



YELLOW JERSEY LOGISTICS
Powered by LCS Group

Promotion of Access to Information Manual

Compiled in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA")



POPIA - REQUEST FORMS

This Manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of the Protection of Personal Information 4 of 2014 ("POPIA").

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POPIA - REQUEST FORMS

1. Introduction

- 1.1.** The Section 32 (1) of the Constitution of the Republic of South Africa, 1996, provides for the right of access to:
 - 1.1.1.** Any information held by the state;
 - 1.1.2.** Any information that is held by another person; and
 - 1.1.3.** that is required for the exercise or protection of any right.
- 1.2.** The Promotion of Access to Information Act 2 of 2002 ("PAIA") aims to give effect to and regulate the exercise of these constitutional rights.
- 1.3.** In terms of PAIA, every private body must compile a manual as referred to in section 51 of PAIA. The purpose of the manual is to explain how someone can get access to records held by the private body.
- 1.4.** In addition, the Protection of Personal Information Act, 4 of 2013 ("PAIA"), requires a responsible party to maintain a record of all processing operations under its responsibility in a PAIA manual.
- 1.5.** As part of its commitment to compliance with the relevant data protection, privacy and access to information laws, Yellow Jersey Logistics (Pty) Ltd has determined the manner in which information is to be requested under PAIA. This PAIA Manual applies to records held by Yellow Jersey Logistics (Pty) Ltd ("YJL").
- 1.6.** In summary, this Manual will set out:
 - 1.6.1.** What records are held by YJL;
 - 1.6.2.** What records may be requested;
 - 1.6.3.** The procedure and costs of those requests;
 - 1.6.4.** Who will deal with those requests and on what grounds the request may be refused;

1.6.5. The rights available to requesters; and

1.6.6. A record of the YJL's processing activities.

2. Definitions and Interpretation

2.1. Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Manual or in any schedules hereto, bear the meanings ascribed to them below and cognate expressions bear corresponding meanings:

2.1.1. "Board" means the Board of Directors of YJL serving from time to time;

2.1.2. "Data Subject" has the meaning ascribed to it in Section of POPI;

2.1.3. "Directors" means those persons appointed as executive or non-executive Directors to the Board according to the YJL's Memorandum of Incorporation and the ruling policies and procedures applicable to the YJL from time to time;

2.1.4. "Information Regulator" has the meaning ascribed to it in terms of POPI;

2.1.5. "Record" means any recorded information—

- (a) regardless of form or medium;
- (b) in the possession or under the control of YJL; and
- (c) whether or not it was created by YJL.

2.1.6. "Responsible Party" has the meaning ascribed to it in Section 1 of POPI. It being recorded that for purposes of this Manual, the Responsible Party is YJL;

2.1.7. "PAIA" means the Promotion of Access to Information Act 2 of 2000;

2.1.8. "Personal Information" has the meaning ascribed to it in Section 1 of POPI. It being recorded that for purposes of this Manual, Personal Information relates to that of YJL's customers, suppliers, employees, agents, business partners and any other Data Subject in respect of which it Processes Personal Information.

2.1.9. "POPI" means the Protection of Personal Information Act, 4 of 2013;

2.1.10. "Processing" has the meaning ascribed to it in Section 1 of POPI;

2.1.11. “this Manual” means this PAIA Manual as part of the Handbook.

2.2. In this Manual:

2.2.1. table of contents and paragraph headings are for purposes of reference only and shall not be used in interpretation;

2.2.2. unless the context clearly indicates a contrary intention, any word connoting any gender includes the other genders, and the singular includes the plural and vice versa;

2.2.3. When a number of days are prescribed such number shall exclude the first and include the last day unless the last day is not a business day, in which case the last day shall be the next succeeding business day.

3. YJL Contact Details

Full Name	Yellow Jersey Logistics Pty (Ltd)
Business Street Address	96 Aberdein Street, Roodekop, Germiston, Johannesburg, 1401
Postal Address	96 Aberdein Street, Roodekop, Germiston, Johannesburg, 1401
Telephone Number	+27 (0) 11 866 4300
Information Officer	Hannes Spies – Services Manager
E-mail Address	Dataprivacy@lcsgroup.co.za

4. Official Guides to POPIA and PAIA as Described in Section 10 of PAIA

4.1. In terms of Section 10 of PAIA, the Information Regulator must update and make available the existing guide that has been compiled by the South African Human Rights Commission 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 this Act and the Protection of Personal Information Act, 2013.

