

25 APRIL 2024

INSTITUTE OF COMMERCIAL FORENSIC PRACTITIONERS

REGISTRATION NUMBER: 2010/022677/08

PRIVACY POLICY

AND

POPIA MANUAL



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1. INTRODUCTION

- 1.1 The Institute of Commercial Forensic Practitioners ("ICFP") (Registration number: 2010/022677/08) is a self-regulatory body mandated by its members to Cohere, Co-ordinate and Regulate the commercial forensic profession in South Africa established to achieve the following objectives:
 - 1.1.1 regulate the commercial forensic profession in South Africa by providing a regulatory framework and a code of conduct for forensic practitioners;
 - 1.1.2 deliver competent entry-level members with relevant skills to the forensic industry;
 - 1.1.3 provide services to assist members to maintain and enhance their professional competence, thereby enabling them to create value for their clients and employers;
 - 1.1.4 fulfill a leadership role regarding relevant business related issues and provide public commentary on matters impacting the commercial forensic industry;
 - 1.1.5 develop a brand for the profession and its members that is trusted and recognised by all stakeholders.
- 1.2 As part of its operations, the ICFP holds certain records (information and documents), including personal information. The Promotion of Access to Information Act No 2 of 2000 ("PAIA") and the Protection of Personal Information Act No 4 of 2013 ("POPI") provide for certain records and/or information to be accessed where certain circumstances are met and in accordance with certain procedures and at prescribed fees, giving effect to the right of access to information in terms of the Constitution of the Republic of South Africa.
- 1.3 This Privacy Policy and PAIA and POPI Manual ("**the Manual**") (which includes all annexures and amendments thereto as made available by the ICFP from time to time) has been prepared in accordance with section 51 of PAIA as read with POPI. It provides an overview of the records (information and documents) held by the ICFP and details of how such records may be accessed, including in relation to giving effect to the rights granted under POPI terms of which a data subject may access its personal information, object to processing and request the correction of any of its personal information held by the ICFP.
- 1.4 The ICFP may amend this manual from time to time. It is available and accessible at <https://www.icfp.co.za/> or on request to the ICFP's designated Information Officer.
- 1.5 The ICFP has appointed an Information Officer in accordance with POPI. In addition to its obligations prescribed under POPI, the designated Information Officer is also responsible for assessing any requests to the ICFP for access to information in terms of PAIA, as well as to oversee any other obligations which the ICFP may have under PAIA. The Information Officer may appoint Deputy Information Officers to assist it in the fulfilment of its obligations.



2.

ICFP DETAILS

(Information to be provided in terms of section 51(1)(a) of PAIA)

Name	The Institute of Commercial Forensic Practitioners
Physical address	9 Baobab Nook Zwartkop Centurion 0157
Postal address	As above
Information Officer	Mr Christiaan de Beer 082 902 4667 / 012 110 4604 chrisdebeer@icfp.co.za

3.

GUIDE ON HOW TO USE POPIA

- 3.1 The Information Regulator has issued a guide on how to use the Act (as prescribed by section 10 of PAIA) and is available on the following link to their website (https://infoeregulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf). This Manual complies with the requirements of the guide (defined below) and recognises that the Information Regulator established under POPIA will be responsible for regulating compliance with POPIA and their regulations.
- 3.2 See contact details below:

POPIA
Information Regulator Physical address: JD House 27 Stiemens Street Braamfontein, Johannesburg

2001

Postal address:

P.O Box 31533

Braamfontein

Johannesburg

2017

Email:

Complaints:

POPIA: POPIAComplaints@inforegulator.org.za

General enquiries:

enquiries@inforegulator.org.za

4. **RECORDS HELD BY THE ICFP**

4.1 **Records which are freely available (section 51(1)(b)(ii) of PAIA)**

4.1.1 The following records are automatically available to the general public and need not be requested in accordance with the procedure outlined in this Manual:

- (a) brochures; and
- (b) information available on the ICFP's website.

