

PROMOTION OF ACCESS TO INFORMATION

Section 51 Manual

Prepared for Mycomax MicroFinance Solutions (Pty) Ltd

Version	Date	Amended By	Summary of Changes
v1.00	18/05/2021	Surette Kimble	Create

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Approval

MANAGEMENT APPROVAL

All parties involved acknowledge that they have read, understood and agree with the contents of this document. By signing this document, I/we authorise MYCOMAX's approval and adoption of the processes and procedures outlined herein.

Version	Date	Approved By	Signature
v1.00	18/05/2021	Charl de Villiers (CEO)	

Abbreviations and Acronyms

ACRONYM	DESCRIPTION
PAIA	Promotion of Access to Information Act
POPIA	Protection of Personal Information Act
Mycomax	Mycomax MicroFinance Solutions (Pty) Ltd
SaaS	Software as a Service

Introduction

The Promotion of Access to Information Act, No. 2 of 2000 (PAIA) came into operation on 9 March 2001, giving effect to the constitutional right of access to any information held by any public or private body that is required for the exercise or protection of any rights. Where a request is made in terms of PAIA, the body to which the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released.

Section 9 of the Act recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance.

Furthermore, the previously mentioned right to access to information should be exercised in a manner that balances that right with any other rights, including such rights contained in the Bill of Rights as found in the Constitution.

In addition, Mycomax endeavours to be transparent and regularly and freely provide information to the business community, consumers and public via publications, notifications, its website and call centre.

The Protection of Personal Information Act, No. 4 of 2013 (POPIA), is a piece of legislation that safeguards the integrity and sensitivity of private information. Organisations are required to manage the data capture and storage process of Personal Information within the lawful framework as set out in the Act.

The Act provides eight conditions under which Personal Information may legally be gathered and processed. It affords Data Subjects the right to request access, in accordance with the provisions of PAIA, to their personal information from any Responsible Party.

POPIA definitions

“personal information”	<p>means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:</p> <p>a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;</p> <p>b) information relating to the education or the medical, financial, criminal or employment history of the person;</p> <p>c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;</p> <p>d) the biometric information of the person;</p> <p>e) the personal opinions, views or preferences of the person;</p> <p>f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;</p> <p>g) the views or opinions of another individual about the person;</p> <p>and</p>
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	h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;”
“consent”	means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of personal information
“data subject”	means the person to whom personal information relates
“operator”	means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party
“person”	means a natural person or a juristic person
“processing”	means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; (b) dissemination by means of transmission, distribution or making available in any other form; or (c) merging, linking, as well as restriction, degradation, erasure or destruction of information
“responsible party”	means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information
“unique identifier”	means any identifier that is assigned to a data subject and is used by a responsible party for the purpose of the operations of that responsible party and that uniquely identifies that data subject in relation to that responsible party

Purpose

Section 51 of the Promotion of Access to Information Act, No. 2 of 2000 requires public bodies to compile a manual that would assist a person to obtain access to information held by the public body. Section 51 further stipulates the minimum requirements with which a manual must comply.

This manual has been prepared in accordance with Section 51 of the Promotion of Access to Information Act, No. 2 of 2000, as well as the requirements of the Protection of Personal Information Act, No. 4 of 2013.

The manual intends to foster a culture of transparency and accountability within Mycomax MicroFinance Solutions by giving effect to the right to information that is required for the exercise and protection of an individual or organisation’s rights. To promote effective

governance of public bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of PAIA.

The manual provides anyone who wishes to invoke the Act with the contact details and procedures to obtain specific information from Mycomax MicroFinance Solutions. It also gives such a person a clear overview of the structure, functions, services and index of information of Mycomax MicroFinance Solutions to enable him or her to identify the required information if it is already available.

Included in the manual are the required forms and fees that need to accompany any request for information; as well as forms required to object to the processing of personal information and to request the correction or deletion thereof.

Exclusions

In addition to the development of the MAXMONEY Loan Management System, Mycomax partners with Payment System Providers, Credit Bureaus, Insurance Providers and various 3rd party system providers to provide an integrated SaaS solution to credit providers.

