No. 58 of 1962;
- Labour relations Act, No. 66 of 1995;
- Occupational Health and safety Act, No. 85 of 1993;
- Promotion of Access to Information Act, No. 2 of 2000;
- Skills Development Levy Act, No. 9 of 1999;
- Unemployment Insurance Act, No. 63 of 2001;
- Value-added Tax Act, No. 89 of 1991.

7. RECORDS AUTOMATICALLY AVAILABLE TO THE PUBLIC - SECTION 51(1)(c)

The Act provides for the automatic disclosure of certain records. Should records be automatically disclosed, you will not have to formally request these records in terms of the Act.

In terms of the Act, this automatic disclosure by private companies is voluntary. This means that a private company is not obliged to make such disclosure. If a private company chooses to make such voluntary disclosure, it may do so by giving notice thereof in terms of Section 52(2) of the Act.

8. CATEGORIES AND TYPES OF RECORDS AND INFORMATION HELD IN TERMS OF THE ACT - SECTION 51(1)(e)

- Employment Contracts: Availability to be determined upon receipt of request;
- Domain Name Registrations: Availability to be determined upon receipt of request;
- Trademark Registrations: Availability to be determined upon receipt of request;
- Trade Name Registrations: Availability to be determined upon receipt of request;
- Company Documentation: Availability to be determined upon receipt of request;
- Agreements with Suppliers: Availability to be determined upon receipt of request;
- Corporate Sales Agreements: Availability to be determined upon receipt of request;
- Customer Agreements: Availability to be determined upon receipt of request;
- Data Bases of Customers: Availability to be determined upon receipt of request;
- Client Services Records: Availability to be determined upon receipt of request;
- Corporate Governance: Availability to be determined upon receipt of request;
- Marketing & Communication: Availability to be determined upon receipt of request;
- Finance and Administration: Availability to be determined upon receipt of request.

9. ACCESS REQUEST PROCEDURE - SECTION 51(1)(e)

- *It is important to note that the successful completion and submission of an access request form does not automatically allow the requester access to the requested record. An application for access to a record is subject to certain limitations if the requested record falls within a certain category as specified within Part 3 Chapter 4 of the Act or the Regulations as set out in terms of POPIA.*

If it is reasonably suspected that the requester has obtained access to records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

- The requester must use the prescribed form to make the request for access to a record. This must be made to the appointed designated person. This request must be made to the address, fax number or electronic mail address of the body concerned.
- Request for access to records of private body – Form C has been appended to the manual.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be “necessary for the exercise or protection of the right so stated.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the designated person of the private body.
- A public body may make a request for access to a record of a private body for the exercise or protection of any rights other than its rights, only if it is acting in the public interest.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for refusal of a request for information are:

- Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person; if such disclosure would involve the unlawful or unreasonable disclosure of Personal Information about a third party, including a deceased individual or child, subject to the provisions of section 63 (2) of PAIA or any section or regulation of POPIA.
- Mandatory protection of the commercial information of a third party, if the record contains:
 - Trade secrets of that party;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that party;
 - Information disclosed in confidence by a third party to Sky Fans if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- Mandatory protection of the safety of individuals and the protection of property;
- Mandatory protection of records which could be regarded as privileged in legal proceedings;
- The Commercial Activities of Sky Fans which may include:
 - Trade secrets of Sky Fans;
 - Financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Sky Fans.

11. PRESCRIBED FEES - SECTION 51(1)(e)

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.
- The appointed designated person of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50 exclusive of value added tax. The requester may lodge an application to the court against the tender or payment of the request fee.

- After the designated person of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The prescribed fees relating to a request to access information are as per includes Section 54(7), Section 54(2) and Section 54(7) of Regulation 11(3).

