

PAIA and POPIA Policy Manual

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1. Introduction

Z Blackbeard trading as ZSB Accountants render general accounting services to various small and medium enterprises and individuals.

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act 2 of 2000 ("PAIA") and to address the requirements of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Section 14 of the Constitution of the Republic of South Africa provides that everyone has the right to privacy, which include a right to be protected against the unlawful collection, retention and dissemination and use of personal information. Section 32 of the aforesaid Constitution provides further that everyone has the right of access to records and/or information that is required

for the exercise of protection of any rights. The PAIA and POPIA were introduced to balance these competing constitutional rights.

In terms of section 51 of the PAIA, all Private Bodies are required to compile an Information Manual ("PAIA Manual") and this document serves as ZSB Accountant's information manual and provides reference to the records held by ZSB Accountants ("ZSB").

2. Contact details and information officer

The sole proprietor and information officer of ZSB Accountants is Mrs Zonia Blackbeard.

Requests pursuant to the provisions of PAIA and POPIA should be directed as follows –

Physical address: 84 B Amsterdam Street
 Clubview
 Centurion
 0157

Postal address: 84 B Amsterdam Street
 Clubview
 Centurion
 0157

Telephone no: 082 877 1396

Email: admin@zsb.co.za

3. Promotion of Access to Information Act 2 of 2000 ("PAIA")

- 3.1 PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2 Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with

in sections 18 and 22 of PAIA and paragraphs 10 and 11 of this manual.

- 3.3 Requesters are referred to the Guide in terms of Section 10(1) of PAIA, as amended, updated and made available by the Information Regulator, and which contain information for the purposes of exercising any right contemplated in PAIA and POPIA. The guide is available in every official language and in braille. Members of the public can inspect or make copies of the Guide from the office of public and private bodies, as well as the office of the Information Regulator, during normal office hours.

The guide can also be obtained, upon request to the Information Officer, or from the website of the Regulator (<https://www.justice.gov.za/infoereg/>)

Copies of the guide in AFRIKAANS and ENGLISH are also available at our office for inspection during normal office hours.

Any enquiries regarding this guide and its contents should be directed to **The Information Regulator (South Africa)**

Woodmead North Office Park
54 Maxwell Drive
Woodmead, 2191

Telephone no: 010 023 5200

Toll Free no: 0800 017 160

Email: enquiries@infoeregulator.org.za

4. Confidentiality and Access to Information

ZSB values the confidentiality of information provided to it by clients and third parties and shall protect such confidential information, subject to ZSB's obligations to disclose information in accordance with any applicable law or court order requiring disclosure of the information.

In the event of access being requested to a record that contains information about a client or third party, ZSB is obliged to inform the party of the request to afford the party the opportunity to respond by either consenting to access or by providing reasons why access should be denied. The information shall take such reasons in consideration in determining whether access should be granted or denied.

5. Records automatically available to the public

A section 52(2) notice regarding the categories of records available without a person having to

request access in terms of PAIA, has to date not been published.

However, the following records are automatically available on payment of the prescribed fee for reproduction:

- Records of a public nature, typically those disclosed on the ZSB website;
- Services and Promotional material; and
- Other non-confidential records.

6. Records of the business held in accordance with other legislation

The records held in accordance with the legislation listed below can only be requested in terms of PAIA and the application procedure set out in this manual –

- Companies Act 71 of 2008
- Copyright Act 98 of 1987
- Electronic Communications and Transactions Act 2 of 2000
- Income Tax Act 58 of 1962
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Tax administration Act 28 of 2011

** Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a requester access on a basis other than as set out in PAIA, we shall update the list accordingly.*

If a requester believes that a right of access to a record exists in terms of any other legislation, the requester is required to indicate what legislative right the request is based on, to allow the information officer the opportunity to consider the request accordingly.

7. Other Records

- 7.1 Other records are not automatically available without a request in terms of PAIA and the application procedure set out in this manual and is subject to section 63(1) of PAIA, which provides that the head of a private body must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual.

