WETHINKCODE_ NPC

(REGISTRATION NUMBER: 2015/147088/08)

("WETHINKCODE_")

MANUAL

in terms of Section 51

The Promotion of Access to Information Act No 2 of 2000

("PAIA")

and

The Protection of Personal Information Act No 4 of 2013

("POPI")

DATE OF COMPILATION: JUNE 2021

DATE OF REVISION: 28 October 2021

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1. DEFINITIONS

1.1   **Conditions of Lawful Processing** means the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI;

1.2   **Constitution** means the Constitution of the Republic of South Africa, 1996;

1.3   **Data Subject** has the meaning ascribed thereto in section 1 of POPI;

1.4   **Head of the Company** means the "head" as defined in section 1 of PAIA and referred to in clause 4 of this manual;

1.5   **Information Officer** means the duly authorised and appointed Information Officer of WeThinkCode_ as referred to in clause 4 of this manual;

1.6   **Manual** means this manual prepared in accordance with section 51 of PAIA;

1.7   **PAIA** means the Promotion of Access to Information Act 2 of 2000;

1.8   **Personal Information** has the meaning ascribed thereto in section 1 of POPI;

1.9   **POPI** means the Protection of Personal Information Act 4 of 2013;

1.10   **POPI Regulations** mean the regulations promulgated in terms of section 112 (2) of POPI;

1.11   **Private Body** has the meaning ascribed thereto in sections 1 of both PAIA AND POPI;

1.12   **Privacy Policy** means the Privacy Policy of WeThinkCode_, obtainable from its website at www.wethinkcode.co.za or from its offices or via electronic means, upon request to the Information Officer.

1.13   **Processing** has the meaning ascribed thereto in section 1 of POPI;

1.14   **Responsible Party** has the meaning ascribed thereto in section 1 of POPI;

1.15   **Record** has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information;

1.16   **Requester** has the meaning ascribed thereto in section 1 of PAIA;

1.17   **Request for Access** has the meaning ascribed thereto in section 1 of PAIA;

1.18   **Services** mean the services provided by WeThinkCode_ being, the provision of tuition free training of students in software engineering and assisting students in securing permanent employment on graduation and all related services whether through a written, or verbal agreement and/or the access to the Website and/or any of WeThinkCode_'s social media platforms;

1.19   **Website** means www.wethinkcode.co.za.

1.20   **WeThinkCode_** means WeThinkCode_ NPC with registration number 2015/147088/08 a training institution in software engineering entity having its registered business address situated at 84 Albertina Sisulu Street, Johannesburg CBD, Johannesburg, Gauteng

2. INTRODUCTION

This Manual is published in terms of Section 51 of PAIA which in its amended form, subsequent to POPI coming into force and effect requires certain information in relation to POPI to be included, and to give effect to the provisions of Section 32 and 14 of the Constitution of the Republic of South Africa ("the Constitution") respectively. Section 32 of the Constitution provides for the right of access to information held by a person that is required for the exercise and / or protection of any right and section 14 of the Constitution gives effect to the constitutional right to privacy.

For the purposes of PAIA, this manual details the procedure to be followed by a requester and the manner in which a request for access will be facilitated.

For the purposes of POPI, this manual, as read with WeThinkCode_'s detailed Privacy Policy, linked in this policy and available on WeThinkCode_'s website or at its offices or upon request to Information Officer, details the purpose for which Personal Information may be processed; a description of the categories of Data Subjects for whom WeThinkCode_ Processes Personal Information as well as the categories of Personal Information relating to such Data Subjects; and the recipients to whom Personal Information may be supplied.

Reference in this Manual to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of PAIA.

This manual is available for inspection, free of charge, at the physical address of WeThinkCode_ and its Website.

3. OVERVIEW OF WETHINKCODE_

WeThinkCode_ is in the business of providing the Services.

Further information on WeThinkCode_ can be accessed from WeThinkCode_'s Website – www.wethinkcode.co.za.

