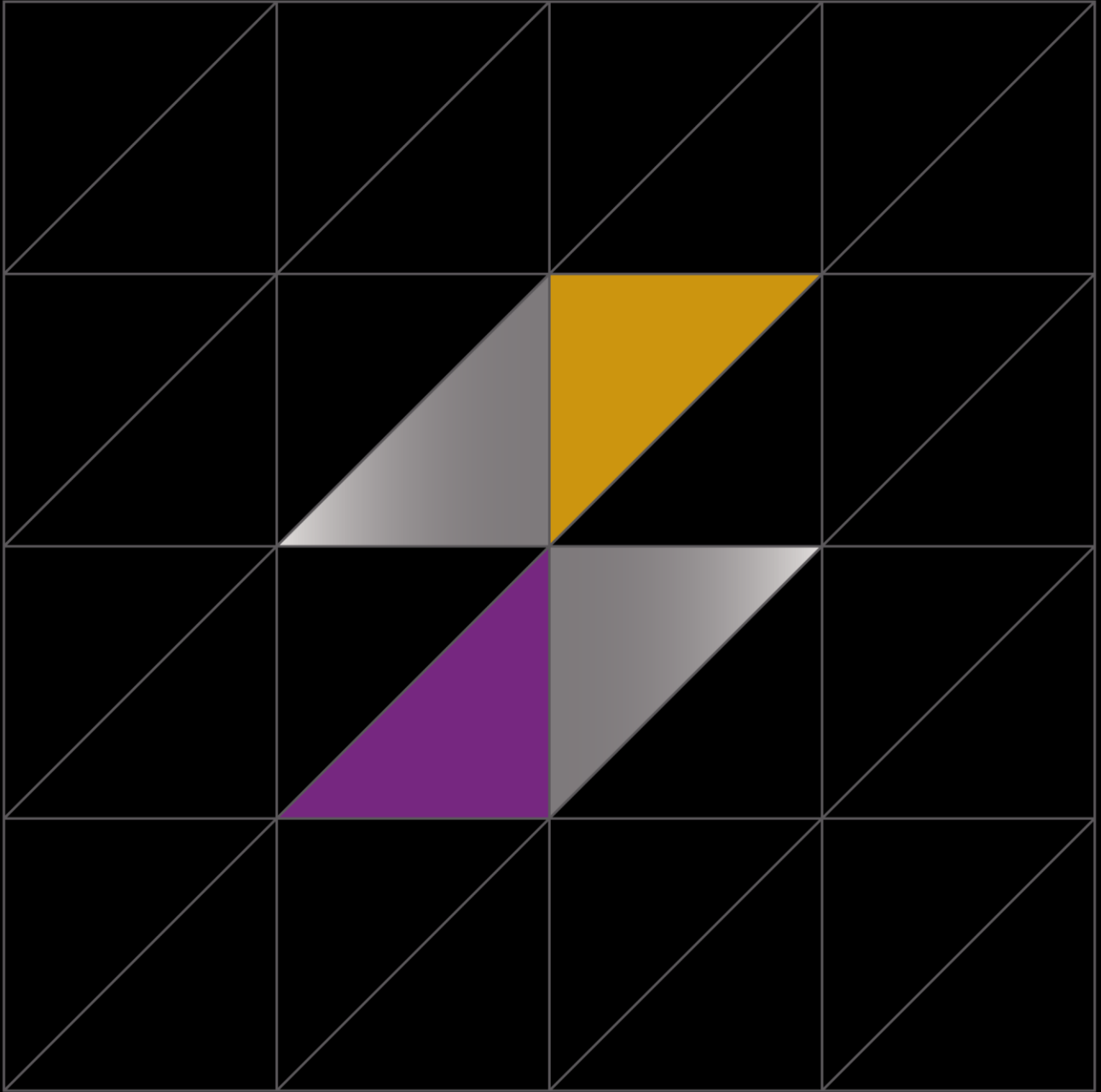


TRUSTLINK PAIA MANUAL



trustlink
POWERED BY STRATE

1. INTRODUCTION

- 1.1. The Promotion of Access to Information Act 2 of 2000, ("PAIA") gives effect to section 32 of the Constitution, which provides that everyone has the right to access information held by Trustlink, as well as information held by another person (or private body) when such privately-held information is required for the exercise and protection of rights.
- 1.2. More broadly, PAIA aims to underline the importance of access to information by fostering a culture of transparency and accountability. PAIA does this by requiring public and private bodies to create both a manual describing the type of records they hold, and procedures for others to access that information.
- 1.3. This Promotion of Access to Information Manual ("the Manual") has been compiled in accordance with section 51 of PAIA. The aim of this Manual is to facilitate the requests for access to records from Trustlink as contemplated under PAIA, as amended by the Protection of Personal Information Act, 2013 ("POPIA"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA. POPIA further provides for the issuing of codes of conduct and provides for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.4. This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

2. FUNCTIONS OF TRUSTLINK

- 2.1. Trustlink provides specialised solutions and expert services combining its rich experience with the technologies of software providers including SWIFT, IBM, GBG, Vidual, Axway, Fircosoft and eVision. As a South African company operating in Africa for over 20 years, Trustlink has a sound appreciation for the needs and challenges of its customers. Trustlink offers its solutions on a subscription – Software as a Service (SAAS) – or on an ownership and on-premises installation basis. The subscription services is enabled through certified hosted service infrastructure and provides significant cost-efficiencies that result from economies of scale. Trustlink's engineers are trained, and where applicable, certified by Trustlink partners in order to undertake the installation and customisation of its solutions. This means they have

the skills that can be deployed to international specifications (ISO 27001) and meet rigorous compliance requirements.

- 2.2. Trustlink is a wholly owned subsidiary of Strate (Pty) Ltd, South Africa's principal CSD serving multiple stock exchanges in South Africa as well as their respective issuer clients and the Namibian Stock Exchange. Trustlink also facilitates corporate action (such as dividends) payments as well as other services in terms of South African legislation.
