



HARRINGTON JOHNSON WANDS  
ATTORNEYS

## HARRINGTON JOHNSON WANDS ATTORNEYS

Trading as

**HJW ATTORNEYS**

("the Firm")

### PAIA MANUAL AND POPIA POLICY

In terms of Section 51 of The Promotion of Access to Information Act 2 of 2002

("PAIA")

And

In terms of the Protection of Personal Information Act 4 of 2013

("POPIA")

**Harrington Johnson Wands Attorneys,  
Notaries and Conveyancers**

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## 1. DEFINITIONS:

- 1.1 “**Data Subject**” means a client of the Firm, whether a natural or juristic person;
- 1.2 “**Personal Information**” means any and all data that is obtained from the Data Subject that is not available in the public domain;
- 1.3 “**Responsible Party**” means the Firm and the Firm’s employees authorised to process the Data Subjects Personal Information;
- 1.4 “**Requestor**” means either the Data Subject or a Third Party requesting access to the Personal Information;
- 1.5 “**Third Party**” means in relation to a request for access to-
- 1.5.1 a record of a public body, any person (including but not limited to, the government of a foreign state, an international organisation or an organ of that government or organisation) other than-
- 1.5.1.1 the requestor concerned; and
- 1.5.1.2 a public body; or
- 1.5.2 a record of a private body, any person (including but not limited to, a public body) other than the requestor,
- but for the purposes of sections 34 and 63, the reference to “person” in clauses 1.5.1 and 1.5.2 hereof must be construed as a reference to “natural person”;

## 2. THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

- 2.1 The purpose of PAIA is to give effect to section 32 of the Bill of Rights as contained in the Constitution of the Republic of South Africa, 1996 – the right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

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- 2.2 PAIA was enacted on 3 February 2000 in order to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information and in order to actively promote a society in which the people of South Africa have effective access to information in order to enable them to more fully exercise and protect their rights.
- 2.3 In terms of section 51 of PAIA, all private bodies are required to compile an Information Manual (“PAIA Manual”).
- 2.4 PAIA applies to all records held by a private body. Record is defined in section 1 of PAIA as any recorded information, regardless of the form or medium, in the possession or under the control of the private body – whether or not it was created by that private body.
- 2.5 Where a request is made in terms of section 50 of PAIA, the body to whom the request is made, is obliged to release the information, however, this obligation is subject to the applicable legislative and regulatory requirements as set out in sections 63 to 70 of PAIA, namely:
- 2.5.1 The mandatory protection of the privacy of a Third Party who is a natural person;
  - 2.5.2 the mandatory protection of commercial information of a Third Party;
  - 2.5.3 the mandatory protection of certain confidential information of a Third Party;
  - 2.5.4 the mandatory protection of the safety of individuals and the protection of property;
  - 2.5.5 the mandatory protection of records privileged from production in legal proceedings;
  - 2.5.6 commercial information of a Third Party;
  - 2.5.7 mandatory protection of research information of a Third Party;
  - 2.5.8 the mandatory protection of research information from a Third Party; and
  - 2.5.9 mandatory protection in the public interest.

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### 3. HJW ATTORNEYS

3.1 The Firm conducts its business as a partnership of attorneys, notaries and conveyancers.

#### 3.2 **Contact details of the Firm in compliance with section 51(1)(a) of PAIA:**

3.2.1 HARRINGTON JOHNSON WANDS ATTORNEYS trading as HJW Attorneys  
Kingfisher House  
45 Kingfisher Drive  
Fourways  
Johannesburg  
2021

#### 3.2.2 Managing Partners:

3.2.2.1 Megan Lauren Harrington-Johnson; and

3.2.2.2 Richard Paul Wands.

#### 3.2.3 Contact information:

3.2.3.1 Telephone: 010 448 0609

3.2.3.2 Email: [info@hjwt.co.za](mailto:info@hjwt.co.za)

3.2.3.3 Website: <https://www.hjwt.co.za>

3.3 The Information Officer appointed in terms of section 51(1)(b) of PAIA

PAIA prescribes the appointment of an Information Officer who is responsible for, *inter alia*, assessing requests for access to information. The Information Officer appointed in terms of PAIA is also appointed in terms of POPIA and oversees the functions and responsibilities as required for in terms of PAIA as well as section 55 of POPIA, after registering with the Information Regulator.

