

TSAMMA SOLUTIONS (PTY) LIMITED

Registration Number: 2026/082846/07

(“The Company” or “Tsamma”)

The Promotion of Access to Information Manual (“PAIA Manual”)

Published in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000

Effective date: 1 May 2026 • Version: 2026.01 • Next review: 1 March 2027

Contents

1. Introduction
2. About Tsamma
3. Contact Details
4. Definitions
5. Information Regulator's Guide
6. Objectives of this Manual
7. Information Officer
8. Automatically Available Information
9. Entry Point for Requests
10. Request Procedure
 - 10.1 Completion of the prescribed form
 - 10.2 Proof of identity
 - 10.3 Payment of prescribed fees
 - 10.4 Timelines for consideration of a request for access
 - 10.5 Notification of decision
11. Categories of Records Held by Tsamma
12. Records Held in Accordance with Applicable Legislation
13. Information Available in Terms of POPIA
 - 13.1 Categories of data subjects and personal information collected
 - 13.2 Purpose of processing personal information
 - 13.3 Recipients of personal information
 - 13.4 Transborder flows of personal information
 - 13.5 Information security measures
14. Grounds for Refusing Access to Information
15. Remedies Available to a Requester on Refusal of Access
16. Forms
17. Availability of this Manual
- Annexure A — Request for Access to Record (Form 2)
- Annexure B — Objection to Processing
- Annexure C — Request for Correction

1. Introduction

This Manual is published by Tsamma Solutions (Pty) Ltd (“Tsamma”, “we”, or “the Company”) in compliance with section 51 of the Promotion of Access to Information Act, 2 of 2000 (“PAIA”), as amended by the Protection of Personal Information Act, 4 of 2013 (“POPIA”).

PAIA gives effect to the constitutional right of access to information held by public and private bodies, while safeguarding privacy and other rights. This Manual provides guidance on how to request access to records held by Tsamma and outlines the categories of records we hold.

This Manual must be read together with our Privacy Policy and POPIA Compliance Policy, which are available on our website at tsamma.io.

2. About Tsamma

Tsamma Solutions (Pty) Ltd (Registration number 2026/082846/07).

3. Contact Details

Information Officer	Anro Redelinghuys
Email	compliance@tsamma.io
Website	https://tsamma.io
Street / Postal Address	25 Orchid Drive, Still Bay West, Western Cape, 6674

4. Definitions

4.1 **“Data subject”** means the person to whom personal information relates;

4.2 **“Electronic communication”** means any text, voice, sound or image message sent over an electronic communications network which is stored in the network or in the recipient’s terminal equipment until it is collected by the recipient;

4.3 **“Person”** means a natural or a juristic person;

4.4 **“Personal Information”** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- 4.4.1 Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- 4.4.2 Information relating to the education or the medical, financial, criminal or employment history of the person;

- 4.4.3 Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- 4.4.4 the biometric information of the person;
- 4.4.5 the personal opinions, views or preferences of the person;
- 4.4.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal information about the person.

4.5 “**Private body**” shall assume the meaning ascribed by PAIA;

4.6 “**Public body**” shall assume the meaning ascribed by PAIA;

4.7 “**Record/s**” of, or in relation to Tsamma, means any recorded information

- 4.7.1 regardless of the form or medium;
- 4.7.2 in the possession or under the control of Tsamma; and
- 4.7.3 whether or not it was created by Tsamma

4.8 “**Requester**” is any person, including, but not limited to a natural person, a public body or an official thereof, making a request for access to a record held by or under the control of Tsamma, or a person acting on behalf of the person, public body or official thereof.

5. Information Regulator’s Guide

The Information Regulator has, in terms of section 10 of PAIA, published a Guide to assist persons in exercising their rights under PAIA. The Guide is also available in all official South African languages and in formats accessible to persons with disabilities. The Guide is available, free of charge, from:

Physical Address	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, 2191
Telephone	010 023 5200
Email	enquiries@infoeregulator.org.za
Website	https://infoeregulator.org.za/paia

6. Objectives of this Manual

The objectives of this Manual are:

- To provide a list of all records held by the legal entity;
- To set out the requirements with regard to who may request information in terms of PAIA, as well as the grounds on which a request may be denied;
- To define the manner and form in which a request for information must be submitted; and
- To comply with the additional requirements imposed by POPIA.