- 2.3. In addition, value-adding services are available such as training, maintenance and support to its clients, as well as compliance services to ensure that banks and corporates comply with regulations governing payments and fund transfers.
- 2.4. Trustlink's PAIA manual serves the purpose of complying with legislative requirements and to foster a culture of transparency and accountability and ensure that members of the public have effective access to information in Trustlink's possession to assist them in the exercise and protection of their rights.

3. TRUSTLINK'S STRUCTURE

- 3.1. Trustlink is a wholly owned subsidiary of Strate (Pty) Ltd.

4. CONTACT DETAILS

4.1. General Information

Name of Company: Trustlink (Pty) Ltd

Postal Address: PO BOX 78608, Sandton, 2146

Physical Address: The Marc, Tower 1, 5th Floor, 129 Rivonia Road, Sandown, Sandton, 2146

Telephone Number: + 27 11 759 5300

4.2. Contact Details

	Information Officer	Deputy Information Officer	Deputy Information Officer
Name:	Andre Niemand	Sanchia Goosen	
E-mail:	andreniemand@strate.co.za	sanchiag@strate.co.za	
Telephone:	+27 11 759 5300	+27 11 759 5300	

5. INFORMATION REGULATOR’S GUIDE

- 5.1. The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA (“Guide”), 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.
- 5.2. The Guide is available in each of the official languages.
- 5.3. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-
 - 5.3.1. upon request to the Information Officer;
 - 5.3.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

6. ACCESS TO THE RECORDS HELD BY TRUSTLINK (SECTION 51(1))

- 6.1. Automatic Disclosure
 - 6.1.1. No notice has been published in terms of section 15 of PAIA. However, all the documents or information available on Trustlink’s website (www.trustlink.co.za) can be accessed without request. This information may from time to time be updated and currently includes the following:
 - 6.1.1.1. Trustlink’s Products and Services.
 - 6.1.1.2. Corporate Profile.
 - 6.1.1.3. Capability Statements.
 - 6.1.1.4. Location of Offices and Contact Details.
 - 6.1.1.5. This Manual

6.2. Records held by the company

This section of the Manual sets out the categories and descriptions of records held by Trustlink. The inclusion of any category of records should not be taken to mean that records falling within that category will be made available under PAIA.