4.2. The said guide is available from the Information Regulator website accessible at the following link: <https://www.justice.gov.za/infoereg/docs.html> .

4.3. In the event the above link is not functional or of assistance, queries may be directly addressed to the Information Regulator at:

THE INFORMATION REGULATOR (SOUTH AFRICA)	
INFORMATION OFFICER	
Chief Executive Officer	Mr. Mosalanyane Mosala
Contact Person	Ms. Pfano Nenweli
Telephone Number	016 340 4900
Email	PNenweli@justice.gov.za
Deputy Information Officer	Ms. Varsha Sewlal
Email	VarSewlal@justice.gov.za
Physical Address	JD House, 27 Stiemens, Braamfontein, JHB 2001
Postal Address:	Street P.O. Box 31533, Braamfontein, JHB 2017
Telephone	010 023 5200
Website	https://infoeregulator.org.za/

5. Automatically Available Information

5.1. The following categories of records are automatically available for inspection, purchase or photocopying (prescribed fees will be charged in case of photocopying). This information does not need to be requested in terms of PAIA.

5.1.1. This Manual;

5.1.2. Brochures; and

5.1.3. Other literature intended for public viewing.

6. Categories of Records of the YJL Which are Available Without a Person Having to Request Access in Terms of the Act

6.1. This is limited to any information that is already available to the public, including but not limited to any information held by the Companies and Intellectual Property Commission, the Deeds Offices, and the internet.

7. Records Available in Accordance with Other Legislation

7.1. Where applicable to our operations, information is also available accordance with the following legislation, including but not limited to:

7.1.1. Basic Conditions of Employment Act No.75 of 1997

7.1.2. Board Based Black Economic Empowerment Act, No 53 of 2003

7.1.3. Companies Act No. 71 of 2008

7.1.4. Compensation for Occupational Injuries and diseases Act, No 130 of 1993

7.1.5. Consumer Protection Act No 68 of 2008

7.1.6. Customs and Excise Act No. 91 of 1964

7.1.7. Deeds Registries Act No.114 of 1998

7.1.8. Employment Equity Act No. 55 of 1998

7.1.9. Income Tax Act No. 58 of 1962

7.1.10. Labour Relations Act No. 66 of 1995

7.1.11. Occupational Health and Safety Act No 85 of 1993

7.1.12. Promotion of Access to Information Act No.2 of 2000

7.1.13. Protection of Personal Information Act No.4 of 2013

7.1.14. Skills Development Levies Act No. 9 of 1999

7.1.15. Skills Development Act No. 97 of 1998

7.1.16. South African Revenue Services Act No 34 of 1997

7.1.17. Unemployment Insurance Act No. 63 of 2001

7.1.18. Value Added Tax Act No. 89 of 1991.

8. Subject and Categories of Records Held by the YJL: Section 51(1)(E)

8.1. Financial Information:

8.1.1. Annual financial returns;

8.1.2. Asset register;

8.1.3. Tax returns;

8.1.4. Accounting records;

8.1.5. Bank statements;

8.1.6. Cheques paid;

8.1.7. Invoices.

8.2. Income Tax Records

8.2.1. PAYE records;

8.2.2. IRP5 records;

8.2.3. VAT records;

8.2.4. UIF contribution records;

8.2.5. Records of payments to SARS on behalf of employees;

8.3. Employee Records

8.3.1. Correspondence with employees;

8.3.2. Medical information of employees;

8.3.3. Biometric information of employees (e.g. Fingerprints)

8.3.4. Surveillance footage of employees;

8.3.5. Employment and related contracts;

8.3.6. Disciplinary records;

8.3.7. Disciplinary code;

8.3.8. Salary records;

8.3.9. Leave records;

8.3.10. Training and Skills Development records;

8.3.11. Internal evaluation and performance records;

8.3.12. Further records as may be required to be kept in terms of applicable legislation.

8.4. Records of the YJL

8.4.1. Documents of incorporation;

8.4.2. Supplier contracts;

8.4.3. Customer contracts;

8.4.4. Insurance contracts;

8.4.5. Rental agreements;

8.4.6. Policies and procedures;

8.4.7. Records pertaining to fixed and movable property;

8.4.8. Permits and licenses as prescribed by law;

8.4.9. Further records required to be kept in terms of the Companies Act 71 of 2008.

9. Access Request Procedures

9.1. Where any person wishes to request a Record held by YJL, the following procedure will apply:

9.1.1. Requests can be made by any person, whether natural or juristic.

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- 9.1.2.** Requests should be addressed to the YJL Information Officer at the address in paragraph 3 above.
- 9.1.3.** Requests should be made in writing by completing the prescribed PAIA Form C attached hereto, and must clearly state which right the requester seeks to protect or exercise by asking for the Record, what Record is required to protect of exercise that right and how that Record will assist the requester in exercising or protecting that right.
- 9.1.4.** Once a request is submitted as prescribed, the Information Officer, to whom the request is made, will respond to the requester as soon as reasonably possible but in any event within 30 calendar days from the date of the request.
- 9.1.5.** Notwithstanding paragraph 9.1.4 above, where the request:
- (a) Is for a large number of records or requires that a large number of records are searched;
 - (b) The request requires a search through the records in an office of the YJL that is not within the same city as that indicated in paragraph 3 above; or
 - (c) Requires a level of consultation in order to act on the request, which cannot reasonably be completed within 30 days,
 - (d) Then, in such event, the Information Officer will be entitled to a single extension of no more than 30 calendar days.
- 9.1.6.** In the event an extension as contemplated in paragraph 9.1.5 is required, the Information Officer will notify the requester in writing of the intention to extend and the period therefor.
- 9.1.7.** If a request is refused, the requester will be told the reason for the refusal.
- 9.1.8.** A requestor may ask that the request be treated as urgent, but reasons should be provided for seeking urgency.
- 9.1.9.** Most requests will be answered without a charge but should the YJL incur any costs in retrieving the information or have to make photocopies, a nominal fee will be charged which fee will be determined by the Board.
- 9.1.10.** The YJL will endeavour to provide the information in the form requested, unless to do so will impair efficient administration, be contrary to a legal duty or
- (a) reasonable opportunity to inspect the document;
 - (b) provide a copy of the document;

- (c) making arrangements for person to hear or view any relevant sounds or images;
- (d) transcript, excerpt, summary or oral information with respect to words recorded or in a document; or
- (e) provide with deletions or alterations as are necessary to protect the interests protected by withholding grounds.

10. Prescribed Fees: Section 51(1)(F)

- 10.1.** The requestor must pay the non-refundable, prescribed request fee of R50.00 (Fifty Rand) to be submitted together with the completed Form C to the YJL. Should the request for access to information be approved, further fees will be payable per the provisions of PAIA and these fees will be made known to the requester by the Information Officer. An itemised fee structure can be obtained on the SAHRC website, <https://www.sahrc.org.za>, and a copy thereof is attached hereto.
- 10.2.** Access to information, if approved, will only be provided once all the prescribed fees have been paid.
- 10.3.** In terms of POPIA, a Data Subject has the right to request the YJL to confirm, free of charge, whether or not it holds personal information about the Data Subject.

11. Reasons for refusal

- 11.1.** The YJL may either confirm nor deny the existence or non-existence of the information requested to protect an interest identified as a conclusive reason to withhold information or to protect trade secrets or the commercial position of the person who supplied the information or is the subject of the information.
- 11.2.** The YJL may also refuse to provide information if:
 - 11.2.1.** the making available of the information would be contrary to the provisions of a specific legislation;
 - 11.2.2.** the information requested is or will soon be publicly available;
 - 11.2.3.** the document alleged to contain the information requested does not exist or cannot be found;

11.2.4. the information requested is not held and the person dealing with the request has no grounds for believing that the information is either held or more closely connected with the functions of the YJL;

11.2.5. the request is frivolous or vexatious or that the information requested is trivial;

11.2.6. the information contains protected copyright;

11.2.7. the information contains personal information or sensitive personal information in terms of the Protection of Personal Information Act 4 of 2013, as amended (privacy);

11.2.8. the information is protected by legal or litigation privilege.