7. Information Officer

Tsamma's Information Officer is responsible for the administration of, and compliance with, PAIA and POPIA, and requests pertaining to PAIA and/or POPIA should be directed to the Information Officer.

8. Automatically Available Information

Tsamma is not obliged to and has not published a notice in terms of section 52(2) of PAIA. Nevertheless, Tsamma does make certain information freely available on its website tsamma.io. Reproduction fees will be charged for access to these records where reproductions are requested.

9. Entry Point for Requests

PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.

Information will therefore not be furnished unless a person provides sufficient particulars to enable Tsamma to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.

The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.

The Information Officer will facilitate the liaison with the internal legal team on all of these requests.

All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details in section 3 above.

10. Request Procedure

10.1 Completion of the prescribed form

- Any request for access to a record in terms of PAIA must substantially correspond with Form 2 of Annexure A to Government Notice No. R.757 dated 27 August 2021 promulgated under the PAIA Regulations and should be specific in terms of the record requested. Please refer to Annexure A.
- A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.
- POPIA provides that a data subject may, upon proof of identity, request Tsamma to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

- POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Tsamma must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.
- Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.
- POPIA provides that a data subject may object, at any time, to the processing of personal information by Tsamma, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Annexure B and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.
- A data subject may also request Tsamma to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Tsamma is no longer authorised to retain in terms of POPIA's retention and restriction of records provisions.
- A data subject 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, facsimile number or electronic mail address set out above on the form attached hereto as Annexure C.

10.2 Proof of identity

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

10.3 Payment of prescribed fees

There are two categories of fees which are payable:

- The request fee: R50 (excluding VAT)
- The access fee: This is calculated in accordance with the prescribed PAIA fee schedule (Regulations published in Government Notice R991 of 14 October 2005, as amended). If access is granted, an access fee may be payable to cover the cost of search, preparation, reproduction, and delivery of records.

A deposit (one-third of the estimated access fee) may be required upfront for requests that take longer than 6 hours to process. Personal requesters seeking access to records about themselves are not required to pay a request fee. They may still be liable for an access fee.

10.4 Timelines for consideration of a request for access

Tsamma will respond to a properly completed request within 30 days of receipt. This period may be extended by up to 30 additional days where:

- The request is for a large number of records;
- Consultation with third parties is required;
- Other reasonable grounds exist under section 57 of PAIA.

If extended, we will notify the requester in writing.

10.5 Notification of Decision

Tsamma will notify the requester in writing of:

- Whether the request has been granted, refused, or partially granted;
- The applicable access fee (if granted);
- The form of access (if granted);
- The reasons for refusal (if refused), with reference to the relevant section of PAIA;
- The right to lodge an internal appeal or complaint with the Information Regulator and to apply to court (if refused).

11. Categories of Records Held by Tsamma

Tsamma holds records in the following categories. Some records are automatically available; others require a formal PAIA request. Tsamma maintains records on the categories and subject matters listed below. Please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests for access will be evaluated on a case by case basis in accordance with the provisions of PAIA.

Please note further that many of the records held by Tsamma are those of third parties, such as clients and employees, and Tsamma takes the protection of third party confidential information very seriously. In particular, where Tsamma acts as professional advisors to clients, many of the records held are confidential and others are the property of the client and not of Tsamma.

For further information on the grounds of refusal of access to a record please see section 14 below. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Public Facing Documents – Available automatically

- Privacy Policy
- Terms and Conditions of Application and Employment
- POPIA Compliance Policy summary
- Tsamma PAIA Manual
- Public-facing marketing materials
- Frequently Asked Questions

Client Records – On request in terms of PAIA, subject to POPIA

- Service Level and Sales Agreements
- Data Processing Agreements
- Vacancy specifications submitted to Tsamma
- Payment transactions by or to clients
- Records of matched applicants shared with the Client
- Client communications and correspondence including electronic communications