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### 3.4 Contact details for the Information Officer of the Firm:

#### 3.4.1 ROWAN BAUER

Rowan@hjwt.co.za

## 4. THE SOUTH AFRICAN HUMAN RIGHTS' COMMISSION SECTION 10 GUIDE ON HOW TO USE PAIA - SECTION 51(1)(b)

- 4.1. PAIA grants a requestor access to records of a private body if the record is required for the exercise or protection of any rights.
- 4.2. Should a public body lodge such a request, the public body must be acting in the public interest.
- 4.3. Requests in terms of PAIA shall be made in accordance with the prescribed procedures and at the prescribed rates. The forms and tariffs are dealt with in section 6 and 7 of PAIA.
- 4.4. Requestors are referred to the guide in terms of section 10, which has been compiled by the South African Human Rights Commission ("SAHRC), which will contain information for the purpose of exercising Constitutional Rights. The guide is available from the SAHRC and the relevant contact details are as follows:

#### 4.4.1. PAIA UNIT

Ramadimeja Legodi: [rlegodi@sahrc.org.za](mailto:rlegodi@sahrc.org.za)

Nomfundo Khulu: [nkhulu@sahrc.org.za](mailto:nkhulu@sahrc.org.za)

Private Bag X2700, Houghton 2041

011 877 3600

[www.sahrc.org.za](http://www.sahrc.org.za)

[PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## 5. CLASSIFICATION OF ACCESSIBILITY OF RECORDS

### 5.1. Records which may not be disclosed in terms of PAIA

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- 5.1.1. Requests made after the commencement of criminal or civil proceedings in terms of section 7;
- 5.1.2. Information required to be kept confidential in terms of any statute, regulation, rule or other lawful prescription;
- 5.1.3. Unreasonable disclosures of personal information related to a natural persons in terms of section 63(1);
- 5.1.4. information in terms of section 64(1)(a) and (b) that is likely to harm the commercial or financial interests of a Third Party;
- 5.1.5. information in terms of section 64(1)(c) likely to harm the Firm or Third Party in contract or other negotiations;
- 5.1.6. information in terms of section 65 likely to breach a duty of confidence owed to a Third Party;
- 5.1.7. information in terms of section 66 likely to compromise the safety of individuals or the protection of property;
- 5.1.8. legally privileged documents in terms of section 67;
- 5.1.9. commercial information of the Firm as specified in section 68; and
- 5.1.10. information in terms of section 69 likely to prejudice the research and development of the Firm or a Third Party.

5.2. Records of information of which disclosure may not be refused in terms of PAIA

- 5.2.1. Disclosure in the public interest in terms of section 70.

5.3. Records that may be disclosed in terms of PAIA

- 5.3.1. Statutory instruments/public access documents.

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5.4. Records of information available without a person having to request access to same

5.4.1. All information on <https://www.hjw.co.za>.

6. **SUBJECTS AND CATEGORIES OF RECORDS AVAILABLE TO ACCESS IN TERMS OF SECTION 51(1)(e) OF PAIA**

6.1. Human Resources Records

6.1.1 Past and current staff and employee records;

6.1.2 employment contracts;

6.1.3 staff policies and procedures;

6.1.4 health and safety records;

6.1.5 salary and wage records (held by operator as well); and

6.1.6 disciplinary records.

6.2 Firm Records

6.2.1 Records of past and current partners;

6.2.2 audited financial statements (kept by operator as well);

6.2.3 tax and levy records;

6.2.4 investment accounts;

6.2.5 management accounts;

6.2.6 contracts with suppliers;

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6.2.7 trust and business account information (also held by operator);

6.2.8 Fidelity Fund certificates;

6.2.9 budgets;

6.2.10 correspondence, electronic mails and backups; and

6.2.11 bank statements (also held by operator).

### 6.3 Client Records

6.3.1 Past client filed and records in accordance with the Legal Practice Act 28 of 2014;  
and

6.3.2 current client files and records.

### 6.4 Practice Promotion

6.4.1 Practice promotion strategies;

6.4.2 client database;

6.4.3 media releases; and

6.4.4 brochures and seminar information.

