



**FOSKOR (PTY) LTD**

**PAIA MANUAL**

**Published in terms of Section 14 of the  
PROMOTION OF ACCESS TO  
INFORMATION ACT 2 OF 2000  
(PAIA)  
as amended by the  
PROTECTION OF PERSONAL  
INFORMATION ACT 4 OF 2013  
(POPIA)**

## 1. INTRODUCTION

1.1 Foskor is a subsidiary of the Industrial Development Corporation (IDC) The IDC is a development finance institution established in terms of the Industrial Development Corporation Act No. 22 of 1940 to promote economic growth and industrial development. The IDC is owned by the South African government under the supervision of the Department of Economic Development.

1.2 PAIA aims to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; to provide that the Information Regulator, established in terms of POPIA, must exercise certain powers and perform certain duties and functions in terms of PAIA; and to provide for matters connected therewith.

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

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

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

1.6 Copies of the manual can be obtained from the Information Officer and the Foskor website.

## 2. DEFINITIONS

**'Foskor'** means Foskor (Pty) Ltd.

**'personal information'** means information relating to an identifiable, living, natural person and, where it is applicable, an identifiable, existing juristic person.

**'processing'** means any operation or activity concerning personal information, including the collection, receipt, recording, organisation, collation, storage, updating, retrieval, alteration, dissemination, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.

**'record'** of, means any recorded information, regardless of form or medium, in the possession or under the control the responsible party.

**'responsible party'** means Foskor, which is the party that processes personal information, determines the purpose for which the personal information is needed and can even outsource a part or all the processing of the personal information to a third party.

**'Information Regulator'** means the Information Regulator established in terms of section 39 of POPIA.

### 3. FOSKOR PARTICULARS

#### 3.1. STRUCTURE AND FUNCTIONS

##### 3.1.1 STRUCTURE

<b>Shareholders</b>	59% Industrial Development Corporation of South Africa	15% Manyoro Consortium	14% Coromandel International Limited
	6% Kopano Foskor Employees Trust	5% BaPhalaborwa and Umhlathuze Community Trusts	1 Sun International FZE Dubai

<b>Foskor Group</b>	<i>Divisions</i>	100% Head Office	100% Mining Division	100% Acid Division
	<i>Subsidiaries and Associates</i>	29.9% Foskor Zirconia (Pty) Ltd	100% Phosphert Marine (Pty) Ltd	100% Phosphate Shipping (Pty) Ltd

<b>Oversight</b>	<b>Board of Directors</b>	Board Audit Committee	Social and Ethics Committee	Board Turnaround Implementation Committee
		Board Human Capital and Nominations Committee	Board SHE and Sustainability Committee	Board Risk and Compliance Committee
		Company Secretariat		

<b>Management</b>	<b>Chief Executive Officer</b>	Finance and ICT	Mining Division	Acid Division	Human Capital and Corporate Affairs
		Company Secretarial	Procurement and Logistics	Projects and Strategy	Sales and Marketing

##### 3.1.2 FUNCTIONS

Foskor is the only vertically integrated phosphate producer in South Africa. From phosphate-bearing ores, the operations in the Mining Division in Phalaborwa process phosphate rock concentrate, which is crucial for stimulating and raising crop yields. The Acid Division manufactures sulphuric acid, phosphoric acid, and phosphate-based granular fertilisers (MAP and DAP) in its plant at Richards Bay by using phosphate rock as a raw material. The Company has offices in Midrand, Phalaborwa, and Richards Bay.

## **3.2 CONTACT DETAILS**

### **INFORMATION OFFICER**

Information Officer:  
Mr. Julian Palliam

Postal Address:  
PO Box 2494  
Halfway House  
1685

Physical Address:  
Block G, Riverview Office Park  
Janadel Avenue  
Halfway Gardens  
Midrand

Telephone and Email Address:  
Telephone: (011) 347 0600  
Email: [information@foskor.co.za](mailto:information@foskor.co.za)  
Website:  
[www.foskor.co.za](http://www.foskor.co.za)

If you have a request to be provided with information by any of the abovementioned Divisions or Departmental support functions, you should follow the procedures set out in this Manual, as it applies to all of them.

## **3.3 AVAILABILITY OF GUIDES ON PAIA AND POPIA**

The South African Humans Rights Commission has compiled the guide contemplated in Section 10 of the Act, which guide was made available by the Information Regulator. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act, as well as in the Protection of Personal Information Act, 2013.