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)

(a) For every photocopy of an A4-size page or part thereof	R 1.25
(b) For every printed copy of an A4-size page or part thereof held on a computer or in an electronic or machine-readable form	R 0.85
(c) For a copy in a computer-readable form on	
(i) stiffy disc	R 8.55
(ii) compact disc	R 79.80
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	R 45.60
(ii) For a copy of visual images	R 68.40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R 22.80
(ii) For a copy of an audio record	R 34.20
(f) To search for and prepare the record for disclosure - R34,20 for each hour or part thereof reasonably required for such search and preparation	

(Section 54(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 11 (3)]

The actual postage fee is payable when a copy of a record must be posted to a requester.

12. ADDITIONAL PRESCRIBED INFORMATION - SECTION 51(1)(f)

In terms of this Section, the Minister may publish a notice prescribing any other information that private bodies will have to disclose.

13. PROCESSING OF PERSONAL INFORMATION

Purpose of Processing

Sky Fans uses the Personal Information under its care in the following ways:

- Conducting credit reference checks and assessments
- Administration of agreements
- Providing products and services to customers
- Discounting and asset funding purposes
- Detecting and prevention of fraud, crime, money laundering and other malpractice
- Conducting market or customer satisfaction research
- Marketing and sales
- In connection with legal proceedings
- Staff administration
- Keeping of accounts and records
- Complying with legal and regulatory requirements
- Profiling data subjects for the purposes of direct marketing

Categories of Data Subjects and their Personal Information

Sky Fans may possess records relating to suppliers, shareholders, contractors service providers, staff and customers:

Entity Type	Personal Information Processed
Customers - Natural Persons	Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence
Customers – Juristic Persons / Entities	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information
Contracted Service Providers	Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information
Employees / Directors	Gender; pregnancy; marital status; colour, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; opinions; criminal record; well-being

Categories of Recipients for Processing the Personal Information

Sky Fans may share the Personal Information with its agents, affiliates, and associated companies who may use this information to send the Data Subject information on products and services. It may also supply the Personal Information to any party to whom it may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers who render the following services:

- Capturing and organising of data;
- Storing of data;
- Sending of emails and other correspondence to customers;
- Conducting due diligence checks;
- Administration of the Medical Aid and Pension Schemes.

Actual or Planned Trans-Border Flows of Personal Information

Personal Information may be transmitted trans-border to Sky Fans' authorised dealers and its suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. Sky Fans will endeavour to ensure that its dealers and suppliers will make all reasonable efforts to secure said data and Personal Information.

Retention of Personal Information Records

Sky Fans may retain Personal Information records indefinitely, unless the Data Subject objects thereto. If the Data Subject objects to indefinite retention of its Personal Information Sky Fans shall retain the Personal Information records to the extent permitted or required by law.

General Description of Information Security Measures

Sky Fans employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Outsourced Service Providers who process Personal Information on behalf of Sky Fans are contracted to implement security controls.

Objection to processing of personal information in terms of POPIA

You may object to processing of your personal information at any time by completing **Annexure B –Form 1** attached hereto and by sending it to:

Information Officer Brenda Van de Ghinste Email address admin@skyfans.co.za

You may request reasonable assistance free of charge to make any request, or objection on any forms supplied to you, by contacting the following:

Information Officer Brenda Van de Ghinste Email address admin@skyfans.co.za

Request for correction or deletion of personal information or destroying / destruction thereof in terms of POPIA

You may request for correction or deletion or personal information or destroying / destruction or deletion of a record of personal information at any time by completing **Annexure C – Form 2**, attached hereto and by sending it to:

Information Officer Brenda Van de Ghinste Email address admin@skyfans.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you, by contacting the following:

Information Officer Brenda Van de Ghinste Email address admin@skyfans.co.za

Withdrawal of consent in terms of POPIA

You may withdraw consent to process your personal information at any time by completing **Annexure D – Form 3**, attached hereto and by sending it to:

Information Officer Brenda Van de Ghinste Email address admin@skyfans.co.za

Complaints in terms of POPIA

You may lodge a complaint with the Regulator at the address and contact particulars set out below in clause 11.