### 6.5 Records required to be held by other legislation in terms of section 51(1)(d):

6.5.1 Legal Practice Act 28 of 2014;

6.5.2 Income Tax Act 58 of 1962;

6.5.3 Value Added Tax Act 59 of 1992;

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- 6.5.4 Unemployment Insurance Act 30 of 1966;
- 6.5.5 Basic Conditions of Employment Act 75 of 1997;
- 6.5.6 Employment Equity Act 55 of 1998;
- 6.5.7 Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 6.5.8 Insolvency Act 24 of 1936;
- 6.5.9 Occupational Health and Safety Act 85 of 1993;
- 6.5.10 Promotion of Access to Information Act 2 of 2000;
- 6.5.11 Administration of Estates Act 66 of 1965;
- 6.5.12 Credit Agreements Act 75 of 1980; and
- 6.5.13 Insurance Act 27 of 1943.

*Although we have used all endeavours to supply a complete list of applicable legislation, it is possible that the above list may be incomplete. Whenever it comes to the Firm's attention that existing or new legislation allows a Requestor access on a basis other than as set out in PAIA, the Firm shall update the list accordingly.*

*If a Requestor believes that a right of access to a record exists in terms of legislation, other than which is listed above, the Requestor is required to bring to the Firm's attention the legislative right the request is based upon in order to allow the Information Officer an opportunity to consider same in light of the relevant request.*

## **7. OTHER PRESCRIBED INFORMATION**

### **7.1. Fees in Respect of Requests for Information of Private Bodies in terms of section 54**

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7.1.1. Where the Requestor is seeking access to a record containing personal information about the Requestor, no fee is payable.

7.1.2. In all other instances, a list of fees payable by a requestor who is not the personal requestor is attached hereto marked as Annexure "A" and is in accordance with regulation 11 (2) of the Regulations to The Promotion of Access to Information Act, 15 February 2002 made in terms of section 92 of PAIA.

7.2. Application Form for the Request for access to records of a Private Body in terms of section 53

7.2.1. A copy of the relevant application form is attached hereto as Annexure "B". The relevant form is in accordance with regulation 10 of the Promotion of Access to Information Act, 15 February 2002 made in terms of section 92 of PAIA.

7.3. The Availability of this Manual in terms of Section 51(3)

7.3.1. A copy of this manual can be found on the Firm's website <https://www.hjw.co.za> and is available for inspection at the Firm's office. A copy of same has been made available to the SAHRC in accordance with regulation 9(1) of The Promotion of Access to Information Act, 15 February 2002 made in terms of section 92 of PAIA.

8. **PROTECTON OF PERSONAL INFORMATION THAT IS PROCESSED BY THE FIRM**

8.1. Chapter 3 of POPIA provides for the minimum Conditions for the Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

8.2. The Firm must comply with the requirements of the Law Society of South Africa and the rules relating to "know your client" under the Financial Intelligence Centre Act 38 of 2001 ("FICA"). Collection of this personal information is a requirement of legislation and professional practice.

8.3. In complementing FICA and the requirements of professional practice, the Firm needs Personal Information relating to both individual and juristic persons in order to carry out its

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business and organisational functions. The manner in which this information is Processed and the purpose for same is determined by the Firm. Therefore, the Firm is the Responsible Party for the purposes of POPIA and therefore will ensure that the Personal Information of a Data Subject is:

8.3.1. Processed lawfully, fairly and transparently. The Firm will tender appropriate information to Data Subjects when their data is collected, in the form of privacy or data collection notices and further provide a legal basis upon which to process Personal Information. To this end, the Firm will require consent from the data subject;

8.3.2. processed only for the purpose for which it was collected;

8.3.3. will not be processed for a secondary purpose, unless that processing is compatible with the original purpose for processing;

8.3.4. is adequate, relevant, kept up to date and not excessive for the purpose for which it was collected;

8.3.5. will not be kept for longer than is necessary;

8.3.6. is processed with integrity and confidentiality which includes the physical and organisational measures to ensure that the Personal Information, in both physical and electronic form, are subject to the appropriate level of security when stored, used and communicated by the Firm, in order to protect against access and acquisition by unauthorised persons, accidental loss, destruction or damage;

8.3.7. is processed in accordance with the rights of the Data Subject, where applicable. Data Subjects have the right to:

8.3.7.1. Be notified that their Personal Information is being collected by the Firm and to be informed in the event of a data breach;

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- 8.3.7.2. know whether the Firm holds Personal Information about the Data Subject and have access to same. Any request for information must be dealt with in accordance with the provisions of this manual;
- 8.3.7.3. request the correction and/or deletion of any Personal Information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or is considered unlawfully obtained Personal Information;
- 8.3.7.4. object to the Firm's use of Personal Information and request the deletion of same (subject to the Firm's record keeping requirements);
- 8.3.7.5. object to the processing of Personal Information for the purposes of direct marketing by means of unsolicited electronic communications; and
- 8.3.7.6. lodge a complaint to the Information Regulator as regards an alleged infringement of any rights protected under POPIA and to institute proceedings regarding the alleged non-compliance with the protection of Personal Information.

