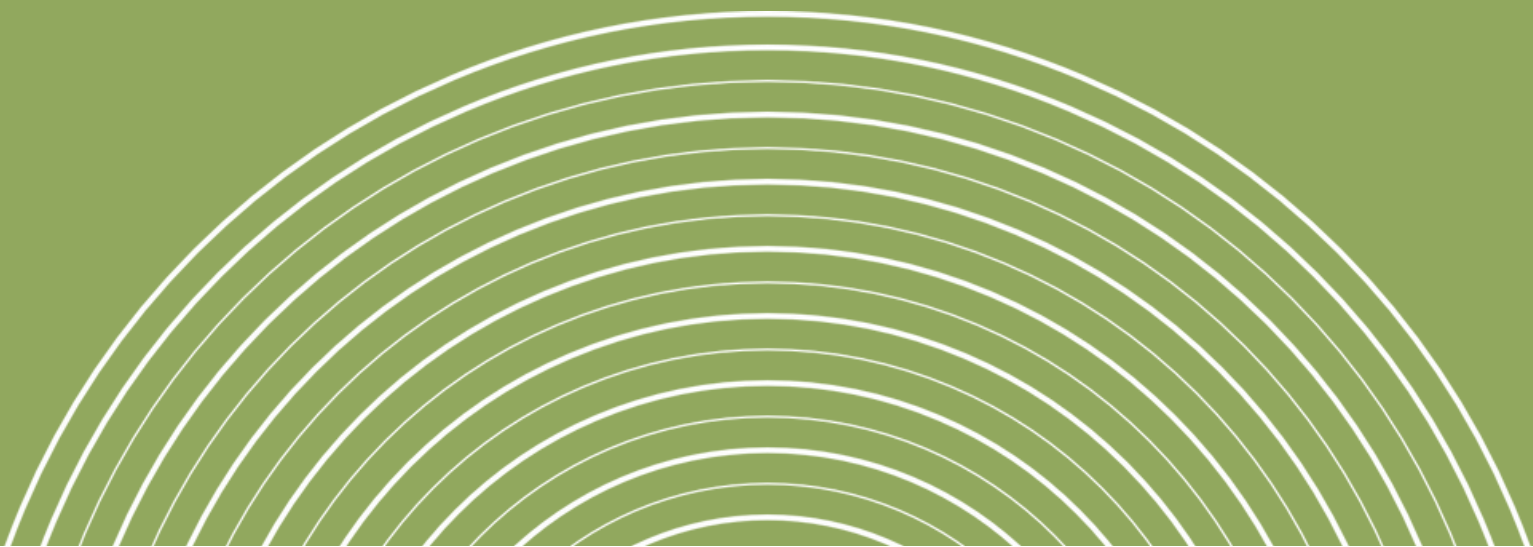




AFRICAN CIRCULAR
ECONOMY NETWORK

PAIA MANUAL



African Circular Economy Network – PAIA Manual

ACEN joins circular economy practitioners who are committed to build a restorative African economy that generates well-being and prosperity inclusive of all its people through new forms of economic production and consumption, which maintain and regenerate its environmental resources. www.acen.africa

Authors	Version Control
Christo van Schalkwayk Katharina Gihring	Version 1 (06/04/2024)
Reviewers	
Nicky van Leeuwen	Version 1 (15/04/2024)

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List of Acronyms and Abbreviations

“ACEN”	African Circular Economy Network or The Organisation
“CL”	Communications Lead;
“Minister”	Minister of Justice and Correctional Services;
“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as Amended)
“POPIA”	Protection of Personal Information Act No.4 of 2013;
“Regulator”	Information Regulator; and
“Republic”	Republic of South Africa

PAIA Manual

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

1 PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to –

- 1.1. check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 1.2. have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 1.3. know the description of the records of the body which are available in accordance with any other legislation;
- 1.4. access all the relevant contact details of the Communications Lead who will assist the public with the records they intend to access;
- 1.5. know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 1.6. know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.7. know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.8. know the recipients or categories of recipients to whom the personal information may be supplied;

- 1.9. know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 1.10. know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
- 1.11. Copy of the ACEN PAIA Manual is available:
 - On our website: www.acen.africa
 - On request from our Communication Lead via email at info@acen.africa