- Information clients have provided to Tsamma
- Client quotes
- Records generated by Tsamma relating to its clients including transactional records
- Billing and account records

Financial Records — On request in terms of PAIA

- Annual Financial Statements
- Asset Register
- Bank Records / Bank Statements
- Financial and Accounting Records and Reports
- Invoices
- Tax Returns

Statutory and Regulatory Records — On request in terms of PAIA

- FICA Compliance and Risk Management Compliance Plan
- Prescribed Statutory and Regulatory compliance records that are required to be retained
- Regulatory correspondence
- Statutory licensing and registration records

Corporate Records — On request in terms of PAIA

- Board Charters
- Documents of incorporation
- Intellectual property records
- Internal Correspondence
- Legal Agreements with third parties and service providers
- Legal Records
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Operational records
- Records relating to the appointment of directors / auditor / secretary / public officer and other officers
- Share Register and other statutory registers

Employment Records — On request in terms of PAIA, subject to POPIA

- Disciplinary code records and disciplinary records
- Recruitment records
- Documents issued to employees for income tax purposes
- Employment contracts
- Employment Equity and Skills Development plan
- Employment law compliance records
- Employment records provided to Tsamma by employees
- Leave records

- Organograms
- PAYE Records
- Payslips and financial records
- Performance evaluation records
- Records of payments made to SARS on behalf of employees
- Records provided by third parties relating to employees, including references

Operational Records – On request in terms of PAIA

- Business model
- Disaster Recovery Plans
- Internal corporate policies and procedure
- Marketing Information
- Marketing Strategies
- Performance and loss ratio Records
- Risk Management Records
- Contracts with operators and service providers
- Information security and incident records

Applicants (Data Subjects) Records – On request in terms of PAIA, subject to POPIA

- Applicant profile information captured via the WhatsApp registration flow
- Identity documents and photographs
- Communication history with the applicant
- Verification check results
- Records of profile shares with employers
- Consent records
- Assessment results

12. Records Held in Accordance with Applicable Legislation

Information is available in terms of certain provisions of the following legislation to the persons or entities specified in such legislation:

- Basic Conditions of Employment Act 75 of 1997
- Broad-Based Black Economic Empowerment Act 53 of 2003
- Close Corporations Act 69 of 1984
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 98 of 1978

- Customs and Excise Act 91 of 1964
- Customs Duty Act 30 of 2014
- Debt Collectors Act 114 of 1998
- Electronic Communications and Transactions Act 25 of 2002
- Electronic Communications Act 36 of 2005
- Employment Equity Act 55 of 1998
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Merchandise Marks Act 17 of 1941
- National Credit Act 34 of 2005
- Occupational Health & Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Prevention of Organised Crime Act 121 of 1998
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Protection of Personal Information Act 4 of 2013
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- The Tax Administration Act 28 of 2011
- Trade Marks Act 194 of 1993
- Unemployment Insurance Act 30 of 1966
- Value Added Tax Act 89 of 1991

This is not an exhaustive list of legislation requiring Tsamma to retain records.

13. Information Available in Terms of POPIA

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by Tsamma will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected. Please also refer to the Tsamma Privacy Statement on the website for further information.

13.1 Categories of Data Subjects and personal information collected by Tsamma

The categories of data subjects and the broad categories of personal information Tsamma processes are summarised below. A full description of the personal information we collect, and the purposes for which we use it, is set out in our Privacy Policy and POPIA Compliance Policy at tsamma.io, which should be read together with this Manual.

Applicants / Candidates

- Identity and contact details (name, identity or passport number, date of birth, gender, race and ethnicity, marital status, photographs, copies of identity documents, right-to-work status, physical address, email address and WhatsApp number);
- Education, qualifications and work history;
- Job preferences and availability;
- Driver's licence, vehicle and professional driving permit (PDP) details;
- Proof of address and SARS income tax reference number;
- Work-condition consents and assessment results (e.g. literacy and numeracy);
- Where voluntarily disclosed and processed only with consent, special personal information — health or disability information, biometric data, and criminal-record information.

Employer Clients

- Company name and registration details;
- Authorised representative and contact details;
- Vacancy and recruitment specifications; and
- Billing and account information.

