



**PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
(PAIA)**

**as amended by the
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013
(POPIA)**



science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

VERSION CONTROL

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POLICY APPROVAL

This Manual was signed on 16 November 2021 at Pretoria, and will be in effect from 4 November 2021.

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Kobus Louw
Company Secretary

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Chief Executive Officer

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1. INTRODUCTION

1.1 The Technology Innovation Agency (TIA) was established in terms of the TIA Act 26 of 2008 with the objective of stimulating and intensifying technological innovation in order to improve economic growth and the quality of life of all South Africans. This is achieved by developing and exploiting technological innovation.

1.2 PAIA aims to give effect to the constitutional 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; to provide that the Information Regulator, established in terms of POPIA, must exercise certain powers and perform certain duties and functions in terms of PAIA; and to provide for matters connected therewith.

1.3 POPIA aims to promote the protection of personal information processed by public and private bodies; establish minimum requirements for the processing of personal information; provide for the rights of persons regarding unsolicited electronic communications and automated decision making and regulate the flow of personal information across the borders of the Republic.

1.4 TIA is a public body as defined in Section 1 paragraph (b) (ii) of PAIA. Section 14 of PAIA requires public bodies to compile manuals that provide information on the types and categories of records held by such public bodies.

1.5 The TIA Manual (“the Manual”) regulates access to records owned, held by or under the control of TIA, and the release of any such records by any of TIA’s members, officers, employees or anyone acting on its behalf. This Manual is not exhaustive and should be read in conjunction with PAIA and POPIA.

1.6 Copies of the manual can be obtained from the Company Secretariat Office or TIA website. The Manual is currently available in English.

2. APPLICABILITY OF THE MANUAL

2.1 This manual shall apply to all employees of TIA, whether on permanent and/ or on fixed term employment contract.

3. DEFINITIONS

Term	Definitions
Information Regulator'	means the Information Regulator established in terms of section 39 of POPIA.
personal information	means information relating to an identifiable, living, natural person and, where it is applicable, an identifiable, existing juristic person, but excludes information about an individual who has been dead for more than 20 years.
processing	means any operation or activity concerning personal information, including the collection, receipt, recording, organisation, collation, storage, updating, retrieval, alteration, dissemination, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure or destruction of information.
record	means any recorded information, regardless of form or medium, in the possession or under the control of the responsible party.
responsible party'	means TIA, which is the party that processes personal information, determines the purpose for which the personal information is needed and can outsource a part or all the processing of the personal information to a third party.