- 7.2 The following record subjects and categories of records are held by ZSB –

7.2.1 Operations

- Legal compliance records
- SAICA membership records
- Continued professional development records
- General correspondence
- Insurance documents

7.2.2 **Finance and Taxation**

- Accounting records
- Annual Financial Statements
- Invoices and statements
- Tax records and returns

7.2.3 **Information management and technology**

- Agreements
- Hardware and software packages
- Licenses
- Operating systems

7.2.4 **Services, Marketing and Communication**

- Advertising material
- Client information
- Service Brochures

7.2.5 **Client Service records**

- Accounting records
- Annual Financial statements
- Asset Register records
- Business information
- Contracts
- Correspondence
- Employee records
- Invoices and Statements
- Legal Documentation
- Management reports
- Payroll records
- Personal information
- Proposals
- Secretarial Services Documents
- Statutory records
- Tax records and returns
- Working papers

8. *Processing of personal information in terms of the Protection of Personal Information Act 4 of 2013 (“POPIA”)*

8.1 ZSB processes personal information of data subjects for the purposes of:

- Fulfilling its statutory obligations in terms of applicable legislation;
- Providing contractually agreed services to clients;
- Monitoring, maintaining and managing contractual obligations to customers, clients, suppliers, service providers and other third parties;
- Marketing and advertising;

- Resolving and tracking complaints;
- Correspondence and enquiries;
- Monitoring and securing assets and visitors to the premises of ZSB; and
- Historical record keeping, research and recording statistics for fulfilling ZSB’s business objectives.

8.2 ZSB may process the personal information of the following categories of data subjects, which includes current, past and prospective data subjects:

- Client, employees, representatives, agents, contractors and service providers of such clients;
- Suppliers, service providers to and vendors of ZSB, representatives, agents, contractors and service providers of such suppliers and service providers;
- Job applicants; and
- Visitors to the premises of ZSB.

8.3 The nature of personal information processed in respect of the above data subjects may include, as applicable:

- Name, identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- Biometrical information;
- Information relating to the education or the medical, financial, criminal or employment history of the data subject;
- Information relating to the gender, marital status, national origin, age, disability, language and birth of the data subject;
- The personal opinions, views or preferences of the data subject;
- Confidential correspondence sent by the data subject; and
- The views or opinions of another individual about the data subject.

8.4 ZSB may supply personal information to the following recipients:

- Regulatory, statutory and government bodies;
- Service providers, agents and representatives of ZSB;
- Third party verification agencies and credit bureau; and
- Banks and other financial institutions.

8.5 Personal information of data subjects may be transferred across borders due to the hosting of some ZSB infrastructure and applications in foreign jurisdictions.

8.6 ZSB continuously establishes and maintains appropriate, reasonable technical and organisational measures to ensure that the

integrity of the personal information in its possession or under its control is secure and that such information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration or access by having regard to the requirements set forth in law, industry practice and generally accepted information security practices and procedures which apply to ZSB.

- 8.7 ZSB shall always comply with POPIA and shall only process personal information lawfully and reasonably, so as not to infringe unnecessarily on the privacy of data subjects, and only for the purpose for which it is intended to enable ZSB to perform its services, as agreed with clients.
- 8.8 A data subject may, at any time object to the processing of his/her/its personal information in the prescribed form attached to this manual as Annexure “B” subject to the exceptions contained in POPIA.
- 8.9 A data subject may request for their personal information to be corrected / deleted in the prescribed form attached to this manual as Annexure “C”.

9. Who may request access to Information

PAIA provides that a requester is only entitled to access to a record if the record is required for the exercise or protection of a right. Only requests for access to a record, where the requester has satisfied the Information Officer that the record is required to exercise or protect a right, will be considered. A requester may act in different capacities in making a request for a record. This will influence the amount to be charged when a request has been lodged.

Requesters may make a request as –

- a personal requester who requests a record about him/herself;
- a representative requester who requests a record on behalf of someone else with that person’s consent and where it is required for the protection of that person’s legal right;
- a third party requester who requests a record about someone else with that person’s consent and where it is required for the protection of that person’s legal right;
- a public body who may request a record if it fulfills the requirements of procedural compliance, the record is required for the exercise or protection of a right and there are no grounds for refusal.