12. Good Reasons for Withholding Information

12.1. Information may be withheld where

12.1.1. the giving might prejudice the security and client relations of the YJL;

12.1.2. the giving of the information might endanger an employee or client's safety;

12.1.3. to protect the privacy of third parties who are natural persons which include but are not limited employees or clients, employees of clients;

12.1.4. to protect trade secrets or the commercial position of the YJL or the person who supplied or who is the subject of the information;

12.1.5. to protect the confidential information which, if released, would prejudice the supply of such similar information or damage the public interest;

12.1.6. to protect the substantial economic interests of the YJL;

12.1.7. to protect research information of the YJL or a third party;

12.1.8. where information is protected by legal or litigation privilege.

NOTE:

It is important to note that access is not automatic. An application for access to information can be refused in the reasonable discretion of the Information Officer, including but not limited to the reasons

in this Manual and in the event that the application does not comply with the procedural requirements. If it is reasonably suspected that the requester has obtained access to the records through the submission of materially false or misleading information, legal proceedings may be instituted against such requester.

13. Description of Remedies Available in Respect of an Act or Failure to Act by the YJL

13.1. If the Information Officer makes a decision which the requester is not satisfied with, the requester may:

13.1.1. a requester or third party may submit a complaint to the Information Regulator within 180 days from receipt of the Information Officer's decision.

13.1.2. Complaints to the Information Regulator must be made in writing and a complaint form, form 5, must be completed. The said form is accessible at the Information Regulator's website indicated in paragraph 4 above.

13.1.3. Alternatively, the requester may apply to Court for appropriate relief. Further information on this mechanism can be found in the Information Regulator's Guide or the relevant legislation.

14. Processing of Personal Information in Terms of POPI

14.1. YJL processes personal information in accordance with the conditions for lawful processing set out in POPI as incorporated and explained in our Privacy Policy which can be found in the footer of our website: <https://yjl.co.za>

14.2. Categories of Data Subjects and Personal Information Processed

14.2.1. YJL will collect and Process information in respect of its stakeholders, employees, relatives of employees, agents, advisors, business partners, suppliers and service providers, customers, office visitors, website visitors, public bodies and regulatory bodies with whom the Group interacts and third parties who interact with the YJL.

14.2.2. There are various categories of Personal Information which YJL processes in respect of the various categories of Data Subjects such as:

(a) Identity Information, which includes information concerning name, company

name, marital status, title, date of birth, gender, race and legal status, copies of your identity documents or passport, photographs, identity number, signature for proof of delivery, and registration number;

- (b) Contact Information, which includes your billing address, delivery addresses, e-email address and telephone numbers;
- (c) Financial Information, which includes bank account details, insurance information, financial statements, VAT registration numbers;
- (d) Location and Shipping Information, which includes data identifying the actual location of your physical address using GPS data and geocodes, information regarding contents of shipments only to the extent that an identifiable person can be linked to such content, sender's / consignee's name, physical address, email address and telephone number.
- (e) Technical Information, which includes your internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our Website.
- (f) Usage Information, which includes information as to your access to and use of our Website, products and services.
- (g) Marketing and Communications Information, which includes your preferences in respect of receiving marketing information from us and your communication preferences.
- (h) Video footage, which includes CCTV footage or telephonic communications that have been recorded and stored when you visit our business premises, depots or other sites at which we have implemented such security controls.
- (i) Biometric information such as fingerprints of employees for security, safety and access purposes.
- (j) YJL also processes, collects, stores and/or uses aggregated data, which may include historical or statistical data ("Aggregated Data") for any purpose. Aggregated Data is not considered Personal Information as this data does not directly or indirectly reveal your identity.

14.3. Information Security Measures

14.3.1. The YJL has implemented reasonable technical and organisational measures have been for the protection of Personal Information processed by the group.

14.3.2. The technical measures include but are not limited to, firewalls, e-mail quarantine systems, anti-virus and protection systems, patches, software updates, account and email login passwords, password updates, physical security measures.

14.3.3. The organisational measures include but are not limited to, data privacy and

information management policies, staff training and awareness, risk assessments and audits.

15. Availability of This Manual

- 15.1.** This Manual is available for inspection at the offices of the YJL at no cost, during normal business hours. A copy of this Manual is also available on the YJL website.

16. Changes to This Manual

- 16.1.** The YJL reserves the right to amend this manual from time to time and will endeavour to timeously make all such updated versions available as set out in paragraph 15 above.