This manual provides for the records of Mycomax only and not for those entities. Any requests for access to information related to any of Mycomax's service providers must be directed to the Information Officer of the relevant organization. Any requests for access to the customers of the credit providers must be directed to the Information Officers of the relevant credit provider.

Structure and function of Mycomax

Mycomax's vision

To be the most admired IT company in Micro Credit Globally (our Niché):

- To dominate the market through a SINGLE-SOLUTION supplier.
- To be the PARTNER of choice;
- To be the EMPLOYER of choice;
- To grow our REPUTATION;
 - Locally
 - Internationally

Mycomax's mission

To own and nurture SUPERIOR BRANDS which are the FIRST CHOICE in the value chain for Administration Solutions in the Micro Credit Market.

To achieve this through:

TIMELY INNOVATION and QUALITY Product Development, Client Cooperation and SUPERIOR Client Service.

Company Structure

Mycomax Board of Directors

Name	Designation
Charl de Villiers	CEO
Pieter H. Botha	Executive Director
Lourens S. Boshoff	CIO

Departments

Department Name	Description
Human Resources	Salaries, leave, skills and development plans
New Business Development	Sales
Financial	Management of Mycomax's finances, such as Income, Expenses, Debtors and Creditors.
Software Support	Call Centre for customer support on MAXMONEY software.
Software Design	Software Design and Testing
Information and Technology	Implementation and execution of effective technology and information management. Also provides SaaS systems and software needed for intelligent Loan Management.
Marketing and Communication	Marketing and Advertising

The Section 10 guide on how to use the Act

Section 10 of the Act imposes a duty on the South African Human Rights Commission (SAHRC) to "compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act".

The SAHRC has published the guide as is prescribed by Section 10 of the Promotion of Access to Information Act. The guide is available at the offices of the SAHRC.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission
 The Research and Documentation Department
 Private Bag X2700
 HOUGHTON
 2014

Telephone +27 (0)11 877 3600
 Website www.sahrc.org.za
 E-mail PAIA@sahrc.org.za

Contact Details

Information Officer

Information Officer	Phone	Email Address
Mr C de Villiers	+27 12 110 4300	popia@mycomax.com

Deputy Information Officer

DIO	Phone	Email Address
Mrs S Kimble	+27 12 110 4300	popia@mycomax.com

Addresses

Postal Address	Physical Address	Website
The Information Officer Mycomax PO Box 544 La Montagne Pretoria 0184	The Information Officer Mycomax 184 Erasmus Street 2nd Floor Argo Building Meyerspark Pretoria	www.mycomax.com www.maxmoney.co.za

Access to records held by Mycomax

Categories of record held by Mycomax

Human Resources

Human resources information relates to salaries, leave, skills and development plans for individuals, as well as objectives for individuals and their performance against these.

Financial

This includes Mycomax's financial information such as budgets, financial expenditure against budgets, creditors and debtors.

Sales leads

This information relates to companies who are interested in using the MAXMONEY product offered by Mycomax.

System Users

This information relates to the operators who login to the MAXMONEY software.

Legal Entities and branches

This information relates to the companies who use the MAXMONEY software.

Service Providers

This information relates to the service providers who integrate their products with the MAXMONEY software.

Categories of records automatically available from Mycomax

Information on Mycomax's website

- Introduction
- MAXMONEY SaaS
- Mycomax Heritage (history)
- Mycomax Vision and Mission
- Mycomax Management Team
- Career Opportunities
- Industry Links (service providers)
- Contact Info

Processing of Personal Information

To safeguard the privacy and protection of personal information, all personal information processed by Mycomax is managed in terms of relevant Mycomax policies and the POPIA principles.

Purpose of processing

Mycomax uses the Personal Information under its care in the following ways:

- Customer interaction (software support)
- Humans Resources (processing of employee information)
- Marketing and advertising
- Finance: debtors and creditors information
- Information management (the classification, retention and security of information)

Categories of data subjects and their personal information

Mycomax may possess records relating to suppliers, shareholders, contractors, service providers, staff and clients.

