



PAIA AND POPIA MANUAL

In2IT-PRO-42, VERSION 01, ISSUE 01, RELEASED ON 18.08.2022

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 (the “PAIA”) and the Protection of Personal Information Act, 2013 (“POPIA”)

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1. INTRODUCTION

- The Promotion of Access to Information Act, No. 2 of 2000 (the “Act”) was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the “Constitution”) of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
- In terms of section 51 of the Act, all Private Bodies are required to compile an Information Manual (“PAIA Manual”).
- Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and / or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body.

2. PURPOSE OF PAIA MANUAL

- This PAIA Manual is for In2IT Tech (Pty) Ltd (Registration Number: 2013/010878/07) and/or In2IT (Pty) Ltd (Registration Number: 2012/058919/07) referred as “In2IT” or “the Company” to promote the right of access to information, to adopt a culture of transparency and accountability within In2IT by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights.
- Section 9 of the Act recognizes that the right to access information 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;and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- This PAIA Manual provides the details of appointed Information Officer (“IO”) and Deputy Information Officer (“DIO”) who will take up the duties to ensure compliance with PAIA and POPIA.

3. CONTACT DETAILS OF THE IO and DIO

- The contact details of the Information Officer appointed by the Chief Executive Officer of In2IT are as follows:

Information Officer : Param Jyothy Kota
Address : 3rd Floor, 35 Ferguson Road, Illovo, 2196, Gauteng
Contact Number : +27 11 054 6900
Email Address : Privacyoffice@in2ittech.com

- The contact details of the Deputy Information Officer appointed are as follows:

Deputy Information Officer : Mmashego Masemola
Address : 3rd Floor, 35 Ferguson Road, Illovo, 2196, Gauteng
Contact Number : +27 11 054 6900
Email Address : Privacyoffice@in2ittech.com

4. GUIDE ON HOW TO USE THE ACT

- In terms of Section 10 of the Act, South African Human Rights Commission has compiled the Guide, which contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC at their website.

- The Contact details of the SAHRC are:

Postal Address : Private Bag 2700, Houghton, 2041
Contact Number : +27 11 484 8300
Website : www.sahrc.org.za

5. LATEST NOTICE IN TERMS OF SECTION 52(2) IF ANY

- No notice has been published in terms of section 52 (2), regarding the categories of record of the Company which are available without a person having to request access in terms of this Act.

6. RECORDS AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

- Where applicable to In2IT's operations, information is available in accordance with the following legislation, including but not limited to:
 - Auditing Professions Act, No. 26 of 2005;
 - Basic Conditions of Employment Act, No. 75 of 1997;
 - Broad Based Black Economic Empowerment Act, No. 53 of 2003;

- Companies Act, No. 71 of 2008;
- Compensation for Occupational Injuries & Diseases Act, No. 130 of 1993;
- Competition Act, No.89 of 1998;
- Constitution of the Republic of South Africa Act, No. 108 of 1996;
- Consumer Protection Act, No. 68 of 2008;
- Copyright Act, No. 98 of 1978;
- Electronic Communications Act, No. 36 of 2005;
- Electronic Communications and Transactions Act, No. 25 of 2002;
- Employment Equity Act, No. 55 of 1998;
- Financial Intelligence Centre Act, No. 38 of 2001;
- Identification Act, No. 68 of 1997;
- Income Tax Act, No. 58 of 1962;
- Intellectual Property Laws Amendment Act, No. 28 of 2013;
- Labour Relations Act, No. 66 of 1995;
- Medical Schemes Act, No. 131 of 1998;
- National Credit Act, No. 34 of 2005;
- Occupational Health & Safety Act, No. 85 of 1993;
- Pension Funds Act, No, 24 of 1956;
- Prescription Act, No, 68 of 1969;
- Skills Development Act, No. 97 of 1998;
- Skills Development Levies Amendment Act, No. 24 of 2010;
- Short Term Insurance Act, No. 53 of 1998;
- Taxations Laws Amendment Act, No. 23 of 2020;
- Trademarks Act, No. 194 of 1993;
- Unemployment Insurance Contributions Act, No. 4 of 2002;
- Unemployment Insurance Act, No. 63 of 2001; and
- Value-added Tax Act, No. 89 of 1991.

