



The right person. The right career.

## **ACCESS TO INFORMATION MANUAL**

(Prepared in accordance with section 51 of the Promotion of Access to information Act 2 of 2000 as amended by the Protection of Personal Information Act, 4 of 2013)



## 1. PURPOSE OF THE ACCESS TO INFORMATION MANUAL

- 1.1. For the purpose of PAIA, governed by the Promotion of Access to Information act, 2 of 2000 and outlining the procedure that a requestor of information is to follow and the manner in which a request for access shall be facilitated by Status;
- 1.2. For the purpose of PAIA, governed by the Management of privacy data in accordance with the General Data Protection Regulation ((EU) 2016/679) (GDPR)) and outlining the purpose for which personal information may be processed; a description of the categories of data subjects for whom Status processes personal information; as well as the categories of personal information relating to such data subjects and the recipients to whom personal information may be supplied.

## 2. AVAILABILITY OF ACCESS TO INFORMATION MANUAL

This manual is available for inspection at the office of Status, alternatively for downloading on the Status website: [www.statusstaffing.com](http://www.statusstaffing.com)

## 3. COMPANY OVERVIEW

Status with its Head Office in Bellville was established in 1975 and is a leading Western Cape based Recruitment, HR and IR service provider registered with the Federation of African Professional Staffing Organisation (APSO).

## 4. COMPANY CONTACT DETAILS

4.1. The contact details of Status in terms of section 51 are as follows:

Managing Director	Jan Fritz
Physical address	216 Durban Road, Bellville, 7535
Postal address	PO Box 4657, Cape Town, 8000
Telephone number	021-421 1917
Email	<a href="mailto:info@statusstaffing.com">info@statusstaffing.com</a>

4.2. The contact details of the Information Officer are as follows:

Information Officer	Rachael Theron
Physical address	216 Durban Road, Bellville, 7535
Postal address	PO Box 4657, Cape Town, 8000
Telephone number	021-421 1917
Email	<a href="mailto:info@statusstaffing.com">info@statusstaffing.com</a>

## 5. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

The South African Human Rights Commission ("SAHRC") is required to compile a guide containing information that may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

The guide can be obtained from the SAHRC. Enquiries should be directed to:  
The South African Human Rights Commission  
PAIA Unit  
Private bag X 2700  
Houghton  
2041

or

The South African Human Rights Commission  
PAIA Unit  
Forum 3 Braampark Offices  
33 Hoofd Street  
Braamfontein  
2017

**Telephone Number:**  
(011) 877-3600

**Fax Number:**  
(011) 403-0625

**Email:**  
[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**Website:**  
[www.sahrc.org.za](http://www.sahrc.org.za)

## 6. STATUS RECORDS

Access to documents listed below may be subject to the grounds of refusal set out in this Manual:

### 6.1. Statutory company information

- Incorporation Documents
- Memorandum of Incorporation
- Minute books
- Register of directors and officers
- Share registers and other statutory registers
- Statutory returns to relevant authorities
- B-BBEE certificate

### 6.2. Financial and accounting Records

- Accounting Records (inclusive of books of account)
- Administrative Records
- Internal and external audit reports
- Supporting schedules and documentation to books of account
- Policies and procedures such as:
  - Administration Policy and procedures
  - Service Policy and procedures
  - HR and IR Policy and procedures
  - Code of conduct
  - Non conformance

### 6.3. Tax records

- Customs and Excise Records
- Income tax returns and other documentation
- PAYE Records
- Regional Services Council Records
- Skills Development Levies Records
- Stamp Duties Records
- Value Added Tax Records

### 6.4. Legal Records

- Documentation pertaining to litigation or arbitration
- General agreements
- Licenses, permits and authorizations

### 6.5. Insurance Records

- Claims records
- Details of insurance coverage, limits and insurers
- Insurance policies

