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# **PROMOTION OF ACCESS TO INFORMATION MANUAL**



COMPILED IN COMPLIANCE WITH SECTION 51  
OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT (2 OF 2000)

FOR

LUCKY BEARD PROPRIETARY LIMITED

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## 1. INTRODUCTION AND INTERPRETATION

- 1.1 Access to information is a human right that is protected by section 32 of the Constitution of the Republic of South Africa, 1996. The Promotion of Access to Information Act 2 of 2000 ("**PAIA**") came into operation on 9 March 2001. PAIA, together with the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), gives effect to everyone's constitutional right of access to information held by private or public bodies, if the record or personal information is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable.
- 1.2 This PAIA Manual ("**Manual**") provides an outline of the type of records and the personal information which Lucky Beard (Pty) Ltd, with registration number 2014/164529/07, ("**Lucky Beard**", "**Company**", "**we**", "**us**", "**our**") holds and collects when you visit any of our websites or applications and explains how to submit requests for access to these records in terms of PAIA. In addition, it explains how to access, or object to, personal information held by Lucky Beard, or request correction of the personal information, in terms of paragraphs 23 and 24 of POPIA.
- 1.3 The aim of this Manual is to facilitate requests for access to records and information held by Lucky Beard, and to assist potential requesters as to the procedure to be followed when requesting access to such records and information.
- 1.4 This Manual has been prepared in accordance with section 51 of PAIA and reference to any information in this Manual in addition to that specifically required in terms of section 51 of PAIA does not create any right or entitlement to receive such information, other than in terms of PAIA or POPIA.
- 1.5 This Manual may be amended from time to time by Lucky Beard, the latest version of the Manual will be made public as soon as it is finalised.
- 1.6 If any provision in a definition is a substantive provision, conferring rights or imposing obligations on any party, notwithstanding that such provision is only contained in the relevant definition, effect shall be given to that provision as if it were a substantive provision in the body of this Manual.
- 1.7 Where any term is defined within a particular clause other than clause **Error! Reference source not found.**, that term shall bear the meaning ascribed to it in that clause wherever it is used in this Manual.
- 1.8 This Manual does not purport to be exhaustive of or comprehensively deal with every procedure provided for in PAIA or POPIA. A requester is advised to familiarise himself with the provisions of PAIA or POPIA before lodging any request with Lucky Beard.
- 1.9 For the purposes of this Manual, unless the context requires otherwise:
  - 1.9.1 the singular shall include the plural, and vice versa;
  - 1.9.2 reference to one gender shall include the other gender; and



1.9.3 reference to a natural person shall include an artificial or juristic person, and vice versa.

1.10 Clause headings in this Manual are inserted for convenience only and shall not be taken into account for the purposes of interpreting it.

1.11 Any reference to any statute, regulation or other legislation shall be a reference to that statute, regulation or other legislation as at the release date of this Manual, and as amended or substituted from time to time.

## 2. **ABOUT LUCKY BEARD SOUTH AFRICA**

2.1 Lucky Beard is a global design and advisory company. We help our clients build businesses, brands, products and experiences for the customers of tomorrow. This Manual is applicable to Lucky Beard's offices in South Africa.

2.2 Lucky Beard has appointed an Information Officer to assess requests for access to information, as well as to oversee its required functions in terms of PAIA, and its duties and responsibilities in terms of POPIA.

### Information Officer

Name: Mark Schefermann

Tel: 083 652 8148

Email: [mark@luckybeard.com](mailto:mark@luckybeard.com)

Physical and Postal address: Southdowns Ridge Office Park, 1240 John Vorster Drive, Irene, 0062

Website: [www.luckybeard.com](http://www.luckybeard.com)

## 3. **The Information Regulator**

3.1 The Information Regulator is an independent body responsible for the promotion and protection of the right to privacy as it relates to the protection of personal information and the right of access to information.

3.2 The Information Regulator has prepared a guide which contains information to assist any person who wishes to exercise any right contemplated in PAIA.

3.3 The guide is available on the following link: <https://info regulator.org.za/paia-guidelines/>

3.4 Queries can be directed to the Information Regulator, using the contact details below:

Physical address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001



Postal address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone number: 010 023 5200

Email: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

Website: <https://inforegulator.org.za>

- 3.5 Complaints can be lodged with the Information Regulator, by completing the prescribed [POPIA form 5](#) and sending it to [POPIAComplaints@inforegulator.org.za](mailto:POPIAComplaints@inforegulator.org.za).