Employees

- Name, contact details, identity number and identity documents;
- Employment history, references, contracts and qualifications;
- Remuneration, banking, tax and payroll records;
- Leave, training, performance and disciplinary records; and
- Where applicable, medical, biometric and criminal-record information.

Vendors, suppliers and service providers

- Name and contact details; and
- Company, director and FICA information.

13.2 Purpose of processing personal information

For consumers

- Performing duties in terms of any agreement with consumers;
- Make, or assist in making, credit decisions about consumers;
- Operate and manage consumers' accounts and manage any application, agreement or correspondence consumers may have with Tsamma;
- Communicating (including direct marketing) with consumers by email, SMS, letter, telephone or in any other way about Tsamma's products and services, unless consumers indicate otherwise;
- To form a view of consumers as individuals and to identify, develop or improve products that may be of interest to consumers;
- Carrying out market research, business and statistical analysis;
- Performing other administrative and operational purposes including the testing of systems;

- Recovering any debt consumers may owe Tsamma;
- Complying with Tsamma's regulatory and other obligations;
- Any other reasonably required purpose relating to Tsamma's business.

For prospective consumers

- Verifying and updating information;
- Pre-scoring;
- Direct marketing;
- Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to Tsamma's business.

For employees

- The same purposes as for consumers (above);
- Verification of applicant employees' information during recruitment process.

General matters relating to employees

- Pension
- Medical aid
- Payroll
- Disciplinary action
- Training
- Any other reasonably required purpose relating to the employment or possible employment relationship.

For vendors / suppliers / other businesses

- Verifying information and performing checks;
- Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- Payment of invoices;
- Complying with Tsamma's regulatory and other obligations; and
- Any other reasonably required purpose relating to Tsamma's business.

13.3 The recipients or categories of recipients to whom the personal information may be supplied

Personal Information may be supplied to the following categories of recipients, dependent on the nature of the data and the rights and authorities of the recipients:

- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or in terms of the applicable rules;
- South African Revenue Services, or another similar authority;
- Third parties with whom Tsamma has a contractual relationship for processing such as employee payment processing and records destruction;

- Auditing and accounting bodies;
- Consultants and legal advisors;
- Anyone making a successful application for access in terms of PAIA;
- Any firm, organisation or person that/who provides Tsamma with products or services;
- Any firm, organisation or person that Tsamma uses to collect payments and recover debts or to provide a service on its behalf;
- Employer Clients (where matched);
- Service providers and Operators (cloud hosting, WhatsApp, verification partners, CRM, analytics);
- Any person who Tsamma has reason to believe to be a data subject's/consumer's parent, carer or helper where he/she is unable to handle his/her own affairs because of mental incapacity or other similar issues;
- Financial institutions from whom payments are received on behalf of data subjects;
- Any other operator not specified;
- Employees, contractors and temporary staff; and
- Agents.

13.4 Transborder flows of personal information

- Storing information electronically; and
- Making use of third party service providers to fulfil a business function on behalf of Tsamma.
- Personal Information may at times be transferred to a foreign country or international companies where this is necessary for reasons including the provision and administration of services (including cloud services), and communication with data subjects (including where a data subject sends information to Tsamma from an email service provider that hosts servers in foreign countries or with international companies), in which case the level of protection afforded to the Personal Information by that third country or international organisation will be maintained at the same level of security that Tsamma is obliged to afford the data subject, in accordance with the provisions of POPIA.

13.5 Information security measures

Tsamma takes extensive information security measures to ensure the security, confidentiality, integrity and availability of personal information in our possession. This is supported by appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

14. Grounds for Refusing Access to Information

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- Mandatory protection of privacy of a third party who is a natural person;
- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information of a third party;
- Mandatory protection of safety of individuals and property;

- Mandatory protection of records privileged from production in legal proceedings;
- Commercial information of the private body;
- Mandatory protection of research information of a third party or the private body.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

15. Remedies Available to a Requester on Refusal of Access

If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to apply to a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

16. Forms

The following forms are referenced in this Manual and are available from the Information Officer or the Information Regulator's website:

- Form 2: Request for Access to Record of Private Body (PAIA);
- Form C: Request for Access to Personal Information (POPIA);
- Form 1: Objection to Processing of Personal Information (POPIA);
- Form 3: Request for the Consent of a Data Subject (POPIA);
- Form 4: Application for Issue of Code of Conduct (POPIA);
- Form 5: Submission of Complaint (POPIA / PAIA).