4. WETHINKCODE_ CONTACT DETAILS

Name of Body:	WeThinkCode_ NPC
Head of Body:	Nyari Samushonga (Chief Executive Officer)
Email address:	info@wethinkcode.co.za
Designated/Authorised	
Information Officer:	Tinashe Chigodo
Email address:	info@wethinkcode.co.za
Physical Address (Jhb):	4th Floor
	84 Albertina Sisulu Road
	Johannesburg
Postal Address:	P O Box 100344
	Moreleta Plaza
	Pretoria
	Gauteng
Website:	www.wethinkcode.co.za

5. HOW TO USE THE ACT TO ACCESS INFORMATION FROM WETHINKCODE_

5.1 PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

5.2 Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with below.

5.3 Requesters are referred to the Guide in terms of Section 10 of PAIA which has been compiled by the South African Human Rights Commission and will subsequently be updated by the Information Regulator, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the South African Human Rights Commission ("SAHRC") at www.sahrch.org.za and will also be available on the Information Regulator's website at

Details for the South African Human Rights Commission:

Head Office:	27 Stiemens Street Braamfontein
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	+27 11 877 3825 / 082 059 6250
CEO:	Adv. Tseliso Thipanyane
Contact:	Ms Hilda Pule
E-Mail:	hpule@sahrc.org.aa
Gauteng Contact:	Buang Jones
E-Mail:	GautengComplaints@sahrc.org.za
Website:	www.sahrc.org.za

6. APPLICABLE LEGISLATION (SECTION 51 (1) (c)) OF PAIA

Records are kept in accordance with legislation applicable to WeThinkCode_ which includes but is not limited to the following:-

ITEM	REFERENCE	ACT
1.	No 75 of 1997	Basic Conditions of Employment Act
2.	No 53 of 2003	Broad Based Black Economic Empowerment Act
3.	No 61 of 1973	Companies Act
4.	No.130 of 1993	Compensation for Occupational Injuries and Diseases Act
5.	No 68 of 2008	Consumer Protection Act
6.	No. 108 of 1996	Constitution of the Republic of South Africa
7.	No 98 of 1978	Copyright Act
8.	No.2 of 2000	Electronic Communications and Transactions Act
9.	No 55 of 1998	Employment Equity Act
10.	No.76 of 1998	Employment of Educators Act
11.	No. 38 of 2001	Financial Intelligence Services Act

12.	No.101 of 1997	Higher Education Act
13.	No 95 of 1967	Income Tax Act
14.	No 66 of 1995	Labour Relations Act
15.	No. 85 of 1993	Occupational Health and Safety Act
16.	No. 57 of 1987	Patents Act
17.	No 5 of 2000	Preferential Procurement Policy Framework Act
18.	No 2 of 2000	Promotion of Access of Information Act
19.	No.4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
20.	No.26 of 2000	Protected Disclosures Act
21.	No 4 of 2013	Protection of Personal Information Act
22.	No. 70 of 2002	Regulation of Interception of Communications and Provisions of Communication Related Information Act
23.	No. 97 of 1997	Skills Development Act
24.	No. 9 of 1999	Skills Development Levy Act
25.	No. 194 of 1993	Trade Marks Act
26.	No 12 of 2004	The Prevention and Combating of Corrupt Activities
27.	No 33 of 2004	The Protection of Constitutional Democracy against Terrorist and Related Activities
28.	No 30 of 1996	Unemployment Insurance Act
29.	No 28 of 2011	Tax Administration Act

7. SCHEDULE OF RECORDS (SECTION 51 (1) (d) of PAIA)

These are the categories of information kept by WeThinkCode_ which records' availability is subject to the grounds of refusal set out in PAIA:

RECORD	SUBJECT	AVAILABILITY

Manuals, Privacy Policy and ad hoc policies	- PAIA/POPI Manual - Privacy Policy	Freely available on www.wethinkcode.co.za
Financial Records	- Annual Financial Statements - Tax Returns - Tax Clearance Certificate - Accounting Records - Banking Records - Audit Reports - Invoices - Insurance records - Lease records - Asset Register - Insurance Policies - Budgets - Utility Statements	Request in terms of PAIA
Company Records	- Memorandum of Incorporation - Share Register and other statutory registers	Request in terms of PAIA
Human Resources department	- List of Employees - Employment contracts - Employment history - Employee information - Disciplinary Records - Compensation records - Employment Equity Plan and Report - Employee tax information - Payroll records - Internal Policies and Procedures	Request in terms of PAIA
Student and Graduation Information	- Records of application forms - Records of bursaries - Records of all students and parents/legal guardians (if applicable) - Correspondence with students/graduates/legal guardians	Request in terms of PAIA