Entity Type	Personal Information Processed
Clients: Natural Persons	Names; contact details; physical and postal addresses; E-mail address; date of birth; ID number; nationality; gender; language; confidential correspondence.
Clients: Juristic Persons / Entities	Names of contact persons; physical and postal addresses and contact details; financial information; registration numbers; tax related information, NCR registration certificates; owners; service agreements.
Contracted Service Providers	Names of contact persons; name of entity; physical and postal address and contact details; financial information; registration number; tax related information; owners.
Employees	Gender; marital status; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; opinions; criminal behaviour; well-being.

Categories of recipients for processing Personal Information

Mycomax may supply Personal Information to Service Providers who render the following services:

- Payment system providers

- Credit Bureaus
- Funeral and Credit Life Insurance providers
- Integrated system providers
- Regulatory and reporting authorities
- Current, past and prospective employers
- Family, associates and representatives of the person whose personal information are processed
- Police forces and courts

Actual or planned trans-border flows of Personal Information

Personal Information are transferred out of South Africa in the following circumstances:

- When data is captured and saved on the MAXMONEY systems that are hosted outside South Africa in the cloud.
- If a data subject uses Mycomax's services and products while visiting countries outside South Africa. These countries may not have data-protection laws which are similar to those of South Africa.

General Description of Information Security Measures

Mycomax 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 the Company are security vetted and required to implement security controls.

Objection of the processing of Personal Information

A data subject who wishes to object to the processing of personal information must submit the objection to the responsible party on POPIA Form 1, contained as Appendix C to this manual.

Correction or deletion of Personal Information

A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the responsible party on POPIA Form 2, contained as Appendix D to this manual.

Request Procedure

Process

The following processes have been implemented by Mycomax to deal with requests for information in terms of the Promotion of Access to Information Act:

1. Application Process

A data subject who wishes to request information must submit a request to the responsible party on PAIA Form C, contained as Appendix A to this manual.

By Post	By Hand	Per Email
The Information Officer Mycomax PO Box 544 La Montagne Pretoria 0184	The Information Officer Mycomax 184 Erasmus Street 2nd Floor Argo Building Meyerspark Pretoria	The Information Officer popia@mycomax.com

As required by the Act, an amount of R50.00 must accompany the request for information if it is not from a personal requester. This amount is payable by cash, if delivered by hand, or may be deposited into Mycomax's bank account, in which case proof of the deposit must accompany the request form.

2. Validation and Acknowledgement

The Information Officer of Mycomax receives and validates the request to see whether the required information is available at Mycomax. The request is then accepted, rejected or transferred to the rightful keepers of the required information. An acknowledgement is then forwarded to the requester to confirm the status of the request.

3. Information Processing

If the request is accepted, Mycomax will gather and prepare the information and calculate the relevant cost involved (see paragraph titled "Fees").

4. Final Notification

The requester will be informed of the completion of the request as well as the outstanding fees payable to Mycomax.

5. Payment and Delivery

Once the payment as stipulated in (4) is received, the information will be released to the requester.

The payment process:

The amount is payable by cash, if delivered by hand, or may be deposited into Mycomax's bank account, in which case proof of the deposit must be provided.

General Information

A person wishing to obtain access to records held by Mycomax must complete the request form contained in PAIA Form C to the regulations promulgated under the Act, and contained as Appendix A to this manual. The regulations (and Section 53 of the Act) require the requester to furnish the following information:

- Particulars of the person requesting access to the records;
- Particulars of the person on whose behalf the request is being made;

- Proof of capacity in which requester makes request, if on behalf of a person
- Particulars of the record or records to which access is requested;
- Why the requested record is required
- Which form of access is required, e.g. written or printed form, electronic or computer readable form, etc.
- Manner in which requested wants to be informed of the decision
- The postal address or fax number of the requester;

Any request received will be dealt with within 30 days of receipt, unless the requester has stated special reasons that would satisfy the Information Officer that circumstances dictate non-compliance with the above time periods. The 30-day period within which Mycomax has to decide whether to grant or refuse the request may be extended for a further period of not more than 30 days if the request is for a large amount of information or requires a search for information held at another office of the institution and cannot reasonably be obtained within the original 30-day period. Mycomax will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, the requester must submit proof of the capacity in which he or she is making the request to the reasonable satisfaction of the Information Officer.