4. ABBREVIATIONS

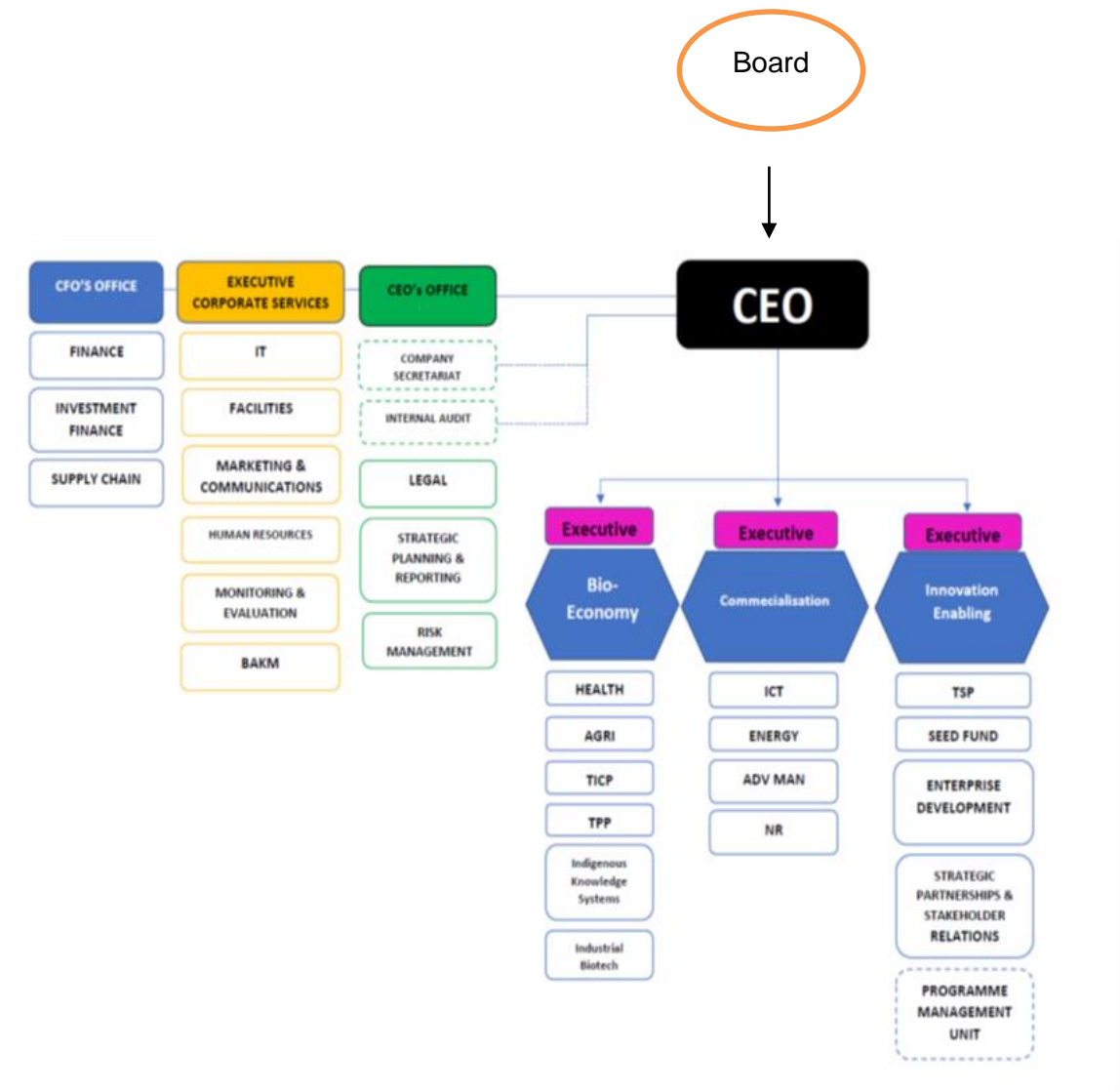
Abbreviation	Definitions
CEO	Chief Executive Officer
Manual	TIA Manual
PAIA	Promotion of Access To Information Act 2 Of 2000
POPIA	Protection of Personal Information Act 4 Of 2013
TIA	Technology Innovation Agency

5. TIA PARTICULARS

5.1. Structure and Functions

5.1.1 Structure

The TIA structure consists of a Board as stipulated in the TIA Act, the Chief Executive Officer (CEO), business units and support departments, each headed by a Divisional Executive reporting to the CEO. The diagram below demonstrates the TIA structure.



5.1.2 Function

5.1.2.1 TIA is a national public entity that serves as the key institutional intervention to bridge the innovation chasm between research and development from higher education institutions, science councils, public entities, and private sector, and commercialisation.

5.1.2.2 The object of the Agency is to support the State in stimulating and intensifying technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations.

5.1.2.3 TIA services can be categorised in three pillars, namely, financial support, non-financial support and funding instruments.

5.1.2.4 Through financial support TIA aims to source investments and provide funding for technology innovative opportunities, drive commercialisation and exploitation of technology innovative opportunities, promote the national and local technology innovation agenda through thought leadership initiatives and to participate, coordinate and contribute to building the Nation System of Innovation and seek alignment with key stakeholders.

5.1.2.5 TIA's uses various funding instruments in line with its Investment Framework Policy.

5.2. Contact Details

The Chief Executive Officer of TIA is the Information Officer. The contact details of the Information Officer are as follows:

Full Name	Patrick Krappie (acting)
Physical Address:	83 Lois Avenue Menlyn 0181
Postal Address	P O Box 172 Menlyn 0063
Telephone Number	012 472 2701
Website	www.tia.org.za

Deputy Information Officers

The CEO has delegated the duties imposed on the Information Officer by PAIA to the individuals whose contact details appear in the table below. All requests for information should be directed to one or all of the following Deputy Information Officers:

Full Name	Kobus Louw (Company Secretary)
Physical Address:	83 Lois Avenue Menlyn 0181
Postal Address	P O Box 172 Menlyn 0063
Email Address	kobus.louw@tia.org.za
Telephone Number	012 472 2765
Website	www.tia.org.za

Full Name	Allen Wright (Deputy Company Secretary)
Physical Address:	83 Lois Avenue Menlyn 0181
Postal Address	P O Box 172 Menlyn 0063
Email Address	allen.wright@tia.org.za
Telephone Number	012 472 2734
Website	www.tia.org.za

Full Name	Annalie Woest (Head: Legal Services)
Physical Address:	83 Lois Avenue Menlyn 0181
Postal Address	P O Box 172 Menlyn 0063
Email Address	annalie.woest@tia.org.za
Telephone Number	012 472 2864
Website	www.tia.org.za