10. Application Procedure for Requesting Access to Information

The procedure below has been designed to ensure that a request for access to records of information held by ZSB is dealt with as quickly and efficiently as reasonably possible.

- 10.1 All requests shall be made in writing on the prescribed form included with this manual and marked as annexure “A” (“the prescribed form”) and should be submitted, together with proof of identity and proof of payment of a request fee and deposit (where applicable), to the information officer as indicated in paragraph 2 above at her postal address, physical address or email address.
- 10.2 The prescribed form shall be completed with sufficient information to enable the information officer to identify the identity of the requester, the record or records requested, what form of access is required and address within the Republic of South Africa.
- 10.3 Where the request is made in a representative capacity or by a third party requester, a copy of the duly signed mandate authorising the representative or third party to request the records on behalf of someone else must be submitted together with the prescribed form and other documents as stated in paragraph 10.1 above.
- 10.4 The requester shall state that he/she/it requires the information to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must also provide an explanation of why the requested record is required for the exercise or protection of that right.
- 10.5 ZSB shall process a request within 30 (thirty) days, unless the requester has stated special reasons to the satisfaction of the information officer that circumstances dictate that the time period not be complied with.
- 10.6 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 10.7 The requester shall be informed in writing within 30 (thirty) days of receipt of a request, whether access has been granted or denied. If, in addition, the requester requires reasons for the decision in any other manner, the requester must state the manner and particulars so required.
- 10.8 In the event of the request being for a large quantity of information or the request requires a search for information held at another location and the information cannot be reasonably obtained within the original 30 (thirty) day period, the period may be extended for an additional period not exceeding 30

(thirty) days. The information officer shall notify the requester in writing should an extension be required.

- 10.9 In the event of the request for access to a record being successful, the information officer shall notify the requester of the form in which the access will be granted and fees payable to gain access to the record.
- 10.10 Should a search for the requested record be unsuccessful and it is believed that the record either does not exist or cannot be found, the information officer shall notify the requester accordingly by way of an affirmation, which shall include the steps taken to attempt to locate the relevant record.
- 10.11 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.
- 10.12 If a requester is aggrieved by the refusal of the information officer to grant a request for a record, the requester may, within 30 (thirty) days of notification of the information officer's decision, apply to court for appropriate relief.

11. Fees Payable

- 11.1 The initial request fee payable by a requester is R140.00 and payable on submission of the request.
- 11.2 Should a request for access to a record be successful, an access fee may be required to cover the costs involved in the search, reproduction and preparation of the record and will be calculated based on the fees prescribed in PAIA and set out in schedule A included with this manual.
- 11.3 Where the preparation of the requested record requires more than 6 (six) hours, a deposit of one third of the access fee amount shall be payable in the event of the request being granted. Should access to the requested record be refused, the full deposit will be refunded to the requester.
- 11.4 Fees for reproduction of a record are set out in schedule A included with this manual.
- 11.5 Where a copy of the record should be posted or couriered to the requester, the actual postal fee or courier charges shall be payable in addition to the applicable fees.
- 11.6 A requester may lodge an application with a court against the tender / payment of the request fee and/or deposit.
- 11.7 Records may be withheld until receipt of payment of the fees.

12. Availability of the manual

A copy of this manual is available to the public for inspection on the ZSB website at www.zsb.co.za or on request from the designated contact person referred to in this manual.

PRESCRIBED FEES

Section 92 of the Promotion of Access to Information Act 2 of 2000

A) Request Fee

A request fee of R140.00 (excluding VAT) is payable upfront where a requester submits a request for access to information on anybody other than a requester.