### 6.6. Employee Records

- Agreements with trade unions
- Arbitration awards
- Attendance registers
- Casual employee records
- CCMA records
- Code of conduct
- Company tax submissions in respect of employees
- Confidentiality agreements
- Disciplinary records
- Employee personal details
- Employment conditions and policies
- Employment contracts
- Employment equity plan
- Medical aid records
- Records of strikes, lockouts or protest action
- Remuneration and benefits records
- Restraint of trade agreements
- Retirement fund records
- Share option schemes registers
- Share option schemes rules
- Share purchase scheme register
- Share purchase scheme rules
- Training schedules and material

### 6.7. Share registration documents

- Dividend payment list
- Share register

### 6.8. Marketing

- Marketing and advertising records
- Brochures and other promotional records

### 6.9. Product Records

- Quality testing procedures and records

- Records of the cost of goods acquired for resale and their selling price.
- 6.10. Customer Records and credit services
    - Credit application forms
    - Customer records
    - Debtors with collection agents
    - Records of customer details and payment performance listed with credit bureaus
    - Sales records
    - Terms and conditions of sale
    - Transaction records
  - 6.11. Supplier records
    - Code of Conduct
    - Terms and conditions for dealing with suppliers
    - Transactional records and supporting information
    - Candidate application documents and assessments
  - 6.12. Information technology
    - Business and data information
    - Domain name registrations
    - IT technology capabilities
  - 6.13. Fixed property and fixed assets
    - Financial lease agreements
    - Fixed asset registers
    - Property lease agreements
  - 6.14. Intellectual property
    - Trademarks, trade names and protected names
    - Agreements pertaining to intellectual property

## **7. LIST OF APPLICABLE LEGISLATION**

Where applicable, the company may retain records which are required in terms of legislation other than PAIA. The legislation may be consulted to establish whether the requester has a right of access to a record other than in terms of the procedure set out in PAIA. The following may be consulted, and should the requester claim to have a right of access the requester is required to indicate what legislative right the request is based on and to allow the Information Officer the opportunity of considering the request:

- Basic Conditions of Employment Act No.75 of 1997
- Broad Based Black Economic Empowerment Act, No 53 of 2003
- Companies Act No. 71 of 2008 (as amended)
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993
- Competition Act No. 89 of 1998
- Consumer Affairs (Unfair Business Practices) Act No. 71 of 1988
- Consumer Protection Act No 68 of 2008
- Copyright Act No. 98 of 1978
- Debt Collectors Act No. 114 of 1998
- Electronic Communication and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- King IV Code on Corporate Governance
- Labour Relations Act No. 66 of 1995
- National Credit Act No 34 of 2005

Status reserves the right to alter, modify, amend or change this policy at its sole discretion.

- Occupational Health and Safety Act No 85 of 1993
- Protection of Personal Information Act No 4 of 2013
- Sale and Services Matters Act No. 25 of 1964
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- South African Revenue Services Act No 34 of 1997
- Trade Practices Act No. 76 of 1976
- Trademarks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

## **8. ACCESS REQUEST PROCEDURE**

A requester requiring access to information held by Status must make the request in the prescribed form (Appendix A) and submit the request, together with the prescribed fee, to the Status Information Officer at the postal address or physical address above.

- 8.1. The prescribed form must be completed in full together with enough details to enable Status to identify:
  - 8.1.1. the record(s) requested;
  - 8.1.2. the identity of the requester;
  - 8.1.3. the form of access required, if the request is granted; and
  - 8.1.4. the postal address or fax number of the requester
  - 8.1.5. The requester must:
    - 8.1.5.1. provide whether the record is required in order to exercise or protect a right; and
    - 8.1.5.2. provide details of the nature of the right to be exercised or protected
- 8.2. Subject to Status rights relating to extensions in terms of the Act, it will process the request within 30 (thirty) days of receipt.
- 8.3. The said 30 day period during which the information officer must decide whether to grant or refuse the request may be extended for a further period of not more than 30 (thirty) days if the request is for a large number of records, or the request requires a search for information which cannot reasonably be obtained within the original period of 30 (thirty) days. The information officer will notify the requestor in writing should an extension be sought.
- 8.4. 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 Status.
- 8.5. The completion and submission of an access request form does not automatically allow the requester access to the requested record. Such application may furthermore be subject to certain limitations if the requested record falls within the ambit of certain categories as specified in the PAIA act, chapter 4.
- 8.6. Should it be reasonably suspected that the requester has obtained access to records by means of materially false or misleading information, legal proceedings will be instituted.