Sponsors, Partners, Third Party and Suppliers Information	- Agreements with sponsors, partners, third parties and service providers - Correspondence with sponsors, service providers and third parties - Records relating to Clients and Service Providers	Request in terms of PAIA
Licenses and Intellectual Property	- Licenses relating to intellectual property rights - Records relating to domain names - Trade marks, copyright and designs; - Software licenses	Request in terms of PAIA
Compliance	- Broad Based Black Economic Empowerment compliance - Educational accreditation	Freely available on www.wethinkcode.co.za

8. FORM OF REQUEST (SECTION 51 (1) (e))

8.1   A requester requiring access to information held by WeThinkCode_ must complete the prescribed form, enclosed herewith as **FORM C**, submit it to the Information Officer at the postal or physical address, fax number or electronic mail address recorded in paragraph 4 and pay a request fee and a deposit, if applicable.

8.2   The prescribed form must be completed with enough particularity to at least enable the Information Officer to identify:

8.2.1   The record or records requested;

8.2.2   The preferred language the record is requested in;

8.2.3   The identity number of the requester;

8.2.4   The form of access required, if the request is granted;

8.2.5   The postal address or fax number of the requester.

8.2.6   The requester must also state that he requires the information in order to exercise or protect a right, and clearly state the nature of the right to be

exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.

8.2.7 WeThinkCode_ will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information Officer that circumstances dictating that the above time periods are not complied with.

8.2.8 The requester will be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner and the particulars so required.

8.2.9 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 reasonable satisfaction of the Information Officer.

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

8.2.11 The requester must pay the prescribed fee, if applicable, before any further processing can take place.

8.2.12 WeThinkCode_ will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

9. REMEDIES AVAILABLE WHEN A REQUEST FOR INFORMATION IN TERMS OF PAIA IS DECLINED

9.1 Internal Remedies

WeThinkCode_ does not have internal appeal procedures. Therefore, the decision made by the Information Officer is final. Requesters who are dissatisfied with a

decision of the Information Officer will have to exercise external remedies at their disposal.

9.2   External Remedies

A requester or a third party, who is dissatisfied with an Information Officer's refusal to disclose information or the disclosed information, may lodge a complaint with the Information Regulator or may apply to the Magistrate's Court or another court of similar status for relief within 180 days of notification of the decision. This is in accordance with sections 56(3) (c) and 78 of PAIA.

10.   FEES PAYABLE

The fees for reproduction of a record as referred to in section 52(3) are as published in the Government Gazette from time to time and which is currently:

ITEM	AMOUNT
Copy per A4 page	R1.10
Printing per A4 page	R0.75
Copy on a CD	R70.00
Transcription of visual images per A4 page	R40.00
Copy of a visual image	R60.00
Transcription of an audio recording per A4 page	R20.00
Copy of an audio recording	R30.00
Search and preparation of the record for disclosure, per hour or part thereof, excluding the first hour, reasonably required for the search and preparation	R30.00
Postage Fee	Actual amount

The following applies to requests (other than personal requests):

10.1   A requestor is required to pay the prescribed fees (R50.00) before a request will be processed

10.2   If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);

10.3   A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;

10.4   Records may be withheld until the fees have been paid

10.5   The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS

COMMISSION at www.sahrc.org.za .

11.   PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY WETHINKCODE_

11.1   POPI provides for the minimum conditions for the lawful processing of personal information by a responsible party in chapter 3. WeThinkCode_ is a responsible party that processes personal information relating to both individual and juristic persons in the course and conduct of carrying on its business and rendering its services.

11.2   WeThinkCode_ determines the purpose and how personal information collected is processed. WeThinkCode_ will ensure that the personal information of Data Subjects that is collected is processed lawfully, fairly and transparently and in accordance with the provision of POPI with specific reference to the Conditions of Lawful Processing.