4.2 **Records held by the ICFP in terms of other legislation (section 51(1)(b)(iii) of PAIA)**

4.2.1 The ICFP may retain a number of records in accordance with legislation which applies to it, including but not limited to:

- (a) Basic Conditions of Employment Act, No 75 of 1997;
- (b) Companies Act, No 71 of 2008;
- (c) Compensation for Occupational Injuries and Diseases Act, No 130 of 1993;
- (d) Copyright Act, No 98 of 1978;
- (e) Electronic Communications and Transactions Act, No 25 of 2002;

- (f) Employment Equity Act, No 55 of 1998;
- (g) Income Tax Act, No 58 of 1962;
- (h) Labour Relations Act, No 66 of 1995;
- (i) National Credit Act, No 34 of 2005;
- (j) Occupational Health and Safety Act, No 85 of 1993;
- (k) Protection of Personal Information Act, No 4 of 2013;
- (l) Regulation of Interception of Communications and Provision of Communication-Related Information Act, No 70 of 2002;
- (m) Skills Development Act, No 97 of 1998;
- (n) Skills Development Levies Act, No 9 of 1999;
- (o) Unemployment Insurance Act, No 63 of 2001;
- (p) B-BBEE Act, No 53 of 2003; and
- (q) Value Added Tax Act, No 89 of 1991.

4.2.2 Where any information contained in any records retained by the ICFP in terms of the above legislation is of a public nature, such records may be available for inspection at 9 Baobab Nook, Zwartkop, Centurion, 0157 without a person having to request access thereto in terms of PAIA.

4.3 **Records held by the ICFP (section 51(1)(b)(iv) of PAIA)**

The records held by the ICFP include, but are not necessarily limited to:

4.3.1 Human resources

- (a) Employee information including personal information, employment history and health records that the ICFP may hold from time to time;
- (b) Disciplinary records;
- (c) Employment equity plan;

- (d) Training and development information;
- (e) General files containing information on employee benefits and employee recruitment and selection information;
- (f) List of employees;
- (g) Employment contracts;
- (h) Tax records;
- (i) Training records;
- (j) Payroll; and
- (k) Applicable internal policies and procedures.

4.3.2 Property

- (a) Lease agreements;
- (b) Insurance records; and
- (c) Asset register.

4.3.3 Operations

- (a) Function records and related costings;
- (b) List of suppliers; and
- (c) Supplier agreements.

4.3.4 Information technology

- (a) Licence agreements;
- (b) Records relating to systems;
- (c) Domain information;
- (d) Usage statistics;
- (e) Equipment details; and



- (f) Costings of hardware and software.

4.3.5 Company information

- (a) ICFP secretarial records; and
- (b) Incorporation/Constitutional documents.

4.3.6 Finance/Accounts department

- (a) Accounting records;
- (b) Annual financial statements;
- (c) Tax returns;
- (d) Creditors and debtors;
- (e) Invoices;
- (f) Salary information;
- (g) Banking records;
- (h) Bank account details;
- (i) Fixed assets register;
- (j) Audit reports; and

4.3.7 Marketing department

- (a) ICFP marketing and communications information;
- (b) Documents relating to public relations events; and
- (c) ICFP media releases.

5. **PROCESS OF REQUESTS FOR INFORMATION**

- 5.1 Any requests for access to records of the ICFP are subject to PAIA and, in respect of personal information, POPIA.

- 5.2 In terms of PAIA, a request for access is to be made on the prescribed form accessible at <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf> with a copy being set out in **Annexure A** to this Manual. The request is to be made to the Information Officer addressed to the contact details set out in paragraph 3.2 above (section 53(1) of PAIA).
- 5.3 The Requester must provide sufficient detail on the form to enable the Information Officer to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address, fax number in the Republic or email address. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester and state the necessary particulars to be so informed (section 53(2)(a) and (b) and (c) and (e) of PAIA).
- 5.4 The Requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right (section 53(2)(d) of PAIA).
- 5.5 In circumstances where the request for access is being made on behalf of another person, the Requester is obliged to prove the capacity in which the request is being made, with any submissions in support thereof being subject to the satisfaction of the ICFP (section 53(2)(f) of PAIA). Section 71 of PAIA makes provision for a request for information or records about a third party. In considering such a request, the ICFP will adhere to the provisions of sections 71 to 74 of PAIA. The Requester is to note the provisions of Chapter 5 of Part 3 of PAIA in terms of which the ICFP is obliged, in certain circumstances, to advise third parties of requests lodged in respect of information applicable to or concerning such third parties. In addition, the provisions of Chapter 2 of Part 4 of PAIA entitle third parties to dispute the decisions of the ICFP by referring the matter to the High Court.
- 5.6 The Information Officer will decide whether or not to grant the request as soon as is reasonably possible (but in any event within thirty days of the request having been submitted) and notify the requester accordingly.
- 5.7 The Information Officer may decide to extend the period of 30 days for another period of not more than 30 days if:
- 5.7.1 the request is for a large number of records;
 - 5.7.2 the search for the records is to be conducted at premises not situated in the same town or city as the head office of the ICFP;