7. CATEGORIES OF RECORDS HELD BY THE COMPANY

- In2IT holds or maintains records on the following subjects and categories of records on each subject. Request for access must be made in terms of PAIA and/or the POPI Act.

Subject	Categories of records
----------------	------------------------------

Company Information	<ul style="list-style-type: none"> • Incorporation documents • Memorandum of Incorporation • Board appointments, consents, declarations and resignations • Share Certificates and Registers • Shareholders Agreements • Notices, Circulars, Minutes and any relevant documents related to Board meetings, Annual General Meetings, Shareholders meetings, Exco Meetings • Resolutions and Special Resolutions passed • Corporate Agreements • Management Reports • Corporate Presentations and plans
Compliance	<ul style="list-style-type: none"> • Policies, Procedures, SOP's, Forms of all the departments across the Company • Risk Assessments and Risk register • Audit reports
Recruitment	<ul style="list-style-type: none"> • Candidates or Job applicant's records • Interview feedback • Back ground verification details • Offer details
Human Resource	<ul style="list-style-type: none"> • Employment Agreements • Independent Contractor Agreements • Employee and Contractors files • Salaries and benefits • Medical Insurance • Pension and Provident Fund • Leave records • Payroll reports • Disciplinary • Performance Evaluations • Job Descriptions • Letters and notices • Exit Forms • Employment Equity Plan and submissions • Training manuals, registers, feedbacks, evaluations, reports • SETA submissions and reports • SDL, PAYE, UIF • Tax records
Legal	<ul style="list-style-type: none"> • Agreements for Non-Disclosure, teaming, partnership, suppliers, customers, service levels, statement of work • Files for Legal matters • Intellectual Property Rights
Finance & Accounting	<ul style="list-style-type: none"> • Bank Account details, letters and access • Bank Facilities and Guarantees

	<ul style="list-style-type: none"> • Bank Statements • Other documents pertaining to banking • Accounting records • Financial reports, Annual Financial reports, Annual Financial statements • Creditors and Debtors Invoices and statements • PAYE, Tax, VAT reports and submissions • Insurance policies and claims
Administration	<ul style="list-style-type: none"> • Rental/Lease Agreements • Office Administration • Facilities maintenance records • Insurance claims
Health & Safety	<ul style="list-style-type: none"> • Inspections • HSE Files • Medical reports
Procurement	<ul style="list-style-type: none"> • Supplier registration records and supplier files • List of suppliers • Supplier performance evaluation
Sales, Delivery and Project Management	<ul style="list-style-type: none"> • Customer details • Customer feedbacks and reports • Project related documents
Bid Management and Practice	<ul style="list-style-type: none"> • CSD Reports • Documents related to tenders, RFP's, RFQ's • Reference Letters • Partnership Certificates
Marketing	<ul style="list-style-type: none"> • Company brochures and publications • Media releases • Documents relating to public relation events
IT	<ul style="list-style-type: none"> • Asset registers • Software and system licenses • CCTV recordings • Access records
Reception	<ul style="list-style-type: none"> • Visitors register

8. REQUEST FOR ACCESS TO A RECORD PROCEDURE

8.1. THE FORM OF REQUEST

- The person making the request is known as the 'requester'.
- PAIA requires requester to submit the request on the required form (prescribed by Regulations) to make a request for access to information.
- The request form C ("Form C") enclosed herewith is the form to be used.

8.2. WHO CAN MAKE PAIA REQUEST

- The requester can be 'Natural person', 'Juristic person' (A business or organization) and 'Authorised person' (An authorized person can request the personal information about the person that has authorised them to do so).