#### 8.4. Purpose of Processing Personal Information by the Firm:

8.4.1. Personal Information may only be processed for a specific purpose. The purposes for which the Firm is required to process or will be required to process Personal Information is set out below.

##### 8.4.1.1. For clients:

- 8.4.1.1.1. In order to verify and update Personal Information provided;
- 8.4.1.1.2. perform duties and instructions in terms of the Firm Mandate as entered into between the client and the Firm;
- 8.4.1.1.3. communicate (including direct marketing with specific reference to the Firm's monthly newsletter) with the client via

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electronic mail, SMS, WhatsApp, letter, telephonically or otherwise unless the client indicates otherwise;

- 8.4.1.1.4. in order to recover any debt clients may owe to the Firm;
- 8.4.1.1.5. in order to comply with the Firm's regulatory obligations; and
- 8.4.1.1.6. any other reasonably required purpose relating to the Firm's business.

**8.4.1.2. For prospective clients:**

- 8.4.1.2.1. In order to verify and update information provided;
- 8.4.1.2.2. direct marketing with specific reference to the Firm's monthly newsletter; and
- 8.4.1.2.3. any other reasonably required purpose relating to the processing of a prospective client's personal information related to the Firm's business.

**8.4.1.3. For employees of the Firm:**

- 8.4.1.3.1. For the same purpose of clients as set out in paragraph 8.4.1.1 above;
- 8.4.1.3.2. verification of applicant employee information during the recruitment process;
- 8.4.1.3.3. all matters pertaining to employees as prescribed in section 29 of the Basic Conditions of Employment Act 75 of 1997 including in relation to:

**8.4.1.3.3.1. Pension;**

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- 8.4.1.3.3.2. medical aid;
- 8.4.1.3.3.3. payroll;
- 8.4.1.3.3.4. disciplinary action;
- 8.4.1.3.3.5. training;
- 8.4.1.3.3.6. any other reasonably required purpose relating to the employment or possible employment relationship.

8.5. Categories of Data Subjects and Personal Information/special Personal Information relating thereto

8.5.1. In accordance with section 1 of POPIA, a data subject may either be a natural or juristic person. The various categories of data subjects that the Firm processes personal information on and the types of personal information relating thereto are set out below.

8.5.1.1. Employees

- 8.5.1.1.1. Names, surnames and contact details;
- 8.5.1.1.2. identity numbers and identity documents, including passports where applicable;
- 8.5.1.1.3. employment history and references;
- 8.5.1.1.4. banking and financial details;
- 8.5.1.1.5. details of payments to third parties (authorised deductions from salaries);

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- 8.5.1.1.6. employment contracts;
- 8.5.1.1.7. employment equity plans;
- 8.5.1.1.8. medical aid records;
- 8.5.1.1.9. pension fund records;
- 8.5.1.1.10. remuneration/salary and commission records;
- 8.5.1.1.11. performance appraisals;
- 8.5.1.1.12. disciplinary records;
- 8.5.1.1.13. leave records; and
- 8.5.1.1.14. training records.

#### 8.5.1.2. **Clients and prospective clients**

- 8.5.1.2.1. Postal and street address and any substantiating documents proving same ;
- 8.5.1.2.2. title, name and surname;
- 8.5.1.2.3. contact numbers and electronic mail addresses;
- 8.5.1.2.4. Age, gender and marital status (including but not limited to the applicable marital regime);
- 8.5.1.2.5. financial information for the purposes of FICA ; and
- 8.5.1.2.6. identity or passport numbers and copies of same.

#### 8.5.1.3. **Vendors/suppliers/other businesses**

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8.5.1.3.1. Names and contact details;

8.5.1.3.2. identity or company information; and

8.5.1.3.3. director information.