17. Availability of this Manual

This Manual is reviewed and updated at least annually, or more frequently when material changes occur. Tsamma's PAIA Manual is available:

- On our website at tsamma.io;
- From the Information Officer on request, free of charge;
- In electronic form via email;

- At the offices of the Information Regulator.

Annexure A – Request for Access to Record

FORM 2 – REQUEST FOR ACCESS TO RECORD

[Regulation 7]

Requests can be submitted either via post or e-mail and should be addressed to the Information Officer.

Note:

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

To:

Information Officer	Anro Redelinghuys
Street / Postal Address	25 Orchid Drive, Still Bay West, Western Cape, 6674
Email	compliance@tsamma.io
Website	https://tsamma.io

Mark with an “X”

<input type="checkbox"/>	Request is made in my own name	<input type="checkbox"/>	Request is made on behalf of another person
--------------------------	--------------------------------	--------------------------	---

Personal Information

Full names and surname	
Identity number	
Capacity in which request is made, when made on behalf of another person	
Postal address	
Street address	
Email address	
Telephone number (business)	
Cellular number	

Particulars of Record Requested

Provide full particulars of the record to which access is requested, including the reference number if known, to enable the record to be located. (If the space is inadequate, continue on a separate signed page.)

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

Type of Record *(Mark with an "X")*

Record is in written or printed form	
Record comprises virtual images (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 with an "X")*

Printed copy of record (including copies of any virtual images, transcriptions and information held electronically)	
Written or printed transcription or virtual images	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc (including virtual images and soundtracks)	
Copy of record saved on cloud storage server	

Manner of Access *(Mark with an "X")*

Personal inspection of record at registered address of public/private body	
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 <i>(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)</i>	

Particulars of Right to be Exercised or Protected

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 request fee 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 a record.
- If you qualify for exemption from 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 costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	
Facsimile	
Electronic communication (please specify)	

Signed at _____ this _____ day of _____ 20_____

Signature of Requester / Person on behalf of whom request is made

For Official Use

Reference number	
Request received by (rank, name and surname of information officer)	
Date received	
Access fees	
Deposit (if any)	

Signature of information officer

Annexure B – Objection to Processing

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]

Requests can be submitted either via post or e-mail and should be addressed to the Information Officer.

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided 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	
Contact number(s)	
E-mail address	

B. Details of Responsible Party

Name(s) and surname / registered name of responsible party (the company to whom this request is directed)	
Residential, postal or business address	
Contact number(s)	
E-mail address	

C. Reasons for Objection in terms of Section 11(1)(d) to (f)

(Please provide detailed reasons for the objection)

--

Signed at _____ this _____ day of _____ 20_____

Signature of Data Subject / Designated Person

Annexure C – Request for Correction

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTRUCTION 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]

Requests can be submitted either via post or e-mail and should be addressed to the Information Officer.

Note:

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

Mark with an “X” – Request for:

<input type="checkbox"/>	Correction or deletion of the personal information about the data subject which is in the possession or under the control of the responsible party.
<input type="checkbox"/>	Destruction or deletion of a record of personal information about the data subject which is in the 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)	
E-mail address	

B. Details of Responsible Party

Name(s) and surname / registered name of responsible party (the company to whom this request is directed)	
Residential, postal or business address	
Contact number(s)	
E-mail address	

C. Information to be Corrected / Deleted / Destroyed

D. Reasons

*Reasons for *correction or deletion of the personal information about the data subject in terms of section 24(1)(a) which is in the possession or under the control of the responsible party; and/or reasons for *destruction or deletion of a record of personal information about the data subject in terms of section 24(1)(b) which the responsible party is no longer authorised to retain. (Please provide detailed reasons for the request.)*

Signed at _____ this _____ day of _____ 20_____

Signature of Data Subject / Designated Person