5.7.3 consultation among divisions or departments; as the case may be, of the ICFP is required;

5.7.4 the requester consents to such an extension in writing; or

5.7.5 the parties agree in any other manner to such an extension.

Should the ICFP require an extension of time, the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.

5.8 If the Information Officer fails to respond (or extend the period within which to respond) within 30 days after a request has been received, it will, in terms of PAIA, be deemed to have refused the request (section 58 read together with section 56(1) of PAIA).

5.9 Where access is granted:

5.9.1 the Information Officer will advise the requester of:

- (a) the access fee to be paid for the information (in accordance with paragraph 6 of this Manual below) prior to the ICFP being able to process the request and grant the access (section 54(1) of PAIA);
- (b) the format in which access will be given;
- (c) the fact that the requester may lodge a complaint to the Information Regulator or an application with a court of competent jurisdiction against the access fee to be paid or the form of access granted, and the procedure, including the period allowed, for lodging a complaint to the Information Regulator or the application (section 56(2) of PAIA); and

5.9.2 access to the record requested will be given as soon as reasonably possible.

5.10 The following access and reproduction fees apply:

5.10.1 the request fee payable by a requester, other than a personal requester (being a requester who seeks access to a record containing personal information about that requester) is R50,00. The requester may lodge a complaint to the Information Regulator or an application with a court against the tender or payment of the request fee (section 54(3)(b) of PAIA); and

5.10.2 where the Information Officer is of the opinion that the number of hours required to search, reproduce and/or prepare the information requested will exceed 6 hours, it may require that a deposit be paid, calculated in accordance with PAIA. The requester may lodge a complaint to the Information Regulator or an application with a court against the tender or payment of the deposit (section 54(3)(b));

5.10.3 Access and Reproduction fees respectively:

For every photocopy of an A4 size page or part thereof	R1,10
For every printed copy of an A4 size page or part thereof	R0,75
For a copy of a compact disc	R40.00 (if provided by requestor) R60.00 (if provided to the requestor)
For a transcript of visual images for an A4 size page or part thereof	Service to be outsourced. Dependent on the quotation received from the service provider.
For a copy of visual images	Service to be outsourced. Dependent on the quotation received from the service provider.
For a transcript of an audio record, for an A4 size page or part thereof	R24,00
For a copy of an audio record	R40.00 (flash drive to be provided by requestor) R40.00 (compact disc provided by requestor) R60.00 (compact disc provided to the requestor)

5.11 If the request for access is refused, the Information Officer shall advise the Requester in writing of the refusal, including adequate reasons for the refusal and that the Requester may lodge a complaint to the Information Regulator or an application with a court against the refusal of the



request, and the procedure (including the period) for lodging a complaint to the Information Regulator or the application (section 56(3) of PAIA).

5.12 Upon the refusal by the Information Officer, any deposit paid by the requester will be refunded.

5.13 The requester may lodge an appeal with a court of competent jurisdiction against any process set out in this paragraph 5.

6. RECORDS NOT FOUND

6.1 If a record cannot be found or if the records do not exist, the Information Officer shall notify the requester (providing full details of steps taken to find the record or determine its existence) that it is not possible to give access to the requested record.

6.2 If the record in question should later be found, the requester shall be given access to the record unless access is refused by the ICFP on inter alia the grounds listed in paragraph 7.

7. REFUSAL OF ACCESS

7.1 The ICFP may refuse to grant access on certain grounds, including the following (Chapter 4 of the PAIA):

7.1.1 that the record constitutes privileged information for the purposes of legal proceedings or is subject to professional privilege;

7.1.2 to protect the commercial information or the confidential information of a third party or the ICFP;

7.1.3 that it is necessary to protect the safety of individuals or property;

7.1.4 that it is necessary to protect the research information of a third party or the ICFP;
or

7.1.5 that granting access would result in the unreasonable disclosure of personal information about a third party.