8.3. COMPLETING THE FORM

- In order to complete the PAIA form, requester need to provide sufficient detail to allow the IO to identify the records that the requester seek.
- The current form will require requester to complete the following sections:

Section	Description
Particulars of private body	This section should contain the relevant contact details of the IO and/or DIO.
Particulars of person requesting access to records	This should contain enough information about the requester to make the requester reasonably easy to identify, including the contact details of the requester: postal address, email address, fax and/or telephone number in South Africa. It also asks for requester's identity number to authenticate requester identity. If requester is requesting the information on behalf of someone else or a company, proof of the capacity in which requester is making the request must be provided (as the 'authorised person')
Particulars of person on whose behalf request is made	This section only needs to be completed by a requester who is requesting information for another person.
Particulars of record	This should contain enough information about the record to make it reasonably easy to identify. Additional paper may be used to give more detail of the request, as long as each additional page is signed and attached to the request form. Requester might, for example, include an extract from a report or news story that references the record requester is looking for. It allows requester to include a reference number for the record, if is this applicable.
Fees	A space is provided for requester, to describe why requester believe requester should be exempted from fees.

Form of access to record	This section allows requester to note with an 'X' requester's preferences for the form or manner that the record should be provided in, such as if requester want a copy of a record, or perhaps just an opportunity to inspect the record.
Particulars of right to be exercised or protected	State the right requester is implicating and why the record requester is requesting will help requester either exercise, or protect, that right. Requester must show a connection between the record wanted, and the exercise of the right.
Notice of decision regarding request for access	A space is provided for requester to describe the manner in which requester wish to be informed about the decision to grant or deny the request. Requester can specify for instance that requester would prefer to be contacted by email, or by telephone.

8.4. SUBMISSION OF THE FORM

- Submit the completed form along with proof of identity to the IO or the DIO at the postal or physical address, or electronic mail address as noted in clause 3 above.

8.5. THE FEES INVOLVED

- Generally, fees need to be paid both for making a request, but also to cover the cost of providing access to records in terms of a request.
- IO or DIO to whom a request for access is made must by notice require the requester to pay the prescribed request fees (if any), before further processing the request.
- A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee of R50,00 has been paid.
- If IO believes that the search for the record and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than six hours, the IO or DIO shall notify the requester to pay as a deposit the prescribed portion (being not more than one-third) of the access fee which would be payable if the request is granted.
- If a deposit has been paid in respect of a request for access which is refused, the deposit will be refunded to the requester.
- The IO shall withhold a record until the requester has paid the applicable fees.

- If requester is granted access to the records requested, an IO or DIO can charge requester an access fee for reproduction and for search and preparation, and providing them to requester, but the charges are limited to the following:

Description	Fees to be charged
Copy of an A4-size page or part thereof	R1,10c
Printing per A4 page	R0,75c
Copy on a CD	R70
Transcription of visual images per A4 page	R40
Copy of a visual image	R60
Transcription of an audio record per A4 page	R20
Copy of an audio recording	R30
Search and preparation of the record for disclosure	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation
Postage	The actual postage is payable.

8.6. TIMELINES FOR PROCESSING

- After the request has been received in full, the Company will process the request within 30 (thirty) days, but under certain circumstances this period may be extended for a further period of not more than 30 days. Requester will be notified of such extension, the period of the extension and the reasons for the extension.
- All information as prescribed in the form and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information.

9. RECORDS THAT CANNOT BE FOUND OR DO NOT EXIST

- The IO must, if the Company is unable to find the particular records requested or believe that the records do not exist, submit a detailed affidavit to the requester giving notice that the records in question do not exist or cannot be found, but also outline the steps the Company took to try and locate them.
- The notice is to be regarded as a decision to refuse a request for access to the record concerned.

- If, after notice is given, the record in question is found, the requester concerned must be given access to the record unless access is refused.