4. **AUTOMATICALLY AVAILABLE RECORDS (SECTION 51(1)(C) OF PAIA)**

- 4.1 The following categories of records of Lucky Beard are available without a person having to request access through the formal procedure:

- 4.1.1 corporate information;
- 4.1.2 corporate parent information;
- 4.1.3 newsletters;
- 4.1.4 booklets;
- 4.1.5 pamphlets/brochures;
- 4.1.6 marketing materials;
- 4.1.7 posters;
- 4.1.8 other literature intended for public viewing; and
- 4.1.9 any other information provided on the Lucky Beard website located at [www.luckybeard.com](http://www.luckybeard.com).

5. **DESCRIPTION OF THE RECORDS OF LUCKY BEARD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION (SECTION 51(1)(D) OF PAIA)**

- 5.1 To the extent applicable, Lucky Beard keeps such information and documents as may be required in accordance with, inter alia, the following legislation:

- 5.1.1 Basic Conditions of Employment Act 75 of 1997
- 5.1.2 Broad-Based Black Economic Empowerment Act 53 of 2003
- 5.1.3 Companies Act 71 of 2008
- 5.1.4 Competition Act 89 of 1998
- 5.1.5 Employment Equity Act 55 of 1998



- 5.1.6 Income Tax Act 58 of 1962
- 5.1.7 Labour Relations Act 66 of 1995
- 5.1.8 National Credit Act 34 of 2005
- 5.1.9 Prevention and Combating of Corrupt Activities Act 12 of 2004
- 5.1.10 Promotion of Access to Information Act 2 of 2000
- 5.1.11 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 5.1.12 Protection of Personal Information Act 4 of 2013
- 5.1.13 Skills Development Levies Act 9 of 1999
- 5.1.14 Transfer Duty Act 40 of 1949
- 5.1.15 Unemployment Insurance Act 63 of 2001
- 5.1.16 Unemployment Insurance Contribution Act 4 of 2002
- 5.1.17 Value Added Tax Act (89 of 1991)

**6. RECORDS HELD BY LUCKY BEARD IN TERMS OF SECTION 51(1)(E) OF PAIA**

The following is a non-exclusive list of the subjects on which Lucky Beard holds records and the categories into which these fall:

**6.1 Company Secretarial:**

- 6.1.1 Memorandum of Incorporation of Lucky Beard;
- 6.1.2 certificate of change of name;
- 6.1.3 customer related records;
- 6.1.4 minutes and resolutions;
- 6.1.5 records in respect of trademarks;
- 6.1.6 certificate of incorporation of Lucky Beard; and
- 6.1.7 share registers.

**6.2 Financial:**

- 6.2.1 asset register;
- 6.2.2 audit reports;



- 6.2.3 financial records;
- 6.2.4 financial statements;
- 6.2.5 insurance records;
- 6.2.6 management accounts;
- 6.2.7 tax records; and
- 6.2.8 VAT records.
- 6.3 Personnel/Human Resources:
  - 6.3.1 employment contracts;
  - 6.3.2 employment equity policy;
  - 6.3.3 health & safety records;
  - 6.3.4 internal policies and procedures;
  - 6.3.5 payroll; and
  - 6.3.6 staff records.
- 6.4 Customer Service:
  - 6.4.1 Registration data; and
  - 6.4.2 Customer information
- 6.5 Legal:
  - 6.5.1 various contracts and agreements.
- 6.6 Public relations:
  - 6.6.1 Lucky Beard brochures, marketing materials, and publications; and
  - 6.6.2 media releases.
- 6.7 Tax:
  - 6.7.1 PAYE records;
  - 6.7.2 Documents issued to employees for income tax purposes;
  - 6.7.3 Records of payments made to SARS on behalf of employees; and
  - 6.7.4 All other statutory compliance records and documents.





## 7. **PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA**

- 7.1 Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of personal information by a responsible party. A responsible party is a person which, alone or in conjunction with others, determines the purpose of and means for processing personal information. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 7.2 Lucky Beard uses personal information (both of individuals and juristic persons) to provide its services (including marketing communications, where they have requested them), manage its business (including communications with suppliers), recruit new staff, comply with its legal obligations, and improve and monitor the performance of its digital platforms. The way this information is processed, and the purpose for which it is processed, is determined by Lucky Beard.
- 7.3 Lucky Beard has measures in place to safeguard a person's personal information when it transfers it outside of the Republic, including data sharing agreements.
- 7.4 Lucky Beard takes steps to minimise the amount of personal information it holds and to keep it secure.
- 7.5 Lucky Beard deletes personal information when it no longer needs it, and it has policies in place governing this.
- 7.6 We are happy to answer your questions about any of the above – please send them [privacy@luckybeard.com](mailto:privacy@luckybeard.com).
- 7.7 For further details about how we process your personal data you can read the appropriate privacy notice available on Lucky Beard's website (<https://www.luckybeard.com/privacy-policy>).