5.3. Availability of Guides on PAIA AND POPIA

5.3.1 Section 10 of PAIA requires the Information Regulator to update and make available the existing guide that has been compiled by the South African Human Rights Commission containing such information, in an easily comprehensible form

and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

5.3.2 Enquiries regarding the guide can be addressed to the Information Regulator at:

Name	The Information Regulator (South Africa)
Physical Address	SALU Building, 316 Thabo Sehume Street, Pretoria
Telephone Number	012 406 4818
Fax Number	086 500 3351
Website	http://www.justice.gov.za/inforeg

5.4. Access to records held by TIA

5.4.1 Procedure for requesting access

5.4.1.1 A request for access to a record must be made on the prescribed request form, Form A, to the Deputy Information Officer. The form is available on TIA's website.

5.4.1.2 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Deputy Information Officer.

5.4.1.3 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

5.4.1.4 The prescribed form must be sent to TIA via email, post, or hand delivered to TIA.

5.4.1.5 The requester must pay the prescribed fee before any further processing can take place.

5.4.1.6 The form must be adequately completed to allow TIA official to identify the following:

5.4.1.6.1 Who the requester is;

5.4.1.6.2 What record(s) are being requested;

5.4.1.6.3 What the purpose is for requesting the information;

5.4.1.6.4 Contact details in the form of an email address, and/or postal address; and

5.4.1.6.5 The manner in which the requester wishes to be informed of the decision.

5.4.1.7 It is important to note that access is not automatic. The requester must identify the right they are seeking to exercise or protect and explained why the record is required for the exercise or protection of that right.

5.4.1.8 The requester will be notified in the manner indicated by the requester on the request form whether the request has been approved.

5.5. Decision

5.5.1 TIA will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons to that effect.

5.5.2 The 30-day period within which TIA must decide whether to grant or refuse the request may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another office of TIA and the information cannot reasonably be obtained within the original 30-day period. TIA will notify the requester in writing should an extension be sought.

5.5.3 TIA may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA, which include:

5.5.3.1 that access would result in the unreasonable disclosure of personal information about a third party;

5.5.3.2 the necessity of protecting the commercial information of a third party or of TIA itself;

5.5.3.3 the necessity of protecting the confidential information of a third party;

5.5.3.4 the necessity of protecting the safety of individuals and protecting property;

5.5.3.5 that a record constitutes privileged information for legal proceedings;

5.5.3.6 the necessity of protecting the research information of a third party or TIA itself;

5.5.3.7 the necessity of protecting the commercial activities of TIA or the economic interests and financial welfare of the Republic of South Africa;

5.5.3.8 the operations of TIA; and

5.5.3.9 manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources.

5.6. Categories of records held by TIA

5.6.1 TIA holds records applicable to its operations and in terms of the relevant statutes. Access to the following records can only be obtained by means of a formal request that includes but are not limited to:

5.6.1.1 TIA policies and procedures;

5.6.1.2 client/applicant records processed and/or generated as part of the TIA funding process;

- 5.6.1.3 minutes of meetings and decision records;
- 5.6.1.4 post-investment monitoring and evaluation reports;
- 5.6.1.5 personnel files (includes staff, TIA directors, co-opted committee members and nominee directors);
- 5.6.1.6 TIA's financial records;
- 5.6.1.7 TIA's operational records;
- 5.6.1.8 agreements and memoranda of understanding;
- 5.6.1.9 TIA's research, and scientific or technical information; and
- 5.6.1.10 bid documents.

5.7. Records which are available without a request

5.7.1 Records that are automatically available include but are not limited to:

- 5.7.1.1 The Technology Innovation Agency Act (Act No 26 of 2008);
- 5.7.1.2 Statutory records;
- 5.7.1.3 TIA printed and electronic publications (marketing brochures, newsletters, booklets);
- 5.7.1.4 Information published on the TIA website;
- 5.7.1.5 Published Annual Reports and other reports.

5.8. Services available to members of the public

5.8.1 Services rendered by TIA revolve around its mandate and core objectives set out in the TIA Act relating to its objective as being to support the State in stimulating and intensifying technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations.

5.9. Processing of personal information

5.9.1 To safeguard the privacy and protection of personal information, all personal information processed by TIA is managed in terms of the TIA Policies and the POPIA principles.