## 8.6. Recipients of Personal Information

8.6.1. The Firm may provide relevant Personal Information of Data Subjects to Third Party recipients as set out below:

8.6.1.1 Any firm, organisation or person which the Firm uses to collect payment and recover payments or provide services on the Firms behalf;

8.6.1.1. any court of competent jurisdiction as required in terms of the purpose for which the Personal Information was provided in terms of the signed mandate;

8.6.1.2. any payment system the Firm uses;

8.6.1.3. regulatory and government authorities, ombudsmen, or any other authorities, including but not limited to tax authorities where the Firm has a duty to share the personal information;

8.6.1.4. Third Parties to whom payments are made to on the behalf of employees;

8.6.1.5. financial institutions from whom payments are received on behalf of data subjects;

8.6.1.6. any other operator not specified; and

8.6.1.7. employees of the Firm authorised to process Personal Information.

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## 8.7. Cross border flows and transfers of Personal Information

8.7.1. Section 72 of POPIA provides that Personal Information may only be transferred out of South Africa if:

8.7.1.1. The recipient country can offer such data an adequate level of protection. This means that its data privacy laws must be substantially similar to the Conditions of Lawful Processing as set out in Chapter 3 of POPIA; or

8.7.1.2. the Data Subject consents to the transfer of his/her Personal Information;

8.7.1.3. the transfer is necessary for the performance of a contractual obligation between the Data Subject and the responsible party; or

8.7.1.4. the transfer is necessary for the performance of a contractual obligation between the Data Subject and the responsible party, in the interests of the Data Subjects.

8.7.2. Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. The Firm will endeavour to ensure that the relevant data server providers use all reasonable efforts to secure the relevant Personal Information.

## 8.8. Description of the information security measures to be implemented by the Firm

8.8.1. The Firm undertakes to institute and maintain data protection measures to accomplish the following objectives as set out below. The relevant details provided are to be interpreted as examples used in order for the Firm to obtain an adequate data protection level for each objective. The Firm may use alternate measures and adapt to technological security development, as required, provided that the relevant objectives are achieved.

### 8.8.2. Access control of persons

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8.8.2.1. The Firm shall implement suitable measures in order to prevent unauthorised persons from gaining access to the data processing equipment where the data is processed.

8.8.3. Data media control

8.8.3.1. The Firm undertakes to implement suitable measures to prevent the unauthorised manipulation of media, including the reading, copying, alteration or removal of the data media used by the Firm and containing Personal Information of Clients.

8.8.4. Data memory control

8.8.4.1. The Firm undertakes to implement suitable measures to prevent unauthorised input into data memory and the unauthorised reading, alteration or deletion of stored data.

8.8.5. User control

8.8.5.1. The Firm shall implement suitable measures to prevent its data processing systems from being used by unauthorised persons by means of data transmission equipment.

8.8.6. Access control of data

8.8.6.1. The Firm confirms that the persons entitled to use the Firm's data processing system are only able to access same within the scope and to the extent as authorised.

8.8.7. Transmission control

8.8.7.1. The Firm shall implement suitable measures to prevent Personal Information from being read, copied, altered or deleted by unauthorised

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persons during transmission thereof or during the transport of the data media.

#### 8.8.8. Organisation control

8.8.8.1. The Firm shall maintain its internal organisation in a manner that meets the requirements of this manual.

#### 8.9. Objection to the Processing of Personal Information by the Data Subject

8.9.1. Section 11(3) of POPIA and regulation of the POPIA Regulations provides that a data subject may, at any time, object to the processing of his/her/its Personal Information in the prescribed form attached hereto as Annexure "C" subject to the relevant exceptions contained in POPIA.

#### 8.10. Request for Correction or Deletion of Personal Information

8.10.1. Section 24 of POPIA and Regulation 3 of POPIA Regulations provided that a data subject may request their Personal Information be corrected and or deleted in the prescribed form attached as Annexure "D" to this manual.