## 8. **THE PURPOSE OF PROCESSING OF PERSONAL INFORMATION**

- 8.1 We process personal information for a variety of purposes, including but not limited to the following:
- 8.1.1 to provide or manage any information, products and/or services requested by data subjects;
  - 8.1.2 to help us identify data subjects when they contact Lucky Beard;
  - 8.1.3 to maintain customer records;
  - 8.1.4 for recruitment and employment purposes;
  - 8.1.5 for general administration, financial and tax purposes;
  - 8.1.6 for legal or contractual purposes;



- 8.1.7 for health and safety purposes;
- 8.1.8 to monitor access, secure and manage our premises and facilities;
- 8.1.9 to transact with our suppliers and business partners;
- 8.1.10 to help us improve the quality of our products and services;
- 8.1.11 to help us recover debts; and
- 8.1.12 to identify other products and services which might be of interest to data subjects and to inform them about our products and services.

## 9. **SHARING OF PERSONAL INFORMATION**

- 9.1 We do not share the personal information of our data subjects with any third parties, except if:
  - 9.1.1 we are obliged to provide such information for legal or regulatory purposes;
  - 9.1.2 we are required to do so for purposes of existing or future legal proceedings, we are selling one or more of our businesses to someone to whom we may transfer our rights under any customer agreement we have with you;
  - 9.1.3 they perform services and process personal information on our behalf;
  - 9.1.4 this is required to provide or manage any information, products and/or services to data subjects; or
  - 9.1.5 needed to help us improve the quality of our products and services.
- 9.2 We will send our data subjects notifications or communications if we are obliged by law, or in terms of our contractual relationship with them.
- 9.3 We will only disclose personal information to government authorities if we are required to do so by law.
- 9.4 Our employees, our agencies, and our suppliers, are required to adhere to data privacy and confidentiality principles and to attend data privacy training.

## 10. **INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION**

- 10.1 Reasonable technical and organisational measures have been implemented for the protection of personal information processed by Lucky Beard and its operators. In terms of the POPIA, operators are third parties that process personal information on behalf of Lucky Beard.



10.2 We continuously implement and monitor technical and organisational security measures to protect the personal information we hold, against unauthorised access, as well as accidental or wilful manipulation, loss, or destruction.

10.3 We will take steps to ensure that operators that process personal information on behalf of Lucky Beard apply adequate safeguards as outlined above.

## 11. **TRANS-BORDER FLOWS OF PERSONAL INFORMATION**

11.1 We will only transfer personal information across South African borders if the relevant business transactions or situation requires trans-border processing and will do so only in accordance with South African legislative requirements; or if the data subject consents to transfer of their personal information to third parties in foreign countries.

11.2 We will take steps to ensure that operators are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information, in terms of the POPIA.

11.3 We will take steps to ensure that operators that process personal information in jurisdictions outside of South Africa, apply adequate safeguards as outlined in this clause 11.

## 12. **HOW TO REQUEST RECORDS HELD BY LUCKY BEARD IN TERMS OF SECTION 53(2) OF PAIA AND 23 OF POPIA**

12.1 A data subject may request Lucky Beard:

12.1.1 to confirm whether or not Lucky Beard is processing their personal information;

12.1.2 for a copy of their personal information; and

12.1.3 other supplementary information (for example, how are we using it, who are we sharing it with, and where did we get it from).

12.2 An individual is only entitled to their own personal information, and not to information relating to other people (unless the information is also about them, or they are acting on behalf of someone).

12.3 Requests for access to records:

12.3.1 of personal information held by Lucky Beard in terms of POPIA must be made by the requester using the form attached hereto as **Annexure A**. Such request must be made by emailing the completed Annexure A to the Head of Lucky Beard at [privacy@luckybeard.com](mailto:privacy@luckybeard.com).