CATEGORIES OF RECORDS	DESCRIPTION OF RECORD
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<p>Financial Records</p>	<ul style="list-style-type: none"> • Annual financial statements • Accounting records • Banking records • Invoices in respect of Trustlink’s debtors and creditors • Salary information, register and records • Bank facilities and account information • Procurement records • Income tax records, taxation returns and assessments • VAT records and documentation • Allotment sheets and return allotment sheets • Costings of hardware and software
<p>Company Records</p>	<p>Documents of incorporation</p> <ul style="list-style-type: none"> • Internal and external audit reports • Risk assessments • List of employees • Contracts of employment with employees • Internal policies and procedures • Contracts and agreements • Memoranda of understanding • Documents pertaining to legal processes
<p>Personnel</p>	<p>Personnel records of each employee</p> <ul style="list-style-type: none"> • Training and development information

	<ul style="list-style-type: none"> • Recruitment and selection records • Payroll records • Pension fund records • Statutory records • Compensation or redundancy payments • Records relating to conditions of employment • Employment Equity Plan • Employee tax information
Trustlink's Clients	<p>Records generated by, or within Trustlink relating to its clients, including transactional records</p> <ul style="list-style-type: none"> • Records provided to Trustlink by clients • Correspondence with clients and third parties • Client's instructions
Project	<p>Project briefs, mandates, minutes, presentations, reports, proposals, schedules, business cases</p> <ul style="list-style-type: none"> • Proof of concepts • Product records
Intellectual Property	<p>Intellectual property information and certificates</p> <ul style="list-style-type: none"> • Trademarks, copyrights, and designs • Software licences
Immovable and Movable Property	<p>Agreements for the lease of immovable property by Trustlink</p> <ul style="list-style-type: none"> • Agreements for the lease or sale of movable property by Trustlink.

	<ul style="list-style-type: none"> Records regarding insurance in respect of movable and immovable property
Information Technology	<p>Licensing agreements</p> <ul style="list-style-type: none"> Business requirement specifications Systems analysis documentation Systems design documentation Systems procedures manuals Disaster recovery plans Change control documents Release documents Systems interface specifications Systems and application access Records regarding computer systems
Miscellaneous	<p>Databases</p> <ul style="list-style-type: none"> Records on the intranet Audio records, including audio records of meetings and telephone conversations Internal correspondence External correspondence Records related to correspondence with regulators

6.3. Records held in terms of legislation

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

- *Basic Conditions of Employment Act 75 of 1997*
- *Broad Based Black Economic Empowerment Act 53 of 2003*
- *Companies Act 61 of 1973*

- *Compensation for Occupational Injuries and Diseases Act No 130 of 2005*
- *Constitution of South Africa Act 108 of 1996*
- *Consumer Protection Act 68 of 2008*
- *Copyright Act 98 of 1978*
- *Credit Agreements Act 75 1980*
- *Currency and Exchanges Act 9 of 1933*
- *Debt Collectors Act 114 of 1998*
- *Electronic Communications and Transactions Act 25 of 2002*
- *Employment Equity Act 55 of 1998*
- *Finance Act 35 of 2000*
- *Income Tax Act 95 of 1967*
- *Labour Relations Act 66 of 1995*
- *National Credit Act 34 of 2005*
- *National Environmental Management Act No 107 of 1998*
- *Occupational Health & Safety Act 85 of 1993*
- *Pension Funds Act 24 of 1956*
- *Promotion of Access of Information Act 2 of 2000*
- *Skills Development Levies Act 9 of 1999*
- *Skills Development Act 97 of 1998*
- *Tax on Retirement Funds Act 38 of 1996*
- *Unemployment Contributions Act 4 of 2002*
- *Unemployment Insurance Act 63 of 2001*
- *Value Added Tax Act 81 of 1991*

7. THE REQUEST PROCEDURES

7.1. Form of Request

PAIA

- 7.1.1. Records, whether specifically listed in this Manual or not, will only be made available subject to the provisions of PAIA.
- 7.1.2. Any person or entity requesting access to a record that is under the control of Trustlink must use the prescribed form to make the request for access to a record. A copy of the form is attached and marked Appendix “A” (“the prescribed form”).
- 7.1.3. The request must be made in person or by e-mail, or post to the Deputy Information Officer listed in paragraph 4 of this Manual. If an acknowledgement

of receipt for the request is not received within 14 days, please contact the Deputy Information Officer to ensure that the request has been received.