8. PROTECTION OF PERSONAL INFORMATION

8.1 Introduction

- 8.1.1 Chapter 3 of POPIA provides for the minimum conditions for lawful "processing" of "personal information" by a "responsible party" (as such terms are defined under POPIA). These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 8.1.2 The ICFP requires personal information relating to both natural and legal persons in order to carry out its business and organisational functions. The manner in which this information is processed and the purpose for which it is processed is determined by the ICFP. Accordingly, the ICFP is a responsible party for the purposes of POPIA and will ensure that the personal information of a "data subject" (as defined in POPIA), amongst other things as prescribed by POPIA:
- (a) is processed lawfully, fairly and transparently. This includes the provision of appropriate information to data subjects when their data is collected by the ICFP, in the form of privacy or data collection notices. The ICFP must also have a legal basis (for example, but not limited to, consent) to process personal information;
 - (b) is processed only for the purposes for which it was collected;
 - (c) will not be processed for a secondary purpose unless that processing is compatible with the original purpose;
 - (d) is adequate, relevant and not excessive for the purposes for which it was collected;
 - (e) is accurate and kept up to date;
 - (f) will not be kept for longer than necessary;
 - (g) is processed in accordance with integrity and confidentiality principles – this includes physical and organisational measures to ensure that personal information, in both physical and electronic form, is subject to an appropriate level of security when stored, used and communicated by the ICFP, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage; and
 - (h) is processed in accordance with the rights of data subjects, where applicable.



8.2

Data Subject's Rights

8.2.1 Data Subjects have the right to:

- (i) be notified that their personal information is being collected by the ICFP. The data subject also has the right to be notified in the event of a data breach;
- (ii) know whether the ICFP holds personal information about them and to access that information. Any request for information must be handled in accordance with the provisions of the POPIA Manual;
- (iii) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
- (iv) object to the ICFP's use of their personal information and request the deletion of such personal information (deletion would be subject to the ICFP's record keeping requirements);
- (v) object to the processing of personal information for purposes of direct marketing by means of unsolicited electronic communications; and
- (vi) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

8.3

Purpose of the Processing of Personal Information by the ICFP

As noted above, personal information held by the ICFP can only be processed for a specific purpose. The purpose for which the ICFP processes or will process personal information is set out in section A of **Annexure B** to this Manual, provided however that this is not an exhaustive list.

8.4

Categories of Data Subjects and Personal Information relating thereto

In terms of section 1 of POPIA, a data subject may either be a natural or a juristic person. The various categories of Data Subjects that the ICFP processes personal information in respect of



and the types of personal information relating thereto includes, but is not limited to those detailed in section B of **Annexure B** to this Manual.

8.5 **Sharing of Personal Information**

The ICFP may share a data subject's Personal Information in accordance with section C of **Annexure B** to this Manual.

8.6 **Cross-border flows of Personal Information**

8.6.1 Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if the:

- (a) 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 for Lawful Processing as contained in POPIA;
- (b) data subjects' consent to the transfer of their personal information; or
- (c) transfer is necessary for the performance of a contractual obligation between the data subject and the responsible party;
- (d) transfer is necessary for the performance of a contractual obligation between the responsible party and a third party, in the interests of the data subject;
- (e) the transfer is for the benefit of the data subject, and it is not reasonably practicable to obtain the consent of the data subject, and if it were, the data subject, would in all likelihood provide such consent.

8.6.2 Planned cross-border transfers of personal information and the justifications therefore includes, but is not limited to those detailed in section D of **Annexure B** to this Manual.

8.7 **Description of Information Security Measures to be Implemented by the ICFP**

Section E of **Annexure B** to this Manual sets out the types of security measures to be implemented by the ICFP in order to ensure that personal information is respected and protected. This is not an exhaustive list and is subject to change. A preliminary assessment of the suitability of the information security measures implemented or to be implemented by the ICFP may be conducted in order to ensure that the personal information that is processed by



the ICFP is safeguarded and processed in accordance with the Conditions for Lawful Processing under POPIA.