12.   THE PURPOSE OF THE PROCESSING

WeThinkCode_ will process Personal Information in the ordinary course of its business and in relation to providing the Services. WeThinkCode_ will primarily use Personal Information only for the purpose for which it was originally or primarily collected. WeThinkCode_ may process Personal Information for a further purpose only if such purpose constitutes a legitimate interest and is closely related to the original or primary purpose for which the Personal Information was collected. Further details on the purpose of the processing of Personal Information done by WeThinkCode_ can be found in WeThinkCode_'s Privacy Policy which is accessible on www.wethinkcode.co.za.

13.   DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND OF THE INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO

WeThinkCode_ processes such information as is required in the ordinary course of its business, including, without being exhaustive, the following categories of personal information:

13.1   First name and last name;

13.2   Title;

13.3   phone number;

13.4   address;

13.5   email address;

13.6   photographs;

13.7   biometric information;

13.8   identifying number;

13.9   location information;

13.10   online identifier;

13.11   demographic information;

13.12   gender;

13.13   date of birth;

13.14   Identity Number;

13.15   Passport Number,

13.16   nationality;

13.17   language preferences;

13.18   bank statements,

13.19   agreements with third parties;

13.20   records of any interactions with WeThinkCode_;

13.21   billing and payment details such as bank account numbers;

13.22   data relating to visits to WeThinkCode_'s Website and social media platforms, device types which access WeThinkCode_'s Website and social media platforms, IP address, location details and other technical communications information.

Further information on the description of the categories of data subjects and of the information or categories of information relating thereto, can be found in WeThinkCode_'s Privacy Policy which is accessible at www.wethinkcode.co.za.

14.   RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED

WeThinkCode_ may cause Data Subjects Personal Information to be supplied to its employees, service providers, agents, other companies within the WeThinkCode_ group and other third parties for the purposes as set out in this manual. Further information on the recipients or categories of recipients to whom the Personal Information may be supplied can be found in WeThinkCode_'s Privacy Policy which is accessible at www.wethinkcode.co.za.

15.   PLANNED TRANSBORDER FLOWS OF PERSONAL INFORMATION

WeThinkCode_ may cause Personal Information to be subjected to cross border transfer and processing and/or retention by third parties in countries that have data laws, regulations and/or legislation that offers similar protection in respect of personal information as the POPI Act or to countries which offer less protection. Further information on the planned transborder flows of personal information can be found in WeThinkCode_'s Privacy Policy which is accessible at www.wethinkcode.co.za.

16.   A GENERAL DESCRIPTION ALLOWING A PRELIMINARY ASSESSMENT OF THE SUITABILITY OF THE INFORMATION SECURITY MEASURES TO BE IMPLEMENTED BY THE RESPONSIBLE PARTY TO ENSURE THE CONFIDENTIALITY INTEGRITY AND AVAILABILITY OF THE INFORMATION WHICH IS TO BE PROCESSED

WeThinkCode_ will ensure that its hosting service provider(s) attends to the hosting of its server(s), Website and other applications on the basis that they use firewalls and other applicable security measures to prevent interference and unauthorised access to Data Subjects Personal Information. WeThinkCode_ will further ensure that authorisations to access Data Subjects Personal Information will be limited to those who are required to access such Personal Information for the purposes as set out in this manual. Further information on WeThinkCode_'s security measures can be found in WeThinkCode_'s Privacy Policy which is accessible at www.wethinkcode.co.za.

17.   PRIVACY POLICY

WeThinkCode_ has prepared a Privacy Policy describing its policies and procedures on the collection, use and disclosure of Data Subjects Personal Information as well as the privacy rights of Data Subjects and how the law protects Data Subjects. The Privacy Policy IS obtainable from the website at www.wethinkcode.co.za or from WeThinkCode_'s offices or via electronic means, upon request to the Information Officer.

18.   THE INFORMATION REGULATOR

The Information Regulator is empowered to monitor and enforce compliance by public and private bodies with provisions of the POPI Act.