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The Information Officer of Mycomax will then reduce that oral request to writing in the prescribed form, and provide a copy thereof to the requester.

Fees

The Act provides for an access fee, which is calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

Once the Information Officer receives a request, he or she will require the requester to pay the prescribed fee before further processing of the request.

If the search for the record has been made and the preparation of the record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer will notify the requester to pay as a deposit the prescribed portion of the access fee that would be payable should the request be granted.

The Information Officer will withhold the requested record until the requester has paid the fees as indicated in the Section titled "Fees in respect of private bodies".

A requester, whose request for access to a record has been granted, must pay an access fee for reproduction, search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure, including arrangements to make it available in the requested format.

Fees in respect of private bodies

For purposes of section 54 of the Act, the fees set out in the Regulations applies:

Description	Amount (R)
1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) (for every photocopy of an A4-size page or part thereof)	1.10
2. The fees for reproduction referred to in regulation 11(1) are as follows:	
(a) For every photocopy of an A4-size page or part thereof (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form (c) For a copy in a computer-readable form on a compact disc (d) For a transcription of visual images (i) for an A4-size page or part thereof (ii) For a copy of visual images (e) For a transaction of an audio record (i) For an A4-size page or part thereof (ii) For a copy of an audio record	1.10 0.75 70.00 40.00 60.00 20.00 30.00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)	50.00
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:	
(a) For every photocopy of an A4-size page or part thereof (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form (c) For a copy in a computer-readable form on compact disc (d) For a transcription of visual images (i) For an A4-size page or part thereof (ii) For a copy of visual images (e) For a transcription of an audio record (i) For an A4-size page or part thereof (ii) For a copy of an audio record (f) To search for and prepare the record for disclosure (for each hour or part of an hour reasonably required for such a search and preparation).	1.10 0.75 70.00 40.00 60.00 20.00 30.00 30.00
For purposes of section 54(2) of the Act, the following applies:	
(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.	
The actual postage is payable when a copy of a record must be posted to a requester.	

Granting/Refusal of requests

Refusal of requests

A request for information may be refused on the grounds as specified in section 62 to 69 of the Act.

Remedies available if the provisions of the act are not complied with

A requester may lodge:

- a complaint to the Information Regulator; or
- an application with a court

Updating of this manual

The company may update this manual at such intervals as may be necessary.

Appendixes

Appendix A: PAIA 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:

The Information Officer/Deputy Information Officer
 Mycomax MicroFinance Solutions (Pty) Ltd

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 capacity in which the request is made, if applicable, must be attached.*

Full Names	
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 ONLY if a request for information is made on behalf of another person.

Full names	
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 applicable:

--

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 from 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 from reading, viewing or listening 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:

Mark the appropriate box with an X

NOTES:

- (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 to 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:
(this 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)		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* (e.g. stiffer / 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
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G.Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requested must sign all additional folios.***

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

Appendix B: PAIA Form E

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:

(Section 52 of the Promotion of Access to Information Act, 2000

(Act 2 of 2000))

[Regulation 9A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 52(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 52(1)(b))
FOR INSPECTION IN TERMS OF SECTION 52(1)(a)(i):	
FOR PURCHASING IN TERMS OF SECTION 52(1)(a)(ii):	
FOR COPYING IN TERMS OF SECTION 52(1)(a)(ii):	
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 52(1)(a)(iii):	

Appendix C: POPIA 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 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 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 data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	

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

C	REASONS FOR OBJECTIONS IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at _____ this _____ day of _____ 20____

Signature of data subject / designated person

Appendix D: POPIA 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:

4. *Affidavits or documentary evidence as applicable in support of the objection may be attached.*
5. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
6. *Complete as 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 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 data subject:	
Unique Identifier / Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	

C	INFORMATION TO BE CORRECTED / DELETED / DESTROYED / DESTROYED
D	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. (Please provide detailed reasons for the request)

Signed at _____ this _____ day of _____ 20____

Signature of data subject / designated person