A complaint with the Regulator may be about an interference with the protection of your personal information the following regard:

- A breach of any of the conditions for lawful processing of POPIA; or
- Non-compliance with sections 22, 54, 69, 70, 71, 72 of POPIA; or
- A breach of a condition of a code of conduct in terms of section 60 of POPIA.

You may also lodge a complaint with the RESPONSIBLE PARTY by contacting the following:

Information Officer Brenda Van de Ghinste Email address admin@skyfans.co.za

You may also lodge a complaint with the Regulator in terms of section 63(3) if you are unhappy about the determination of an adjudicator as appointed by the Regulator, after the Regulator has investigated your complaint, by using form 5.

The determination will have effect, until such time that the Regulator changes or overrules the determination post your complaint.

The complaint to the Regulator must be made in writing and should you experience any problems, you may contact the office of the Regulator who will provide you with reasonable assistance to make the complaint in writing.

The Regulator has the following powers when a complaint is lodged:

- Consult with the RESPONSIBLE PARTY and with the complainant;
- Investigate the complaint by gathering information through subpoenas and warrants or search premises;
- Summons people to appear and testify or compel them to provide written evidence;

- Conduct private interviews with people;
- Conduct any enquiry she sees fit; and
- Resolve the complaint by means of dispute resolution such as mediation and conciliation;
- Apply for fines and penalties to be ordered by a competent court as set out in section 107 and 109 of POPIA;
- Refer the matter to an enforcement committee and issue enforcement notices or information notices;
- Institute civil action for damages.

ANNEXURE A

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

Postal address:

Fax number:

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 <i>ONLY</i> if a request <i>for information</i> is made on behalf of <i>another</i> person.
--

Full names and surname:

Identity number:

D. Particulars of record

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

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

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

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
<p>NOTES:</p> <ul style="list-style-type: none"> (a) Compliance with your request 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 for 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:			
	copy of record*		inspection of record
2. If record consists of visual images (includes photographs, slides, video recordings, computer-generated images, sketches, etc)			

	view the images		copy of the images"		transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:						
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document			
4. If record is held on computer or in an electronic or machine-readable form:						
	printed copy of record*		printed copy of information derived from the record"		copy in computer readable form* (stiffy or compact disc)	
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

G 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.

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 20_____

**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**

ANNEXURE B
OBJECTION TO PROCESSING OF PERSONAL INFORMATION
FORM 1

Objection to The Processing of Personal Information in Terms of Section 11(3) Of The Protection of Personal Information Act, 2013 (ACT NO.4 OF 2013)

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

Note

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

Reference Number

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (if the responsible party is a natural person):		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
Name of public or private body (if the responsible party is not a natural person):		
Business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

C	REASONS FOR OBJECTION (Please provide detailed reasons for the objection)

Signed at _____ this _____ day of _____ 20_____

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

ANNEXURE C

**CORRECTION OR DELETION OR DESTROYING / DESTRUCTION OF PERSONAL INFORMATION
FORM 2**

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR
DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017**

[Regulation 3(2)]

Note

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

Reference Number.....

Mark the appropriate box with an "x":

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

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

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

**ANNEXURE D:
WITHDRAWAL OF CONSENT NOTICE TO PROCESS PERSONAL INFORMATION**

FORM 3

**REQUEST FOR WITHDRAWAL OF CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS
OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

Note:

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

Reference Number....

I wish to withdraw my consent for the collection, use and disclosure (processing) of personal information provided to your company for:

Mark the appropriate box with an "x":

Request for:

All the purposes I had provided my consent for; *or*

For only the following purposes:

State the purpose of withdrawal to be applied to:

.....

.....

.....

.....

I fully understand and agree that the withdrawal of my consent to any or all purposes – depending on the nature of my request – may result in the responsible party not being in a position to continue to provide services, products etc. to me.

A	DETAILS OF THE DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
E-mail address:	

B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party (<i>if the responsible party is a natural person</i>):	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body (<i>if the responsible party is not a natural person</i>):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