2 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ACEN

2.1. Communications Lead

Name: Christo van Schalkwyk
Email: christo.vanschalkwyk@acen.africa

2.2. Access to information general contacts

Email: info@acen.africa

2.3. Head Office of African Circular Economy Network

Postal Address: 294 Plover Crescent
Brettenwood Coastal Estate
Ballito, KZN
4390

Physical Address: same as postal address

Email: info@acen.africa

Website: www.acen.africa

3 GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

- 3.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 3.2. The Guide is available in each of the official languages and in braille.
- 3.3. The aforesaid Guide contains the description of-
 - 3.3.1. the objects of PAIA and POPIA;
 - 3.3.2. the postal and street address, and, if available, electronic mail address of-
 - 3.3.2.1. the Information Officer of every public body, and
 - 3.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA² ;
 - 3.3.3. the manner and form of a request for-
 - 3.3.3.1. access to a record of a public body contemplated in section 11³; and
 - 3.3.3.2. access to a record of a private body contemplated in section 50⁴;

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.*

- 3.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 3.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
- 3.3.6. 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 –
 - 3.3.6.1. an internal appeal;
 - 3.3.6.2. a complaint to the Regulator; and
 - 3.3.6.3. an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 3.3.7. the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 3.3.8. the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively;

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ 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

⁸ 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

- 3.3.9. the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 3.3.10. the regulations made in terms of section 92¹¹.
- 3.3.11. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 3.3.12. The Guide can also be obtained-
 - 3.3.12.1. upon request to the Information Officer;
 - 3.3.12.2. from the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

4 HOW TO REQUEST ACCESS TO RECORDS HELD BY ACEN

- 4.1. Requests for access to records held by the Organisation must be made in writing by email - making use of the request form in Annex A also available at Communication Lead at the above details.
- 4.2. When a record is requested, the following will apply:
 - 4.2.1. A fee or fees which are prescribed by the Act and regulations will be payable. The current fee schedule is attached to this document as Annex B. Kindly note that the fees can change from time to time as and when the laws are amended and will be deemed to have been automatically updated herein.
 - 4.2.2. The requester must complete all the details on the Request Form, including the right the requester wants to exercise or protect by requesting the information and the reason the access to the information is required.
 - 4.2.3. If the requester is acting on behalf of someone else, the signature of the person on whose behalf he/she is acting authorising the request to be made must be provided in order to verify the validity of the authority and further proof to that effect may be required by the Organisation.

⁹ 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.

- 4.2.4. The requester must specify the format, (inspection of copy, paper copy, electronic copy, transcript, etc.) in which s/he wants to access the information.
- 4.2.5. If the record is part of another record, the requester will only be given access to the part(s) that pertain(s) to the information s/he has requested or is entitled to, and not the entire record.
- 4.2.6. All requests will be evaluated against the provisions of the Act, and the Communication Lead may refuse access on the basis or grounds provided by the Act. Access to another person’s confidential or personal information, or trade or commercial secrets of a business, for example, may not be given.
- 4.2.7. The Organisation must respond to a request for information within 30 (thirty) days of the request, in accordance with the Act and if not granted, and the requester is not satisfied s/he may approach the courts within 30 (thirty) days of the decline decision.

5 CATEGORIES OF RECORDS OF ACEN WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

- 5.1. The following categories of records are available without a person having to request access by completing a form. These are mostly records that maybe available on the website and a person may download or request telephonically or by sending an email or a letter.

Category of records	Types of the Record	Available on Website	Available upon request
Governance	Memorandum of incorporation (MOI)		X

¹⁰ 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.

¹¹ 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.”

Governance	Directors' names	x	x
Financial	Company's Banking details	x	x
Operational	Information on our Website	x	x
Operational	External newsletters and circulars	x	x

6 DESCRIPTION OF THE RECORDS OF ACEN WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

- 6.1. Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws.
- 6.2. As legislation changes from time to time, and new laws may stipulate new manners and extend or limit the scope of access by persons specified in such entities, this list should be read as not being a complete list.
- 6.3. The Organisation keeps records in terms of the following legislation, amongst others and as amended from time to time:
- Constitution of the Republic of South Africa, Act 108 of 1997;
 - Income Tax Act 58 of 1962;
 - Electronic Communications and Transactions Act 25 of 2002;
 - Telecommunications Act 103 of 1996;
 - Electronic Communications Act 36 of 2005;
 - Consumer Protection Act 68 of 2008;
 - National Credit Act 34 of 2005;
 - Companies Act 71 of 2008;

7 INFORMATION HELD BY ACEN IN TERMS OF THE ACT

- 7.1. The Organisation holds the information / documents listed herein below, amongst others:

Subjects on which the body holds records	Categories of records
Strategic documents	Details relating to the operational, commercial and financial interests of the Organisation
Operational	Governmental Departments, grant makers, donor, suppliers, staff and other stakeholders' details (personal information in terms of POPIA, commercial and financial information, information on agreements and the like)
Human Resource	Human Resources (Employment contracts, personal information of past, present and prospective employees and directors, employee benefits, pre- and post-employment checks and screening, training materials, staff manuals, policies and the like)
Operational	Audits, financial statements and other financial records
Governance	Records in connection with and to comply with legal and regulatory requirements (including submissions to the Department of Labour and submissions to the Receiver of Revenue)
Operational	Documents relating to administrative functions (including insurance policies, vehicle registrations and licences, address books, calendars, diaries, sent and received information via e-mail, telephone records, invoices, orders, proposals, quotes, requests for quotes and the like)
Governance	Board documentation (including notices, agenda and minutes of all meetings, resolutions adopted, copies of reports presented at meetings and the like)
Strategic documents	Monitoring and evaluation information (including surveys, reports and other data)
Strategic documents	Donor proposals (including applications, concept notes, communications with donors and prospective donors)
Operational	Photographic images and video recordings.
Other	Other information.

8 PROCESSING OF PERSONAL INFORMATION

- 8.1. The purpose for which ACEN collects and process personal information includes:
- 8.1.1. to provide persons with information or services requested;
 - 8.1.2. to assist persons with enquiries and to communicate with them;
 - 8.1.3. to include persons as members on our databases;
 - 8.1.4. for reporting and governance purposes to our stakeholders;
 - 8.1.5. for completing co-developed funding application proposals; and
 - 8.1.6. to register persons, events, including webinars
- 8.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	Name of legal entity, registration number, names of contact persons / directors / members and identifying documents such as identity document or passport of contact persons / directors / members, physical and postal address and contact details (email, cell phone), creditworthiness or other financial information, founding documents from the CIPC or other forms of proof of registration / incorporation such as trust deeds, partnership agreements or CC incorporation documents, tax related information, authorised signatories, resolutions for authority or business transactions, shareholding information, B-BBEE information, confidential correspondence, beneficiaries, ultimate beneficial owners, shareholding information, and any other Personal Information required for vetting purposes in terms of any legislation, employment status and bank details.

Directors	Name, identity number and documents, age, language, education, financial information (such as creditworthiness and banking details), employment history, criminal information, references, physical and postal address, contact details (cell phone and e-mail address), culture, language, birth, location, online identifiers, biometric and facial recognition information, photographs.
Executives and board members	Name, identity number and documents, age, language, physical and postal address, contact details (cell phone and e-mail address), language, birth, location, photographs.
Service Providers / Suppliers / Consultants	Name of legal entity, registration number, names of contact persons / directors / members, physical and postal address, contact details (email, cellphone), financial and tax related information (tax clearance, VAT number), founding documents (CIPC), authorised signatories, directors information for vetting purposes (criminal, credit and CIPC disqualification or deregistration), shareholding information, B-BBEE information, and any other Personal Information required for vetting purposes in terms of any legislation, trade secrets, social media handles, and bank details or, in the case of a natural person, full names, identity number, gender, race / B-BBEE information, age, credit information, criminal information, references, physical and postal address, contact details (email, cellphone), financial and tax related information (tax clearance, VAT number), and any other Personal Information required for vetting purposes in terms of any legislation
Participants in competitions / challenges	Name, surname, email, address, qualifications, gender and race
Governmental institutions	Representative names and contact information, other information reasonably required to perform the Organisation's obligations to such Government institution and to comply with legislation applicable

8.3. The recipients or categories of recipients to whom the personal information may be supplied:

- Government and Regulatory bodies;
- Financial Institutions;
- Suppliers and Service Providers
- Agents, representatives and employees.

8.4. Planned transborder flows of personal information

8.4.7. The Organisation may transfer the Personal Information of a data subject from South Africa to a third party in a foreign country, if:

- The third party receiving the information is subject to a law, binding corporate rules or a binding agreement which provides adequate protection of the Personal Information, which will only be transferred to and stored in a country that has equivalent, or better, data protection legislation than South Africa or with a service provider who is subject to an agreement requiring it to comply with data protection requirements equivalent or better than those applicable in South Africa; or
- The data subject consents to the transfer; or
- The transfer is necessary for the performance of a contract between the data subject and the Organisation or the implementation of pre-contractual measures taken in response to the data subject's request; or
- The transfer is necessary for the conclusion or performance of a contract in the interest of the data subject between the Organisation and the third party; or
- The transfer is for the benefit of the data subject and it is not reasonably practicable to obtain the consent of the data subject, and if it were reasonably practicable to obtain consent, the data subject would be likely to give consent.