10. DECISION ON REQUEST

- Requester will be notified whether or not the application for request of access is granted or not.
- If the request for access is granted, the notice will state,
 - the access fee (if any) to be paid upon access;
 - the form in which access will be given; and
 - that the requester may lodge a complaint to the Information Regulator or an application with a court against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint to the Information Regulator or the application.
- If the request for access is refused, the notice must,
 - state adequate reasons for the refusal, including the provisions of this Act relied on;
 - exclude, from any such reasons, any reference to the content of the record; and
 - state that the requester may lodge a complaint to the Information Regulator or an application with a court against the refusal of the request, and the procedure (including the period) for lodging a complaint to the Information Regulator or the application.

11. FORM OF ACCESS

- If the request for access is granted, the IO will, as soon as reasonably possible after notification give access in-
 - such form as the requester reasonably requires; or
 - if no specific form of access is required by the requester, such form as the IO reasonably determines.

12. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- The Promotion of Access to Information Act provides several grounds on which a request for access to information must be refused. These grounds mainly concern instances where the privacy and interests of other individuals are protected, where such records are already otherwise publicly available, where public interests are not served, the mandatory protection of commercial information of a third party, and the mandatory protection of certain

confidential information of a third party. A complete list of the grounds for refusal is available in Chapter 4 of the Act.

13. THIRD PARTY NOTIFICATION AND INTERVENTION

- The Company will take all reasonable steps to inform a third party to whom or which the record relates of the request.
- This notice hopes to give those third parties an opportunity to make their own submissions in relation to whether or not that request should be refused (though the final decision always rests with the IO or DIO).
- The IO will decide whether to grant the request for access after giving due regard to any representations made by a third party.

14. PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

- The Company is committed to protecting data subject's right to privacy and ensuring that data subject's personal information is protected. All the measures will be taken in order to give effect the constitutional right to privacy, to promote the protection of information and to regulate the manner in which personal information may be processed, by establishing conditions in accordance with POPIA.

14.1. PURPOSE OF PROCESSING

- In general, personal information is processed by the Company for purposes set out hereunder.
 - Fulfill contractual obligations in terms of various agreements with the data subjects and other parties
 - Comply with regulatory, statutory and other obligations
 - Quality management
 - Comply with the Company policies and procedures
 - Matching and selection of the candidate's for job openings
 - Responding to tenders
 - Background verifications
 - Providing services to the customers
 - Improving business opportunities
 - Screening of suppliers, service providers and contractors
 - Administration of office and personnel

- Visitor access monitoring
- Responding to website enquiries

14.2. CATEGORIES OF PERSONAL INFORMATION OF DATA SUBJECTS

- Description of the categories of data subjects and their personal information held by the Company are,

Categories of Data Subjects	Categories of personal information
Job applicants	Full name and surname; ID number; Contact details; Physical address or location; Date of birth; Dender; Race; Disability information; Work experience details; Educational qualifications; Technical skills and relevant certifications; CV's; Current or previous salary information; Payslips; Expected salary and benefits details.
Employees and Contractors	Full name and surname; ID number; ID document; Contact numbers; Email address; Physical and postal address; Date of birth; Gender; Race; Disability information; Disability certificate; Number of dependents; Emergency contact details; Bank details; Bank confirmation letter; Work experience details and copies; Educational qualifications and copies; Technical skills and relevant certifications; CV's; Visa details and copies; Income tax number; Criminal/background verification reports; Salaries and benefits; Employment agreements; Independent contractor agreements; Payroll records; Applications for medical insurance; Health records; Employee pension and provident fund information; Access records; Biometrics; Training attendance, Feedback and evaluation records; Photos; CCTV recordings; Time and attendance records; Leave forms; Performance evaluations; Disciplinary records; Exit forms; Tax records.
Directors and Shareholders	Full name and surname; ID number; ID document; Physical and Postal Address; Proof of address; Consents and declarations; Opinions and feedbacks.
Shareholders	Individual - Name and surname; ID number; ID document; Contact details; Profile; Opinions and feedbacks.