B) Access and Reproduction Fee

The applicable fees (excluding VAT) payable are:

Category	Amount (Rand)
For every photocopy of an A4-size page or part thereof	2.00
For every printed copy of an A4-size page or part thereof held on a computer or in electronic form	2.00
For a copy in a computer readable form on:	
• A flash drive (provided by the requester)	40.00
• Compact disc (CD provided by the requester)	40.00
• Compact disc (CD not provided by the requester)	60.00
A transcription of visual images, for an A4-size page or part thereof	Service to be outsourced. Will depend on quotation from service provider.
For a copy of visual images	
A transcription of an audio record, for an A4-size page or part thereof	24.00
For a copy of an audio record on:	
• A flash drive (provided by the requester)	40.00
• Compact disc (CD provided by the requester)	40.00
• Compact disc (CD not provided by the requester)	60.00
To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	145.00
To not exceed	435.00
Deposit: if search exceeds 6 hours	One third of the amount per request calculated
Postage, e-mail or any other electronic transfer	Actual expense (if any)

REQUEST FOR ACCESS TO RECORD

(Section 53(1) and Regulation 7 of the Promotion of Access to Information Act 2 of 2000)

Note:

1. Proof of identity must be attached by the requester.
2. If request is made on behalf of another person, proof of such authorisation must be attached to this form, together with a recent certified copy of the identity document of that person.

Requests can be submitted either via conventional mail or e-mail and should be addressed to the information officer as indicated below:

TO: The Information Officer – Mrs. Zonia Blackbeard

ZSB Accountants

84 B Amsterdam Street, Clubview, 0157

Telephone number: 082 877 1396

Email: admin@zsb.co.za

Mark applicable option with an “X”

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

PERSONAL INFORMATION

- The particulars of the person who requests access to the record must be provided below.
- Please provide an address or fax number in the Republic of South Africa to which the information must be sent.

Full names and surname				
Identity number				
Capacity in which request is made (if made on behalf of another person)				
Postal address				
Street address				
Email address				
Contact numbers	Tel no.		Cell no.	
Fax number				

Full names and surname of person on whose behalf request is made (if applicable)			
Identity number			
Postal address			
Street address			
Email address			
Contact numbers	Tel no.		Cell no.
Fax number			

PARTICULARS OF RECORD REQUESTED

- 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 folio and attach it to this form. The requester must sign all the additional folios.
- Please take note of the grounds on which a private body must or may refuse access to a record (in certain circumstances it is mandatory to refuse access):
 - a) Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
 - b) Mandatory protection of certain confidential information of a third party;
 - c) Mandatory protection of commercial information of a third party, if the record contains –
 - trade secrets of that party;
 - financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interest of that party;
 - information disclosed in confidence by a third party if the disclosure could put that third party to a disadvantage in negotiations or commercial competition.
 - d) Mandatory protection of the safety of individuals, and the protection of property;
 - e) Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
 - f) Mandatory protection of records which could be regarded as privileged in legal proceedings;
 - g) Mandatory protection of research information of a third party and private body;
 - h) Commercial information of Dr. Luzanne Scholtz (GP) which may include trade secrets or financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of Dr. Luzanne Scholtz (GP).

Description of record or relevant part of the record	
Reference number (if available)	
Any further particulars of record	

TYPE OF RECORD

Mark applicable option with an "X"

Record is in written or printed form	
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS

Mark applicable option with an "X"

Printed copy of record (including copies of any virtual images, transcriptions and information held on computer or in an electronic 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	

NOTES:

- Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.

MANNER OF ACCESS

Mark applicable option with an "X"

Personal inspection of record at registered address of 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	
Facsimile 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 space provided is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

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 non-refundable request fee of R140.00 must be paid before the request will be considered.
- You will be notified of the amount of the access fee to be paid.
- 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 the record.
- If you qualify for exemption of the payment of any fee, please state the reason for such exemption.