- 7.1.4. If any difficulties are experienced in completing the request form or if a disability prevents the requester from completing it, please do not hesitate to contact the Deputy Information Officer for assistance.
- 7.1.5. The same procedure as set out in 7.1.2 to 7.1.4 applies if the requester is requesting information on behalf of another person or on behalf of a permanent employee of the company.

POPIA

- 7.1.6. POPIA provides that a data subject may, upon proof of identity, request Trustlink to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.
- 7.1.7. POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, Trustlink must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.
- 7.1.8. Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.
- 7.1.9. POPIA provides that a data subject may object, at any time, to the processing of personal information by Trustlink, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Appendix "B" and submit it to the Information Officer at the postal or physical address, number or electronic mail address set out above.
- 7.1.10. A data subject may also request Trustlink to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully; or destroy or delete a record of personal information about the data subject that Trustlink is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 7.1.11. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address,

facsimile number or electronic mail address set out above on the form attached hereto as Appendix "C".

7.2. Processing of Requests

7.2.1. The Information Officer, as soon as reasonably possible and within 30 days after the request has been received, shall decide whether or not to grant the request.

7.2.2. The Information Officer may decide to extend the period of 30 days ("original period") for another period of not more than 30 days if –

7.2.2.1. the request is for a large number of records;

7.2.2.2. 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 company;

7.2.2.3. consultation among divisions of the company is required;

7.2.2.4. the requestor consents to such an extension in writing; or

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

7.2.3. Should the Information Officer require an extension of time; the requester shall be informed in the manner stipulated in the prescribed form of the reasons for the extension.

7.3. Decision on Request

7.3.1. The requester will be notified of the decision of the Information Officer in the prescribed form and manner indicated by the requester.

7.3.2. Notwithstanding the foregoing, Trustlink will advise the requester in the manner stipulated by the requester in the prescribed form of –

7.3.2.1. the access fee to be paid for the information;

7.3.2.2. the format in which access will be given; and

7.3.2.3. the fact that the requester may lodge an appeal with the High Court against the access fee charged or the format in which access is to be granted.

7.3.3. After access is granted, actual access to the record requested will be given as soon as reasonably possible.

- 7.3.4. If the request for access is refused, the Information Officer shall advise the requester in writing in a notice of refusal. The notice of refusal shall state –
- 7.3.4.1. adequate reasons for the refusal; and
 - 7.3.4.2. that the requester may lodge an appeal with the High court against the refusal of the request (including the period) for lodging such an appeal.
- 7.3.5. Upon refusal by the Information Officer, the deposit paid by the requester will be refunded.
- 7.3.6. If the Information Officer fails to respond within 30 days after a request has been received, it is deemed, that the Information Officer has refused the request.
- 7.3.7. The requester may lodge an appeal with the High Court against any refusal to grant access to information or records, any extension to grant access to information, or against any procedure set out in this section.

7.4. Grounds for Refusal of Access

- 7.4.1. PAIA provides for grounds on which access to records may be refused and the grounds on which Trustlink could refuse access to records are as follows:
- 7.4.2. There are various grounds upon which a request for access to a record may be refused. These grounds include:
- 7.4.2.1. the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
 - 7.4.2.2. the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
 - 7.4.2.3. if disclosure would result in the breach of a duty of confidence owed to a third party;
 - 7.4.2.4. if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
 - 7.4.2.5. if the record was produced during legal proceedings, unless that legal privilege has been waived;

- 7.4.2.6. if the record contains trade secrets, financial or sensitive information or any information that would put Trustlink (at a disadvantage in negotiations or prejudice it in commercial competition); and/or
- 7.4.2.7. if the record contains information about research being carried out or about to be carried out on behalf of a third party or by Trustlink.
- 7.4.3. Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.
- 7.4.4. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

8. **INFORMATION OR RECORDS NOT FOUND**

- 8.1. If a requested record cannot be found or if the records do not exist, the Information Officer must, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record.
- 8.2. The affidavit or affirmation must provide a full account of all the steps taken to find the record or to determine the existence thereof, including details of all communications by the Information Officer with every person who conducted the search.
- 8.3. This notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of PAIA.
- 8.4. If the record should later be found, the requester will be given access to the record in the manner stipulated by the requester in the prescribed form, unless access to the record is refused by the Information Officer on the grounds permitted by PAIA.