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**PART III**  
**FEES IN RESPECT OF PRIVATE BODIES**

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

(a)	For every photocopy of an A4-sized page or part thereof	R1.10
(b)	For every printed copy of an A4-size or part thereof held on a computer or in electronic or mechanical readable form	R0.75
(c)	For a copy in a computer-readable form on-	
	(i) Stiffy disk	R7.50
	(ii) Compact disk	R70.00
(d)	(i) For a transcript of visual images, for an A4-size page or part thereof ;	R40.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof;	R20.00
	(ii) For a copy on an audio record	R30.00

3. The request payable by a requestor, other than a personal requestor referred to in regulation 11(2) is R50.00.
4. The access fees payable by a requestor referred to in regulation 11(3) are as follows-

(a)	For every photocopy on an A4-size page or part thereof	R1.10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	

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	R0.75
(c) For a copy in a computer-readable form on:	
(i) Stiffy disk	R7.50
(ii) Compact disk	R70.00
(d) For a copy of visual images	
(i) For a transcript of visual images for an A4-sized page or part thereof	R40.00
(ii) For a copy of visual images	R60.00
(e) (i) or a transcript of an audio record for an A4-size page or part thereof	R20.00
for a copy of an audio record	R30.00
To search for an prepare the record for disclosure, for each hour or part of an hour reasonably required for such searches an preparation	R30.00

5. For the purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit payable; and
- (b) One third of the access fee is payable as a deposit by the requestor.

6. The actual postage is payable when a copy of a record must be posted to a requestor.

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**FORM C**  
**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
**(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))**  
**(Regulation 10)**

**(A) Particulars of private body The Head:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(B) Particulars of person requesting access to the record**

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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E-mail address: \_\_\_\_\_

**(C) Capacity in which request is made, when made on behalf of another person:** Particulars of person on whose behalf request is made This section must be complete ONLY if a request for information made on behalf of another person.

Full names and surname:

\_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

**(D) Particulars of record**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available:

\_\_\_\_\_

3. Any further particulars of record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(E) Fees**

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- |     |   |
|-----|---|
| (c) | A request for access to a record, other than a record containing personal information about yourself, will be processed only after request fee has been paid. |
| (d) | You will be notified of the amount required to be paid as the request fee.  |
| (e) | 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.   |
| (f) | If you qualify for exemption of the payment of any fee, please state the reason for exemption.  |

Reason for exemption from payment of fees:

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**(F) Form of access to record**

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

Disability:	Form in which record is required:
-------------	-----------------------------------

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined party by the form in which access is requested.

1. If the record is in printed form:

Copy of the Record	Inspection of the Record
--------------------	--------------------------

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2. **If record consists of visual images** – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

	View the Images		Copy of the Images		Transcription of the Images
--	-----------------	--	--------------------	--	-----------------------------

3. **If the record consists of recorded words or information which can be reproduced in sound:**

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
--	---	--	--

4. **If record is held on computer or in an electronic or machine-readable form:**

	printed copy of record		printed copy of information derived from the record		copy in computer readable form (stiffy or compact disc)
--	------------------------	--	---	--	---

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?  
**Postage is payable**

YES

NO

### (G) Particulars of Right to be exercised or protected

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

1. Indicate which right is to be exercised or protected:

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2. Reference number, if available:

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**(H) Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

---

---

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF  
REQUEST IS MADE

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**FORM 1**  
**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION OF SECTION 11(3) OF**  
**THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**  
**(Regulation 2)**

*Note:*

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

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
<b>Name(s) and surname/ registered name of data subject</b>	
<b>Unique identifier/ identity number</b>	
<b>Residential, postal or business address</b>	Code(_____)
<b>Contact number/ E-mail address</b>	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
<b>Name(s) and surname/ registered name of responsible party:</b>	
<b>Residential, postal or business address</b>	Code(_____)

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<b>Contact number(s)</b>	
C	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f)</b> (please provide detailed reasons for the objection)

Signed at \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of data subject/  
designated person

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## 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 PERSON INFORMATION ACT 4 OF 2013**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018  
(Regulation 3)**

*Note:*

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

A	DETAILS OF DATA SUBJECT
<b>Name(s) and surname/ registered name of data subject</b>	
<b>Unique identifier/ identity number</b>	
<b>Residential, postal or business address</b>	Code(_____)
<b>Contact number/ E-mail address</b>	
B	DETAILS OF RESPONSIBLE PARTY
<b>Name(s) and surname/</b>	

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<b>registered name of responsible party:</b>	
<b>Residential, postal or business address</b>	Code(_____)
<b>Contact number(s)</b>	

Signed at \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of data subject/  
designated person

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