## **9. GROUNDS FOR REFUSAL**

Status may refuse a request for the information on, *inter alia*, the following basis:

- 9.1.1. The mandatory protection of privacy of third party who is a natural person in order to avoid the unreasonable disclosure of personal information about a third party, including a deceased individual.
- 9.1.2. The mandatory protection of commercial information of a third party, if the records contain:
  - 9.1.2.1. trade secrets of that third party;
  - 9.1.2.2. financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interest of that third party; or
  - 9.1.2.3. information supplied in confidence by a third party the disclosure of which could reasonably be expected to -
- 9.1.3. to put that third party at a disadvantage in contractual or other negotiations; or to prejudice that third party in commercial competition.
- 9.1.4. Mandatory protection of certain confidential information of third party if the disclosure of the record would constitute an action for breach of a duty of confidence to a third party in terms of an agreement.
- 9.1.5. Mandatory protection and safety of the individuals and protection of property.
- 9.1.6. Mandatory protection of records privileged from production in legal proceedings.
- 9.1.7. The protection of Status commercial activities including, without limitation, records that contain:
  - 9.1.7.1. Status trade secrets;
  - 9.1.7.2. financial, commercial, customer, scientific or technical information, the disclosure of which would be likely to cause harm to Status commercial or financial interests;
  - 9.1.7.3. information, the disclosure of which could reasonably be expected:
    - 9.1.7.3.1. to put Status at a disadvantage in contractual or other negotiations; or
    - 9.1.7.3.2. to prejudice Status in commercial competition.
  - 9.1.7.4. Computer programs owned by Status.
- 9.1.8. The mandatory protection of research information of Status or a third party, if disclosure would expose the identity of Status or the third party, the researcher or the subject matter of the research to serious disadvantage.
- 9.1.9. The request for access to a record of the body is, in Status reasonable opinion, manifestly frivolous or vexatious or amounts to a substantial or unreasonable diversion of resources.

## **10. FEES**

- 10.1. The completed access request form must be submitted via e-mail and must be addressed to the Information Officer as indicated in section 4 above.
- 10.2. The Act provides for two types of fees, namely:
  - 10.2.1. A request fee, being a standard fee; and
  - 10.2.2. An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and costs, as well as postal costs.

10.3. When a request is received by Status it will, by written notice, require the requester, to pay the prescribed non-refundable request fee (R100,00), before further processing the request.

10.4. Payment details can be obtained from the Information Officer as indicated in section 4 and can either be made via direct deposit or EFT. Proof of payment must be supplied.

10.5. A requester whose request for access to a record has been granted, must pay an access fee (Appendix B) 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. Should the search for the record be made and the preparation of the record for disclosure would require more than the hours prescribed for this purpose, Status undertakes to:

10.5.1.1. establish whether a deposit must be paid

10.5.1.2. withhold a record until the requester has paid the prescribed fee (and deposit where appropriate).

## **11. REMEDIES AVAILABLE UPON REFUSAL OF A REQUEST TO ACCESS**

Status will provide the requestor written notice of its decision to decline the application. The decision of the Information Officer will be final since Status does not cater for internal appeal procedures.

The requester may apply for relief by lodging an application to a court of law against the refusal of the request, within 180 days of notification of the decision for appropriate relief.

## **12. RECORDS THAT CANNOT BE FOUND OR DOES NOT EXIST**

If a record cannot be found or does not exist, the Information Officer shall by means of an affidavit or affirmation notify the requester. Such affidavit or affirmation will encompass full account of steps taken to locate the record in question.