Reason for exemption from payment of fees (if applicable)

NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

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

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ on this _____ day of _____ 20____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE	
Reference number	
Request received by: (state name and surname of information officer)	
Date received:	
Access fees:	
Deposit (if any):	
Signature of information officer	

OUTCOME OF REQUEST AND OF FEES PAYABLE

(Regulation 8 of the Promotion of Access to Information Act 2 of 2000)

Note:

1. If your request is granted –
 - (a) The amount of the deposit (if any) is payable before your request is processed; and
 - (b) Requested record / portion of the record will only be released once proof of full payment is received.
2. Please use the reference number provided in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____ refers:

1. You requested: Personal inspection of information at registered address of private body (including listening to recorded words, information which can be reproduced in sound, or information held on computer or in electronic or machine-readable form) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form or reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
OR	
2. You requested: Printed copies of the information (including copies of any virtual images, transcriptions and information held on computer or in an electronic 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 information on flash drive (including virtual images and soundtracks) Copy of information on compact disc drive (including virtual images and soundtracks) Copy of record saved on cloud storage server	
3. To be submitted: Postal services to postal address Postal services to street address Courier service to street address Facsimile 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)	

Kindly note that your request has been:

- ☐ Approved
- ☐ Denied for the following reasons:

Reasons for denial of request:

4. Fees payable with regards to your request			
Item	Cost per A4-size page or part thereof / Item	Number of pages / items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on: (i) Flash drive to be provided by requester (ii) Compact disc to be provided by requester (iii) Compact disc provided to requester	R 40.00 R 40.00 R 60.00		
For a transcription of visual images per A4- size page	Service to be outsourced. Will depend on the quotation of the service provider.		
Copy of visual images			
Transcription of an audio record, per A4-size	R 24.00		
For a copy of an audio record on: (i) Flash drive to be provided by requester (ii) Compact disc to be provided by requester (iii) Compact disc provided to requester	R 40.00 R 40.00 R 60.00		
Postage, e-mail or any other electronic transfer	Actual Costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):		YES		NO	
Hours of search		Amount of deposit (calculated on one third of total amount per request)			

The amount must be paid into the following Bank Account:

Name of Bank: _____
Name of account holder: _____
Type of account: _____
Account number: _____
Branch code: _____
Reference: _____

Submit proof of payment to _____

Signed at _____ on this _____ day of _____ 20____

Information Officer

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

(Section 11(3) of the Protection of Personal Information Act 4 of 2013)

Note:

1. Affidavits or other documentary evidence as applicable may be attached in support of the objection.
2. If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.
3. Please complete as applicable.
4. Objections can be submitted either via conventional mail or e-mail and should be addressed to the information officer as indicated below:

ZSB Accountants

Contact person: Zonia Blackbeard
 Postal address: 84 B Amsterdam Street, Clubview, 0157
 Physical address: 84 B Amsterdam Street, Clubview, 0157
 Telephone number: 082 877 1396
 Email: admin@zsb.co.za

A	DETAILS OF DATA SUBJECT
Name(s) and surname / registered name of data subject	
Unique Identifier / Identity Number	
Residential, postal or business address	
Contact number(s)	
Email address	
Fax number	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of data subject	
Unique Identifier / Identity Number	
Residential, postal or business address	
Contact number(s)	
Email address	
Fax number	

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

Signed at _____ on this _____ day of _____ 20____

SIGNATURE OF DATA SUBJECT / DESIGNATED PERSON

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION
OR
DESTRUCTION OR DELETION OF RECORD OF PERSONAL INFORMATION
 (Section 24(1) of the Protection of Personal Information Act 4 of 2013)

Note:

1. Affidavits or other documentary evidence as applicable may be attached in support of the request.
2. If the space provided for in this form is inadequate, submit information as an annexure to this form and sign each page.
3. Please complete as applicable.
4. Request can be submitted either via conventional mail or e-mail and should be addressed to the information officer as indicated below:

ZSB Accountants

Contact person: Zonia Blackbeard
 Postal address: 84 B Amsterdam Street, Clubview, 0157
 Physical address: 84 B Amsterdam Street, Clubview, 0157
 Telephone number: 082 877 1396
 Email: admin@zsb.co.za

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.
- ☐ Destruction or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party 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	
Contact number(s)	
Email address	
Fax number	

B	Details of Responsible Party
Name(s) and surname / registered name of data subject	
Unique Identifier / Identity Number	
Residential, postal or business address	
Contact number(s)	
Email address	
Fax number	
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 control of the responsible party; and/or Reason 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 objection

Signed at _____ on this _____ day of _____ 20____

SIGNATURE OF DATA SUBJECT / DESIGNATED PERSON