ANNEXURE 1: FORM C

Republic of South Africa

Request for access to record of private body (section 53(1) of the promotion of access to information act, 2000 (act no. 2 of 2000) [regulation 10]

A. Particulars of Private Body

The Head:

B. Particulars of Person Requesting Access to The Record

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

Full names and surname																
Identity number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															
Postal address																
Telephone number																
Fax 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 and surname																
Identity number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															

D. Particulars of Record

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

1. Description of record or relevant part of the record:
2. Reference number, if available:

--

3. Any further particulars of record:

E. Fees

- i. 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.
- ii. You will be notified of the amount required to be paid as the request fee.
- iii. 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.
- iv. If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of Access To Record

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

Disability: Form in which the record is required:
Mark the appropriate box with an **X**

Notes:

- i. Compliance with your request for access in the specific form may depend on the form in which the record is available.
- ii. 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.
- iii. The fee payable for access to the record, if any, will be determined partly by the form in which access is required.

1. If the record is in written or printed form:					
Copy of record*		Inspection of record			
2. If the record consists of visual images – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
View the images		Copy the images*		Transcription of the images*	

3. If record consists of recorded words or information which can be reproduced in sounds:					
Listen to soundtrack (audio)		Transaction 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 * email/flash drive	

*If you requested a copy or transaction of a record (above), do you wish to copy or transcription to be posted to you? Postage is payable.	Yes		No	
--	-----	--	----	--

G. Particulars of Right To Be Exercised or Protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the 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 the 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 ensure 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 _____ year _____

Signature of requester/
person on whose behalf request is made

ANNEXURE 2: FEES IN RESPECT OF PRIVATE BODIES

1. The fee for the copy of the manual as contemplated in regulation 9(2) © is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

Description	Price
For every photocopy of an A4-size page or part thereof	R 1, 10
For every printed copy of an A4-size page of part thereof held on a computer or in electronic or machine-readable form	R 0, 75
For a copy on a computer readable form on a flash drive	R 23, 00
For a transcription of visual images, for an A4-size page or part thereof	R 60, 00
For a transcription of an audio record, for an A4-size or part thereof	R 20, 00
For a copy of an audio record	R 30, 00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R 50, 00.
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

Description	Price
For every photocopy of an A4-size page or part thereof	R 1, 10
For every printed copy of an A4-size page of part thereof held on a computer or in electronic or machine-readable form	R 0, 75
For a copy on a computer readable form on a flash drive	R 23, 00
For a transcription of visual images, for an A4-size page or part thereof	R 60, 00
For a transcription of an audio record, for an A4-size or part thereof	R 20, 00
For a copy of an audio record	R 30, 00
To search for and prepare the record disclosure per hour.	R 30, 00

5. 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
 - b) One third of the access fee is payable as a deposit by the requester
6. The actual postage is payable when a copy of a record must be posted to a requester.

ANNEXURE 3: FORM 1

Objections to the processing of personal information in terms of section 11(3) of the protection of personal information Act, 2013 (Act no. 1 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/ Identification Number:	
Residential, postal, or business address:	
Contact Numbers(s):	
Email Address:	
B	Details of Responsible Party
Name(s) and surname/ registered name of responsible party:	
Residential, postal, or business address:	
Contact Numbers(s):	
Email 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 _____ year _____

Signature of data subject /
Designated person

ANNEXURE 4: FORM 2

Request for correction or deletion of personal information or destroying or deletion of record or personal information in terms of section 24(1) of the protection of personal information Act, 2013 (Act no. 4 of 2013)

Regulations relating the protection of personal information, 2018 (Regulation 3)

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.

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 authorized to retain the record of information.	

A	Details of Data Subject
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identification Number:	
Residential, postal, or business address:	
Contact Numbers(s):	

Email Address:	
B	Details of Responsible Party
Name(s) and surname/ registered name of responsible party:	
Residential, postal, or business address:	
Contact Numbers(s):	
Email Address:	
C	Information to be corrected/deleted/destroyed
D	<p>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</p> <p>Or</p> <p>Reasons for *destruction or deleting of a record of personal information about the data subject in terms of section 24(1)(b) which the responsible party is no longer authorized to retain.</p> <p>(Please provide detailed reasons for the request)</p>

Signed at _____ this day _____ of _____ year _____

Signature of requester/
person on whose behalf request is made