- 12.3.2 held by Lucky Beard in terms of PAIA must be made by the requester using the prescribed, attached hereto as Annexure A and emailing the completed to the Head of Lucky Beard at [privacy@luckybeard.com](mailto:privacy@luckybeard.com).
- 12.4 Objections to processing of personal information
- 12.4.1 A requester may object, at any time, to the processing of personal information by Lucky Beard, on reasonable grounds relating to their particular situation, unless legislation provides for such processing.
- 12.4.2 A requester must complete the prescribed form, attached hereto as Annexure B, and submit it to the Information Officer at the postal or physical address, fax number or email address set out above.
- 12.5 Correction or deletion of personal information
- 12.5.1 A requester may ask Lucky Beard to correct or delete personal information in Lucky Beard's possession or control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully.
- 12.5.2 A requester may ask Lucky Beard to destroy or delete a record of personal information about a requester where Lucky Beard is no longer authorised to retain their records in terms of POPIA.
- 12.5.3 A requester that 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 Information Officer at the postal or physical address, fax number or email address set out above, on the form attached hereto as Annexure C.
- 12.6 In lodging a request, or complaint, the requester must:
- 12.6.1 provide sufficient detail on the form to enable the Head of Lucky Beard to identify the record and the requester;
- 12.6.2 indicate which form of access is required, and specify a postal address, fax number and/or email address within the Republic;
- 12.6.3 indicate whether, in addition to a written response, the requester requests to be informed in any other manner and state the necessary particulars to be so informed; and
- 12.6.4 identify the right that the requester is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of such right.



- 12.7 If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request, to the satisfaction of the Information Officer.
- 12.8 The Information Officer, as soon as reasonably possible, but in any event within 30 days, after the request has been received, shall decide whether or not to grant the request and notify the requester of its decision.
- 12.9 If the request for access is granted by the Information Officer, Lucky Beard will specify, in the notice referred to in clause 12.8, the access fee payable and the form in which access will be given to the requester.
- 12.10 If the Head of Lucky Beard refuses access, Lucky Beard will provide adequate reasons for the refusal, based on the provisions of PAIA relied upon (and summarised in clause 13 below), in the notice referred to in clause 12.8.
- 12.11 The requester may lodge an application with a court to challenge Lucky Beard 's decision, or the contents of the notice referred to in clause 12.8, in accordance with the procedure and time period specified in such notice.

13. **GROUND FOR REFUSAL IN TERMS OF CHAPTER 4 OF THE PAIA**

- 13.1 In terms of PAIA, there are certain grounds upon which Lucky Beard may refuse to grant a requester access to its records, as certain categories of information may be subject to protection in the interests of privacy. Such records which may be protected would include but would not be limited to records containing:
- 13.1.1 privileged information;
  - 13.1.2 private information of a third party who is a natural person;
  - 13.1.3 commercial information of a third party;
  - 13.1.4 confidential information of a third party, the disclosure of which could reasonably be expected to put that third party at a disadvantage in contractual or other negotiations, or to prejudice that third party in commercial competition;
  - 13.1.5 information that, if disclosed, could endanger the safety of an individual or could impair a party's protection of their property;
  - 13.1.6 commercial information relating to the private body in question which would include information regarding trade secrets, financial, commercial or technical information, the disclosure of which would cause harm to the commercial or financial interests of the body; and
  - 13.1.7 research information of a third party or of the private body in question.



**14. RECORDS NOT FOUND OR THAT DO NOT EXIST IN TERMS OF SECTION 55 OF PAIA**

- 14.1 If all reasonable steps have been taken to find a record, and such record cannot be found or if the record does not exist, the Head of Lucky Beard shall notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record.
- 14.2 The affidavit or affirmation shall provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Head of Lucky Beard with every person who conducted the search.
- 14.3 The notice shall be regarded as a decision to refuse a request for access to the record concerned for purposes of PAIA.
- 14.4 If the record in question should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless access is refused by the Information Officer.
- 14.5 The attention of the requester is drawn to the provisions of Chapter 4 of PAIA, as set out in clause 13 above, in terms of which Lucky Beard may refuse, on certain specified grounds, to provide information to a requester.