- 8.4.8. Some personal information may be stored in the cloud outside the Republic of South Africa, with servers in and stored in a country that has equivalent, or better, data protection legislation than South Africa.
- 8.5. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information
 - 8.5.9. The Organisation operates on Office, a cloud-based collaboration and productivity suite. While the Organisation implements security measures within its control, the overall security of the Office Workspace platform is managed by Microsoft. Microsoft invests heavily in security measures to protect the data of its users, including robust encryption, access controls, and monitoring systems.
- 8.6. Objection to the processing of Personal Information
 - 8.6.10. Any person to whom Personal Information in the possession of the Organisation relates (the “data subject”), may at any time submit an objection to the processing of their Personal Information by completing the prescribed form attached as Annex C.
 - 8.6.11. The Communication Lead will provide reasonable assistance as necessary to the data subject, free of charge, to enable the data subject to make the objection.
- 8.7. Request for correction or deletion of Personal Information
 - 8.7.12. A data subject may at any time request the correction or deletion of their Personal Information or the deletion or destruction of a record of Personal Information by completing the prescribed form attached as Annex D.
 - 8.7.13. The Communication Lead will provide reasonable assistance as necessary to the data subject, free of charge, to enable the data subject to make the objection.

9 PRESCRIBED FEES

- 9.1. The Organisation shall be entitled to charge fees for any request, as per the regulations to the Act, published from time to time, and as at the date of this manual, per Annex B.
- 9.2. Should the amounts per any regulation change at any point, Annexure B shall automatically be amended accordingly, which amended figures shall be available on the website of the SAHRC at www.sahrc.org.za.

10 Updating of the Manual

The head of ACEN will on a regular basis update this manual, where applicable.

Issued by



Christo van Schalkwyk
Communications Lead



Chris Whyte
Director

Annex A – Request for Access to Record

Note:

- Proof of identity must be attached by the requester.
- If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The communication Lead
 294 Plover Crescent
 Brettenwood Coastal Estate
 Ballito, KZN
 4390

Email: christo.vanschalkwyk@acen.africa

Please mark with 'x'

	Request is made in my own name		Request is made on behalf of another person.
--	--------------------------------	--	--

Personal Information		
Full Name		
Identity Number		
Capacity in which request is made <i>(when made on behalf of another person)</i>		
Postal Address		
Street Address		
E-mail Address		
Contact Numbers	Tel. (B):	Facsimile:
	Cellular:	
Full names of person on whose behalf request is made <i>(if applicable)</i> :		
Identity Number		
Postal Address		
Street Address		
E-mail Address		
Contact Numbers	Tel. (B):	Facsimile:

	Cellular:	
PARTICULARS OF RECORD REQUESTED		
<i>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.)</i>		
Description of record or relevant part of the record:		
Reference number, if available		
Any further particulars of record		
TYPE OF RECORD		
<i>(Mark the applicable box with an "X")</i>		
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		
<i>(Mark the applicable box with an "X")</i>		
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 (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.	
<i>Indicate which right is to be exercised or protected</i>	
Explain why the record requested is required for the exercise or protection of the aforementioned right	

FEES	
<i>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</i>	
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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20_____

Signature of Requester / person on whose behalf request is made

FOR OFFICAL USE:

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

Signature of Communication Lead

Annex B – Fees payable for reproduction

Item	Description	Amount
1	Request fee, payable by every requester	R140.00
2	Photocopy or printed black & white copy for every A4 page	R2.00 per page or part of the page
3	Printed copy of A4-size page	R2.00 per page or part of the page
4	For a copy in a computer-readable form on: <ul style="list-style-type: none"> • a flash drive (provided by the requester) • a compact disc (CD) if the requester provides the CD to us • a compact disc (CD) if we give the CD to the requester 	<ul style="list-style-type: none"> • R40.00 • R40.00 • R60.00
5	For a transcription of visual images, for an A4-size page or part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider
6	For a copy of visual images	This service will be outsourced. The fee will depend on the quotation from the service provider.
7	For a transcription of an audio record, per A4-size page	R24.00
8	<ul style="list-style-type: none"> • For a copy of an audio record on a flash drive (provided by the requester) • For a copy of an audio record on compact disc (CD) if the requester provides the CD to us • For a copy of an audio record on compact disc (CD) if we give the CD to the requester 	<ul style="list-style-type: none"> • R40.00 • R40.00 • R60.00
9	For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure. The search and preparation fee cannot	<ul style="list-style-type: none"> • R145.00 • R435.00

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

Annex C – Objections

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):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>if the responsible party is a natural</i>):		
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 <i>(Please provide detailed reasons for the objection)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

Annex D – Request for Correction of Deletion

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 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: _____

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:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>if the responsible party is a natural</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:		
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 Requester / person on whose behalf request is made