## **13. PROCESSING OF PERSONAL INFORMATION ACT**

### **13.1. Purpose of POPIA**

The Protection of Personal Information Act 4 of 2013 (POPIA) regulates and controls the processing including the collection, use and transfer of personal information relating to identifiable, living, natural and juristic persons.

Personal information as defined in terms of POPIA includes information such as:

1. Name
2. Address
3. Contact details
4. Date of birth
5. Place of birth
6. Identity number
7. Passport number
8. Bank details
9. Tax number
10. Financial information
11. Biometric information



12. Personal opinions of views
13. Criminal history
14. Membership of trade unions
15. Images by way of CCTV

In terms of POPIA, a person (or Responsible Party) has a legal duty to collect, use, transfer and destroy (Process) another person's (Data subject) personal information in a lawful, legitimate and responsible manner and in accordance with the 8 processing conditions and other provisions set out under the POPIA.

### **13.2. Categories of data subjects**

Status hold information and record information relating to the following categories of data subjects or persons as reflecting but not limited in the list below:

- 13.2.1. Employees, job applicants, learnerships, candidates, directors, interns, agents and sponsors;
- 13.2.2. Customers and clients of the company;
- 13.2.3. Contractors, vendors, suppliers, service providers and operators;
- 13.2.4. Business associates whether acting on behalf of the company or not or those that provide services, goods and other benefits to the companies such as medical service providers, banks, pension and provident funds, administrators, service providers, insurance companies, advertising, marketing or PR agencies, wellness or health providers;
- 13.2.5. Regulators, Trade Associations and Public Bodies who the companies engage with in order to discharge legal and public duty obligations, including SARS, National Treasury, Department of Labour and the financial sector conduct authorities.
- 13.2.6. Users of website and other mobile applications, social media portals or platforms whether in order to enquire more about the companies or to do business with the company be it providing or selling to the company or receiving or buying goods and services;
- 13.2.7. Persons who interact with the companies physically or enter sites, offices, parking areas, manufacturing site, showroom and all facilities of the company or interact via websites, e-mail, and other correspondence.

### **13.3. Reasons for processing of personal information**

Status do and will process Personal Information which belongs or is held by a Data Subject to allow us to perform the following (without detracting from the generality hereof):

- 13.3.1. to pursue their business objectives and strategies;
- 13.3.2. to comply with a variety of lawful obligations, including without detracting from the generality thereof, to carry out actions for the conclusion and performance of a contract as between Status and the Data subject;
- 13.3.3. to put in place protective mechanisms to protect the Data Subject's and / or Status legitimate interests including the performance of site surveys, site audits, risk assessments and risk profiles where applicable and necessary;
- 13.3.4. to obtain as required by law or to protect the respective party's legitimate interests;
- 13.3.5. to obtain or provide Personal Information from a credit bureau or credit provider or credit association, information about certain Data Subject's credit record, including personal information about any judgement or default history;
- 13.3.6. for the purposes of making contact with the Data Subject and attending to the Data Subject's enquiries and requests;

- 13.3.7. for the purpose of providing the Data Subject from time to time with information pertaining to Status, our officers, employees, services and goods and other ad hoc business related information;
- 13.3.8. to pursue the Data Subject's and / or Status legitimate interests, or that of a third party to whom the Personal Information is supplied;
- 13.3.9. for the purposes of providing, maintaining, and improving Status Products and Services, and to monitor and analyse various usage and activity trends pertaining thereto;
- 13.3.10. for the purposes of performing internal operations, including screening of candidates, appointment and management of employees, employee wellness programmes, the performance of all required HR and IR functions, call centres, customer care lines and enquiries, attending to all financial matters including budgeting, planning, invoicing, facilitating and making payments, making deliveries, sending receipts, and generally providing commercial support, where needed, requested or required;
- 13.3.11. for the purpose of preventing fraud and abuse of Status processes, systems, procedures and operations, including conducting internal and external investigations and disciplinary enquiries and hearings.