	Entity - Entity name; Registration number; Contact details of company and representative persons; Company registration document; Company Profile; Opinions and feedbacks.
Customers	Entity name; Registration number; Website address; Contact details of company and representative persons; Postal and physical address; Agreements; Opinions and feedbacks; Project related documents; Contractual documentation.
Suppliers and Service Providers	Entity name; Registration number; Date of incorporation; VAT and income tax number; Website address; Contact details of company and representative persons; Postal and physical address; Last 3 years Annual Turnover; Directors & shareholders – names, capacity, ID numbers; Banking details; Trade references; Company registration documents; Tax clearance certificate; Letter of good standing; BBBEE certificates/affidavits; Quotations; Invoices; Contractual documentation; Company profile;
Visitors	Name; ID Number; Contact details; Email address; Company name.
Website Visitors	Name; Email address; Contact number.

14.3. RECIPIENTS OR CATEGORIES OF RECIPIENTS

- Recipients or categories of recipients to whom the personal information may be supplied by the Company included, but not limited to,
 - Auditors;
 - Insurance agents;
 - Pension and provident fund managers;
 - Financial institutions;
 - Tax authorities and consultants;
 - Screening and vetting companies;
 - Regulatory, statutory and government authorities;
 - Customers;
 - Employees and contractors;
 - Suppliers and service providers;
 - Other companies those are part of the Company.

14.4. CROSS BORDER TRANSFER OF PERSONAL INFORMATION

- The Company may from time to time transfer personal information of data subjects to the parties based in another country for the purposes aforesaid. If so the case, the Company will take all the necessary steps to ensure that the parties to whom the personal information is being shared are bound by agreements, terms & conditions to fulfil the requirements in terms of POPIA.

14.5. INFORMATION SECURITY MEASURES

- The Company takes appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption and physical security measures to guard against unauthorized access to systems where we store personal information.
- Information Security Management System of the Company has been assessed and found to be in accordance with the requirements of ISO 27001:2013 standard.

15. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

- Data Subject may request to object to the processing of personal information in terms of section 11(3)(a) of the POPIA by using the “Form 1” enclosed herewith.
- Submit the completed form along with proof of identity to the IO or the DIO at the postal or physical address, or electronic mail address as noted in clause 3 above.
- Once the completed form has been received, the Information Officer will verify the identity of the data subject prior to handing over any personal information. All requests will be processed and considered against the company’s POPI Policy and POPIA.

16. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTRUCTION OR DELETION OF RECORD OF PERSONAL INFORMATION

- Data Subject may request a correction or deletion of personal information or the destruction or deletion of a record of personal information in terms of section 24(1) of the POPIA by using the “Form 2” enclosed herewith.
- Submit the completed form along with proof of identity to the IO or the DIO at the postal or physical address, or electronic mail address as noted in clause 3 above.



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Class. Public

- Once the completed form has been received, the Information Officer will verify the identity of the data subject prior to handing over any personal information. All requests will be processed and considered against the company's POPI Policy and POPIA.

17. MANUAL AVAILABILITY AND UPDATING

- The Company may change this PAIA and POPIA manual from time to time to incorporate necessary future changes. Updated version of this manual will be uploaded onto our website (www.in2ittech.com).



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FORM C – REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

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

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal Address:

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



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This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Particulars of record

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

1. Description of record or relevant part of the record:

.....
.....
.....
.....

2. Reference number, if available:

.....
.....
.....
.....

3. Any further particulars of record:

.....
.....



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E. Fees

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

Reason for exemption from payment of fees:

.....

.....

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.....

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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 record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access 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



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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 cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

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

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate 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 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?



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.....

Signed at this day..... ofyear

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

**FORM 1 – OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT,
2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]**

Note:

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

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	

**FORM 2 – REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION
IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT,
2013 (ACT NO. 4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]**

Note:

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

Mark the appropriate box with an "x".

Request for:

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

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

A	DETAILS OF 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



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 Class. Public

Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number / E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/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 of20.....

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Signature of data subject/designated person