In terms of Chapter 10 of the POPI Act, any person may lodge a complaint with the Information Regulator regarding any interference with the protection of their personal information. Interference with the protection of the personal information of a data subject consists of:

i.)   Any breach of the conditions of the lawful processing of personal information set out in the POPI Act;

ii.)   Non – compliance with any obligations created in terms of the POPI Act, or

iii.)   A breach of the provisions of a code that has been issued in terms of section 60 of the POPI Act.

iv.)   The contact details of the Information Regulator are:

Physical address:	JD House,
	27 Stiemens Street,
	Braamfontein,
	Johannesburg
Postal address:	P. O Box 31533,
	Braamfontein,
	Johannesburg,
	2017
Complaints email:	complaints.IR@justice.gov.za
General enquiries:	inforeg@justice.gov.za

19.   OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT

A Data Subject may at any time object to the processing of their personal information on reasonable grounds relating to their particular situation unless legislation provides for such processing or for purposes of direct marketing other than direct marketing by means of unsolicited electronic communication. Appendix 1 is the prescribed form in which a Data Subject may raise such an objection with WeThinkCode_.

20. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

A Data Subject may, in the prescribed manner, request a responsible party 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.

In addition, a Data Subject may, in the prescribed manner, request a responsible party to destroy or delete a record of personal information about the data subject that the responsible party is no longer authorised to retain. Appendix 2 is the prescribed form in which a data subject may request for the correction or deletion of personal information with WeThinkCode_.

21. COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF PERSONAL INFORMATION

Any person may submit a complaint to the Regulator in the prescribed manner and form alleging interference with the protection of the personal information of a data subject. Appendix 3 is the prescribed form in which a Data Subject may make a complaint with the Regulator.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A.   **Particulars of private body**

The Head:

B.   **Particulars of person requesting access to the record**

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

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: E-mail address:

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

C.   **Particulars of 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**

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

1   Description of record 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.

Reason for exemption from payment of fees:

F.   **Form of access to record**

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

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

Mark the appropriate box with an X.

NOTES:
(a) Compliance with your request 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 for 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 record consists of visual images
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)

	view the images		copy of the images"		transcription of the images*

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

	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document

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

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

'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO

G   Particulars of right to be exercised or protected

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

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

2.   Explain why the record requested is required for the exercise or protection of the aforementioned right:

H.   Notice of decision regarding request for access

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

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

Signed at………………………….   This…………   day of ………………………………….20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

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 DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / Email address:	
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	**REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)**

Signed at _____ on this _____day of
_____20_____.

_____
Signature of data subject/designated person

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

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 DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number / Email address:	
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 IN 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 _____ on this _____day of _____20_____.

_____
Signature of data subject/designated person

COMPLAINT REGARDING INTERFERENCE WITH THE PROTECTION OF PERSONAL INFORMATION/ COMPLAINT REGARDING DETERMINATION OF AN ADJUDICATOR IN TERMS OF SECTION 74 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

(ACT NO.4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 7]

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"
Complaint regarding:

☐   Alleged interference with the protection of personal information

☐   Determination of an adjudicator.

PART I	ALLEGED INTERFERENCE WITH THE PROTECTION OF THE PERSONAL INFORMATION IN TERMS OF SECTION 74(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No.4 of 2013)
A	PARTICULARS OF COMPLAINANT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential,	

postal or business address:	
Contact number(s):	
Fax number / Email address:	
B	**PARTICULARS OF RESPONSIBLE PARTY INTERFERING WITH PERSONAL INFORMATION**
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ Email address:	
C	**REASONS FOR COMPLAINT** (Please provide detailed reasons for the complaint)
PART II	**COMPLAINT REGARDING DETERMINATION OF ADJUDICATOR IN TERMS OF SECTION 74(2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)**
A	**PARTICULARS OF COMPLAINANT**
Name(s) and surname/ registered name of data subject:	
Unique Identifier/	

Identity Number	
Residential, postal or business address:	
Contact number(s):	
Fax number/ Email address:	
B	**PARTICULARS OF ADJUDICATOR AND RESPONSIBLE PARTY**
Name (s) and surname of adjudicator:	
NAME(s) and surname of responsible party / registered name:	
Residential, postal or business address:	
Contact number(s):	
Fax number/E-mail address:	
C	**REASONS FOR COMPLAINT (Please provide detailed reasons for the grievance)**

Signed at _____ on this _____day of

_____20_____.

_____

Signature of data subject/designated person