8.8 **Objection to the Processing of Personal Information by a Data Subject**

Section 11(3) of POPIA and regulation 2 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 to this manual as **Annexure C** subject to exceptions contained in POPIA.

8.9 **Request for Correction or Deletion of Personal Information**

Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a data subject may request for their personal information to be corrected/deleted in the prescribed form attached as **Annexure D**.

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made (<i>when made on behalf of another person</i>)			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile:
	Cellular:		
Full names of person on whose behalf request is made (<i>if applicable</i>):			
Identity Number			
Postal Address			
Street Address			
E-mail Address			

Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>				
Description of record or relevant part of the record:				
Reference number, if available				
Any further particulars of record				
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>				
Record is in written or printed form				
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)				
Record consists of recorded words or information which can be reproduced in sound				
Record is held on a computer or in an electronic, or machine-readable form				
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>				
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)				

Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive(<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information (<i>including soundtracks if possible</i>)	
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 <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES

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

You will be notified in writing whether your request has been approved or denied and if approved the 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 whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

A: Purpose of Processing:

The purposes for which the ICFP processes personal information includes but is not limited to:

- (a) communication with those individuals who join the ICFP;
- (b) employee administration;
- (c) transacting with our suppliers and third-party service providers;
- (d) maintaining records;
- (e) recruitment;
- (f) general administration;
- (g) financial requirements;
- (h) compliance with legal and regulatory requirements; and
- (i) facilities management.

B: Categories of Data Subject's and Associated Personal Information

Data Subject	Personal Information processed
Employees	ID number, contact details, physical and postal address, date of birth, age, marital status, race, employment history, criminal/background checks, fingerprints, CVs, education history, banking details, income tax reference number, details related to employee performance, disciplinary procedures, employee disability information, employee contracts, employee performance records, payroll records, electronic access records, physical access records, health and safety records, training records, employment history, time and attendance records
Donors(Strategic Partners)	Natural persons: Name, Surname, ID number, contact details, physical and postal address Legal persons: Entity name, registration number, VAT number, contact details for representative persons
Suppliers and service providers	Entity name, registration number, income tax number, tax information, contact details for representative persons, B-BBEE certificates, invoices, agreements
Members of voluntary association	Name, surname, ID numbers, other information as required for reporting purposes



Website visitors	Name, email address, company name, job title and telephone number
Visitors	Physical access records, electronic access records and CCTV records

C: Sharing of Personal Information

The ICFP may share personal information with:

- (a) service providers who perform services on behalf of the ICFP; and
- (b) third-party suppliers.

D: Cross-border Transfers of Personal Information

The ICFP may from time to time need to transfer personal information to service providers and/or other third parties located in a country outside of South Africa, including for the purposes of transacting with certain stakeholders/service providers and/or for the ICFP administration purposes (including employee administration).

Where personal information is transferred outside of South Africa, the ICFP will take steps to ensure that such transfer is subject to laws, binding the border's corporate rules or binding agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information in terms of POPIA.

E: Information Security Measures

The ICFP implements and maintains reasonable technical and organisational measures to protect personal information, including by way of the implementation of policies, procedures and controls aimed at preventing any unauthorised access to, loss or destruction of personal information. The ICFP has a wide range of security measures designed to mitigate data security breaches, accidental loss or destruction of, or damage to, personal information.

The ICFP has and will continue to take steps to ensure that third party providers who process personal information on behalf of the ICFP apply appropriate safeguards in compliance with POPIA.

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, 2017

[Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must 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.*

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party(if the responsible party is a natural):		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
Name of public or private body(if the responsible party is not a natural person):		



Business address:		
		Code ()
Contact number(s):		
Fax number:		
E-mail address:		
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>	

Signed at this day of 20.....

.....
Signature of data subject (applicant)

FORM 2

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

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 3(2)]

Note:

1. Affidavits or other documentary evidence in support of the request must 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.

Reference Number....

Mark the appropriate box with an "x".

Request for:

☐

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

☐

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

A	DETAILS OF THE DATA SUBJECT	
Surname:		
Full names:		
Identity number:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party(if the responsible party is a natural person):		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		

[illegible]

* *Delete whichever is not applicable*

Signed at this day of 20.....

.....
Signature of Data Subject