5.10. Purpose of processing personal information

5.10.1 Personal information will only be used for the purpose for which it was collected and agreed. This may include but is not limited to:

- 5.10.1.1 assessment of applications for funding;
- 5.10.1.2 provision of appropriate TIA products and services;
- 5.10.1.3 confirmation, verification and updating of client/applicants' details;
- 5.10.1.4 conducting credit reference searches or verification;
- 5.10.1.5 maintenance of client records;

- 5.10.1.6 client relationship management and support;
- 5.10.1.7 general administration, financial and tax purposes;
- 5.10.1.8 compliance with legal and regulatory requirements;
- 5.10.1.9 fraud and crime prevention and detection;
- 5.10.1.10 to hold and administer securities;
- 5.10.1.11 recruitment;
- 5.10.1.12 employee management and support; and
- 5.10.1.13 market research, customer satisfaction surveys and statistical analysis.

5.11. Categories of data subjects

5.11.1 The categories of data subjects are not exhaustive but are meant to give a broad indication of the data subjects:

- 5.11.1.1 TIA clients (business partners), potential clients;
- 5.11.1.2 TIA current and former employees and their families (children, spouses, parents);
- 5.11.1.3 TIA suppliers, service providers, and professional consultants;
- 5.11.1.4 TIA Board members and nominee directors;
- 5.11.1.5 Investee companies including their shareholders, employees, suppliers and service providers;
- 5.11.1.6 Banking institutions;
- 5.11.1.7 unsuccessful applicants for funding and employment as well as bidders; and
- 5.11.1.8 visitors to TIA premises.

5.12. Categories of recipients with whom personal information is shared

5.12.1 TIA sometimes shares personal information it processes with the individual themselves and with other third parties. Where necessary or required TIA may share information with:

- 5.12.1.1 registered financial services providers;
- 5.12.1.2 other development fund institutions;
- 5.12.1.3 personal information verification and credit reference agencies;
- 5.12.1.4 regulatory and reporting authorities, government institutions;
- 5.12.1.5 professional advisors and consultants;
- 5.12.1.6 suppliers and service providers;
- 5.12.1.7 current, past and prospective employers;
- 5.12.1.8 survey and research organisations; and
- 5.12.1.9 police forces and courts.

5.13. Trans-Border flows of personal information

5.13.1 TIA may from time to time, in the execution of its mandate, need to transfer personal information of data subjects with third parties in other countries. TIA shall

ensure that it complies with POPIA in the dissemination of such information. Such transfer will only be done if one of the following requirements are met:

- 5.13.1.1 the foreign recipients of personal information are subject a law, binding corporate rule, or a binding agreement which contains provisions substantially similar to POPIA in relation to the processing and transfer of personal information;
- 5.13.1.2 the data subject consents to the transfer; or
- 5.13.1.3 The transfer is necessary for the performance of a contract between the data subject and the responsible party; or
- 5.13.1.4 The transfer is necessary for the performance of a contract concluded in the interest of the data subject between the responsible party and the third party; or
- 5.13.1.5 The transfer is for the benefit of the data subject and it is not practical to obtain the consent of the data subject.

5.14. Information security measures to protect personal information

- 5.14.1 It is a requirement of POPIA to adequately protect the personal information held by the responsible party to avoid unauthorised access and use of your personal information. All personal information processed by TIA is managed in terms of the TIA's Information Security Management Policy.
- 5.14.2 Security controls and processes shall be reviewed regularly to ensure that personal information is secure.
- 5.14.3 The following procedures are in place to protect personal information:
 - 5.14.3.1 The TIA information officer is responsible for the compliance with the conditions of the lawful processing of personal information and other provisions of POPIA;
 - 5.14.3.2 TIA's processes shall be updated to ensure that consent is received from data subjects for the collection, processing, distribution and storage of their information as required POPIA;
 - 5.14.3.3 data subjects shall be advised of their rights during the information collection stage;
 - 5.14.3.4 access to information and systems containing personal information shall be limited to authorised users in line with their roles and responsibilities;
 - 5.14.3.5 requests for access to information and requests for information received from outside TIA shall be managed in line with this manual;
 - 5.14.3.6 when using third parties to process personal information, the said third parties shall be required to sign a service level agreement guaranteeing their commitment to the Protection of personal information; and
 - 5.14.3.7 training and awareness on the TIA Policies and POPIA to ensure compliance.

5.15. Objective to the processing of personal information

- 5.15.1 A data subject who wishes to object to the processing of personal information must submit the objection to the responsible party on Form 1.

5.15.2 The responsible party, or a designated person, must render such reasonable assistance as is necessary, free of charge, to enable the data subject to make an objection on Form 1.

5.16. Correction/Deletion of personal information

5.16.1 A data subject who 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 responsible party on Form 2.

5.16.2 The responsible party, or a designated person, must render the necessary assistance to enable a data subject to complete Form 2 free of charge.