**15. INFORMATION REQUESTED ABOUT A THIRD PARTY**

- 15.1 Section 71 of PAIA makes provision for a request for information or records about a third party.
- 15.2 In considering such a request, Lucky Beard will adhere to the provisions of sections 71 to 73 of PAIA, as well as the relevant provisions of POPIA.
- 15.3 The attention of the requester is drawn to the provisions of Chapter 5 of PAIA, in terms of which Lucky Beard is required to notify the third party of the request lodged in respect of information applicable to or concerning such third party. Within 21 days of being informed, the third party has an opportunity to grant his, her or its consent to the disclosure of the record, or to make representations (written or oral) as to why the requested record should not be disclosed to the requester. If Lucky Beard decides to grant access to the record, it will notify the affected third party of its decision to do so. In addition, the provisions of Chapter 2 of Part 4 of PAIA entitles the third party to dispute the decision of the Head of Lucky Beardy referring the matter to the High Court once all internal appeal procedures have been exhausted by the third party. The High Court will then determine whether or not the record should have been disclosed by Lucky Beard.

**16. AVAILABILITY OF THIS MANUAL IN TERMS OF SECTION 51(3) OF PAIA**

- 16.1 This Manual is available for inspection, on prior arrangement with the Information Officer, at the offices of Lucky Beard.



16.2 Copies of this Manual may be obtained, subject to the prescribed fees, at the offices of Lucky Beard.

16.3 This Manual can also be accessed on the website of Lucky Beard at [www.luckybeard.com](http://www.luckybeard.com).

17. **PRESCRIBED FEES**

17.1 Lucky Beard is entitled, under both POPIA and PAIA, to require a requester to pay a prescribed fee in order to provide access to records. Upon receipt of a request for records, as described in clause 8, the Head of Lucky Beard will by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

17.2 Confirmation as to whether not Lucky Beard is processing a data subject's personal information will be made free of charge.

18. **REMEDIES**

Lucky Beard does not have internal appeal procedures regarding PAIA and POPIA requests. As such, the decision made by the duly authorised persons is final. If a request is denied, the requestor is entitled to apply to a court with appropriate jurisdiction, or the Information Regulator (once established), for relief.



## ANNEXURE A

### FORM 2: REQUEST FOR ACCESS TO RECORD

[Regulation 7.]

Note:

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

<b>TO:</b>	<b>The information officer</b>
	..... ..... ..... ..... (Address)
E-mail address:	.....
Fax number:	.....

Mark with an "X"

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

PERSONAL INFORMATION	
Full names:	
Identity number:	
Capacity in which request is made (when made on behalf of another person):	
Postal Address:	
Street Address:	





E-mail Address:		
Contact numbers:	Tel. (w):	
	Cellular:	
	Fax no:	
Full names of person on whose behalf request is made (if applicable):		
Identity number:		
Postal Address:		
Street Address:		
E-mail Address:		
Contact numbers:	Tel. (w):	
	Cellular:	
	Fax no:	

<b>PARTICULARS OF RECORD REQUESTED</b>	
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>	
Description of record or relevant part of the record:	



Reference number, if available:	
Any further particulars of record:	

<b>TYPE OF RECORD</b> <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images ( <i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i> )	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	



<b>FORM OF ACCESS</b> (Mark the applicable box with an "X")	
Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

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



### PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

*If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.*

Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

### FEES

- a) A request fee must be paid before the request will be considered.
- b) You will be notified of the amount of the access fee to be paid.
- c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption

Reason:	



--	--

You will be notified in writing whether your request has been approved or denied and if approved the cost relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Fax no	Electronic communication ( <i>Please specify</i> )

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

.....

*Signature of requester / person on whose behalf request is made*

-----

**FOR OFFICIAL USE**

Reference number:	
Request received by: ( <i>state rank, name and surname of information officer</i> )	
Date received:	
Access fees:	
Deposit (if any):	

.....

*Signature of Information Officer*



## ANNEXURE B

### FORM 1: OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA

#### REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

*Note:*

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

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



B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of Responsible Party:	
Residential, postal, or business address:	
	Code (   )
Contact number(s):	
Fax number/ E-mail address:	

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>



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

.....

*Signature of data subject/designated person*





## ANNEXURE C

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

#### REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

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

Mark the appropriate box with an "x".

#### Request for:

☐

Correction or deletion of the Personal Information about the data subject which is in possession or under the control of the Responsible Party.

☐

Destroying or deletion of a Record of Personal Information about the data subject which is in possession or under the control of the Responsible Party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier / Identity Number:	
Residential, postal, or business address:	
	Code ( )
Contact number(s):	



Fax number/E-mail address:	
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<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of Responsible Party:	
Residential, postal or business address:	
	Code ( )
Contact number(s):	
Fax number/ E-mail address:	

<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTRUCTED/ DESTROYED</b>



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

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

.....

*Signature of data subject/ designated person*