#### **13.4. Storage, Retention and Destruction of information**

- 13.4.1. Status will ensure that the Data subject's personal Information is securely stored electronically, which for operational reasons, will be accessible to certain authorised persons within the Company on a business basis, save that where appropriate, some of the Data Subject's Personal Information may be retained in hard copy and stored securely.
- 13.4.2. Appropriate technical and organisational measures will be taken by Status to ensure that Personal Information remains confidential and secure against unauthorised or unlawful processing and accidental loss or destruction or damage.
- 13.4.3. Once the Data Subject's Personal Information is no longer required due to the fact that the purpose for which the Personal Information was held has come to an end and expired, such Personal Information will be safely and securely archived for the legally or regulatory required prescribed periods or longer should this be required by the company. The company thereafter will ensure that such Personal Information is permanently destroyed.

#### **13.5. Access by other and cross border transfer**

Status do not allow third party service providers, competitors, employees and any other entity to use any of our data for their own purposes but may have to disclose Personal information to the following:

- 13.5.1. Subsidiaries
- 13.5.2. Organs of state, regulators or government officials
- 13.5.3. Product of third part service providers

We will ensure that such data disclosure be subject to a non-disclosure and confidentiality agreement.

Status does not operate internationally and will therefore not transfer data internationally.

Should the Company, however, commence operating globally and candidate personal data is transferred to other countries, the same data protection standards will be applied to its operations globally.

### 13.6. Request procedure

Customer rights as per this policy caters for the following, among others:

- 13.6.1. Be informed regarding what data is being held, and why;
- 13.6.2. Any time access to the personal data we hold;
- 13.6.3. To be able to rectify errors in the data;
- 13.6.4. To request the erasure of the data being held.

The Data subject may therefore, upon proof of identity, request the Responsible party to confirm, free of charge, all the information held by Status and may request access to such information, including information about the identity of third parties who have or have had access to such information.

Application to obtain such information can be made by means of the process as described in par 8 in this manual (Access request procedure)

POPIA provides for a Data Subject to object, at any time, to the Processing of personal information by the Responsible Party, on reasonable grounds relating to his/her particular situation, unless legislation provides for such Processing. In order to object, the Data Subject must complete the standard Objection form (Appendix C) and submit it to the Information Officer at the postal or physical address or electronic mail address set out in section 4 of this Manual.

POPIA provides for a Data Subject to request the 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 authorized to retain records in terms of POPIA's retention and restriction of records provisions.

POPIA provides for a Data Subject to request a correction or deletion of personal information or the destruction or deletion of a record of personal information. In order to request such correction or deletion the Data Subject must submit the standard Rectification form (Appendix D) to the Information Officer at the postal or physical address or electronic mail address set out in section 4 of this Manual.

### 13.7. Policy review

Status reserve the right to review, revise amend or replace the contents of this Privacy Policy at any time in the event of changes to the legal requirements relating to personal data protection comes into force.

## APPENDIX A – ACCESS REQUEST FORM

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

Signed at ..... this ..... day of .....20.....

.....  
Signature of data subject/ designated person

## APPENDIX B – ACCESS FEES

(Section 54(7) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) (Regulation 11(3))	
<b>1 PLEASE NOTE THAT ALL PRICES LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</b>	
(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 (ii) compact disc	R 8-55 R79-80
(d) (i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	R45-60 R68-40
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	R22-50 R34-20
(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))	
<b>2 PLEASE NOTE THAT ALL PRICES FOR THE ITEMS LISTED BELOW ARE INCLUSIVE OF VALUE-ADDED TAX (VAT)</b>	
(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))	
<b>3 PLEASE NOTE THAT THE PRICE FOR THE ITEMS LISTED BELOW IS INCLUSIVE OF VALUE-ADDED TAX (VAT)</b>	
The actual postage fee is payable when a copy of a record must be posted to a requester.	

## APPENDIX C – OBJECTION FORM

### 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, 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 ..... this ..... day of .....20.....

.....  
*Signature of data subject/designated person*

## APPENDIX D – RECTIFICATION FORM

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

Signed at ..... this ..... day of .....20.....

.....  
Signature of data subject/ designated person