5.17. Remedies

5.17.1 Any requester dissatisfied with any decision taken by TIA in respect of a request for access to a record can either lodge an internal appeal to the relevant authority, or approach the Information Regulator, or apply to a court with appropriate jurisdiction for relief. An internal appeal must be lodged on the prescribed form, Form B.

5.18. Availability of the manual

5.18.1 The Manual is published on the TIA website and will be made available:

5.18.1.1 on TIA's website;

5.18.1.2 at the TIA's head office for public inspection during normal business hours;

5.18.1.3 to any person upon request and upon the payment of a reasonable amount; and

5.18.1.4 to the Information Regulator upon request.

5.19. Prescribed fees

5.19.1 The prescribed fee for requesting and accessing information must be paid by the requester before the TIA contact persons can make any records requested available to the requestor.

5.19.2 The request fee payable by every requester, other than a personal requester, is R35.00. The fee for a copy of the manual is R0.60 for every photocopy of an A4 size page or part thereof. For any request that would require more than six hours to access or prepare for disclosure, one third of the prescribed access fee shall be payable as a deposit by the requester.

5.20. Reproduction fees

Description	Fee
a) For every photocopy of an A4-size page or part thereof	R0.60
b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.40
c) For a copy in a computer-readable form on – (i) Compact disc	R40.00
d) Visual images (i) Compact disc for a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	R22.00 R60.00
e) Audio (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio	R12.00 R17.00

5.21. Access fees

Description	Fee
a) For every photocopy of an A4-size page or part thereto	R0.60
b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.40
c) For a copy in a computer-readable form on – (i) Compact disc	R40.00

d) Visual images (i) For a transcription of visual images, for an A4-size page or part thereof (ii) or a copy of visual images	R22.00 R60.00
e) Audio (i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio	R12.00 R17.00

ANNEXURES

1. **Annexure A = Form A**
2. **Annexure B = Form B**
3. **Annexure C = Form 1**
4. **Annexure D = Form 2**



ANNEXURE 1: FORM A

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY
IN TERMS OF SECTION 18 (1) OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)**

[Regulation 6]

FOR OFFICE USE	
	Reference number.....
Request received by
Deposit (if any):	R
Access fee:	R

	SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Particulars of the public body

The Information Officer/Deputy Information Officer:

.....

.....

.....

.....



B. Particulars of the 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 surnames:

Identity number:

Postal address:

.....

Fax number

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

.....

C. Particulars of the person on whose behalf request is made

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

Full names and surname:

Identity number:



D. Particulars of record

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.

- 1. Description of records or relevant part of the record:
-
- 2. Reference number, if available:
- 3. Any further particulars of record:
-
-
-

E. Fees

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

Reasons for exemption from payment of fees:

.....

.....

F. Form of access to the record

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

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

Mark the appropriate box with an **X**
NOTES:

(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case, you will be informed if access will be granted in another form.

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:

Copy of record*	Inspection of record
-----------------	----------------------

2. If records consist of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):

View the images	Copy of the images*	Transcription of the images*
-----------------	---------------------	------------------------------

3. If record consists of recorded words or information that 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*	
-------------------------	--	--

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

Postage is payable

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.

In which language would you prefer the record?



G. Notice of decision regarding the 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 to enable compliance with your request.

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

.....

Signed at.....this..... day of20.....

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

ANNEXURE 2: FORM B

**NOTICE OF INTERNAL APPEAL IN TERMS OF SECTION 75
OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)
[Regulation 8]**

STATE YOUR REFERENCE NUMBER:

NOTE: A person who lodges an internal appeal may have to pay an appeal fee.

If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

A. Particulars of the public body

The Information Officer/Deputy Information Officer

.....

.....

B Particulars of requester/third party who lodges the internal appeal

(a) The particulars of the person who lodged the internal appeal must be given below.
(b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
(c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full name and surnames

Identity number:

Postal address:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

.....

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

.....

Identity number:

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of PAIA
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of PAIA
	Decision in terms of section 29 (3) of PAIA to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

.....



State any other information that may be relevant in considering the appeal:

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

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary to enable compliance with your request.

State the manner:

Particulars of manner:

.....
.....

Signed at.....this..... day of20.....

.....

SIGNATURE OF APPELLANT

ANNEXURE 3: FORM 1

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION
IN TERMS OF SECTION 11(3) OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

Regulation 2]

Note:

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

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

ANNEXURE 4: FORM2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4
OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]**

Note:

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

Mark the appropriate box with an "x".

Request for:

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

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

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