9. **AVAILABILITY OF THE MANUAL**

The manual is available in English, Afrikaans, and isiZulu languages. Copies will be posted on Trustlink's website and may be requested from the main reception of Trustlink.

10. **INFORMATION AVAILABLE IN TERMS OF POPIA**

10.1. Categories of personal information collected by Trustlink may contain information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

- 10.1.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- 10.1.2. information relating to the education or the medical, financial, criminal or employment history of the person;
- 10.1.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
- 10.1.4. the biometric information of the person;
- 10.1.5. the personal opinions, views, or preferences of the person;
- 10.1.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 10.1.7. the views or opinions of another individual about the person; and
- 10.1.8. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

10.2. The purpose of processing personal information

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which personal information is processed by Trustlink will depend on the nature of the personal information and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected.

10.3. A description of the categories of data subjects

Trustlink holds information and records on the following categories of data subjects:

- 10.3.1. Employees / personnel of Trustlink;
- 10.3.2. Any third party with whom Trustlink conducts business;

- 10.3.3. Contractors of Trustlink;
- 10.3.4. Suppliers of Trustlink;
- 10.3.5. Clients of Trustlink.

(This list of categories of data subjects is non-exhaustive.)

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

Depending on the nature of the personal information, Trustlink may supply information or records to the following categories of recipients:

- 10.4.1. Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for personal information;
- 10.4.2. Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules or legislation;
- 10.4.3. South African Revenue Services, or another similar authority;
- 10.4.4. Anyone making a successful application for access in terms of PAIA or POPIA; and
- 10.4.5. Subject to the provisions of POPIA and other relevant legislation, other market infrastructures (such as exchanges, clearing houses, central securities depositories, and trade repositories);

10.5. Planned transborder flows of personal information

- 10.5.1. If a data subject visits Trustlink's website from a country other than South Africa, the various communications will necessarily result in the transfer of information across international boundaries.
- 10.5.2. Trustlink may need to transfer a data subject's information to service providers in countries outside South Africa, in which case it will fully comply with applicable data protection legislation.
- 10.5.3. These countries may not have data-protection laws which are similar to those of South Africa.

10.6. A general description of information security measures to be implemented by Trustlink:

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

11. PRESCRIBED FEES FOR PRIVATE BODIES

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: <ul style="list-style-type: none"> (i) Flash drive (to be provided by requestor) (ii) Compact disc <ul style="list-style-type: none"> • If provided by requestor • If provided to the requestor 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00

10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mails or any other electronic transfer	Actual expense, if any.
12.	In the event that the requested information is provided in digital form and result in the need to transmit large files, a secure portal will be provided wherefrom the requestor may download the relevant information within a fourteen (14) day period.	

12. **UPDATING OF THE MANUAL**

Trustlink will update this Manual at such intervals as may be necessary.

FORM 2: REQUEST FOR ACCESS TO RECORD

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

Note:

- 13. Proof of identity must be attached by the requester.
- 14. 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</i>	

<i>behalf of another person):</i>	
Postal Address:	
Street Address:	
E-mail Address	
Contact numbers:	
Tel. (B):	
Cellular:	
Facsimile	
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):	
Cellular:	
Facsimile	
PARTICULARS OF RECORD REQUESTED	
<p>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.)</p>	

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 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 or 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:	

FEEES	
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 <i>(Please specify)</i>

Signed at _____ on this _____ day of _____
20_____

Signature of requester / person on whose behalf request is made

.....

.....

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

FORM 1 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF POPIA

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 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 RESPONSIBLE PARTY

Name(s) and surname/ Registered name of responsible party:	
Residential, postal, or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at this day of20.....

.....

Signature of data subject/designated person

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, 2018

[Regulation 3] Note:

1. Affidavits or other documentary evidence as applicable in support of the request 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 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 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 ()

Contact number(s):	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number / Email address:	
C.	INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/DESTROYED
D.	REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.
	(Please provide detailed reasons for the request)

Signed at this day of20.....

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Signature of data subject/ designated person