Any enquiries regarding this guide should be directed to:

### **The Information Regulator**

Postal Address: P.O. Box 31533

Braamfontein

2017

Physical Address: 27 Siemens Street

Braamfontein

2017

### **Telephone Number and Facsimile Number:**

Office: (010) 023 5200

Fax: (011) 403 0625

**Website:**

<https://www.justice.gov.za/inforeg>

**E-mail Address:**

[inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

Alternatively, you can contact Foskor information officer, to provide you with a copy of the Guide.

### **3.4 ACCESS TO RECORDS HELD BY FOSKOR**

#### **3.4.1 PROCESS TO APPLY FOR ACCESS TO INFORMATION**

A requester must complete the application form and submit same to the Company's information officer, at one or via one of the abovementioned addresses.

The prescribed form must be completed with enough detail to at least enable the Information Officer to identify the record, the identity of the requester; which form of access is required and the postal address or fax number of the requester.

The requester must identify the right that needs to be exercised or protected and specify why the record is necessary to exercise or protect such a right.

The Information Officer will process the request within 30 days, unless the requestor has stated special reasons which would satisfy the Information Officer that circumstances dictate that a shorter time period should apply.

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

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.

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

The application form is attached hereto, as well as available at any of our offices.

The completed form must be accompanied by proof of payment of the prescribed application fee, as described below.

Upon receipt of the application form and proof of payment, as aforesaid, the Information Officer will consider the request. If the request is approved, the Information Officer will provide the applicant with a summary of fees payable in respect of the application. Upon receipt of payment the requested information will be supplied.

In the event of the application being denied, the Information Officer will inform the applicant and provide reasons for the decision.

#### **3.4.2 FEES**

The fees applicable to an application for information shall be as per the prescribed fees. A schedule of these fees is attached hereto. The schedule attached is subject to change in accordance with changes to the prescribed fees.

No fees are payable by persons who request information pertaining to their own affairs.

### **3.4.3 PROOF OF IDENTITY**

Proof of identity is required to authenticate your identity and the request. You will, in addition to the prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

### **3.4.4 TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS**

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

### **3.4.5 GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION**

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- 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);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would expose or compromise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record was produced during legal proceedings, unless that legal privilege has been waived;
- if the record contains trade secrets, financial or sensitive information or any information that would put the company at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- if the record contains information about research being carried out or about to be carried out on behalf of a third party or by the Company.

Section 70 of PAIA contains an overriding provision to the effect that 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.

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.

### **3.4.6 A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS**

Described below are the records which we hold, divided into categories for ease of reference:

#### Communication

- Public Product Information
- Media Releases
- Promotion of Access to Information Act Manual

- Internal and External Correspondence and Marketing Material
- Financial Information

#### Financial Statements

- Financial and Tax Records (Company & Employees)
- Asset Register & Insurance Information
- Banking Details
- Human Resources

#### Employee Records

- Employment Contracts
- Employee Medical Records
- Personnel Guidelines, Policies and Procedures

#### Operational Information

- Director Information
- Client Information
- Supplier Information
- General Contract Documentation
- Company Guidelines, Policies and Procedures
- Trademarks
- Statutory Records
- General Operational Information

#### Applicable Legislation

- Occupational Health and Safety Act, No. 85 of 1993
- Mine Health and Safety Act, No. 29 of 1996
- National Environmental Management, Act No. 107 of 1998
- Public Finance Management Act, No. 1 of 1999
- Mineral and Petroleum Resources Development Act. No. 28 of 2002
- Companies Act, No. 61 of 1973
- Copyright Act, No. 98 of 1978
- Employment Equity Act, No. 55 of 1998
- Income Tax Act, No. 95 of 1967
- Labour Relations Act, No. 66 of 1995
- Value Added Tax Act, No. 89 of 1991
- Basic Conditions of Employment Act, No. 75 of 1997
- Electronic Communications and Transactions Act, No. 25 of 2002
- Promotion of Access of Information Act, No. 2 of 2000
- Unemployment Insurance Act, No. 30 of 1996

This list is not exhaustive.

### **3.4.7 RECORDS WHICH ARE AVAILABLE WITHOUT A REQUEST**

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

- a) Foskor printed and electronic publications (marketing brochures, newsletters, booklets); and
- b) Information published on the Foskor website.

### **3.4.8 SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC**

Services related to Foskor's social responsibilities.

## **3.5 PROCESSING OF PERSONAL INFORMATION**

### **3.5.1 PURPOSE OF PROCESSING PERSONAL INFORMATION**

POPIA provides that personal information may only be processed lawfully and in a reasonable manner that does not infringe your (the data subject's) privacy. The type of personal information that we process will depend on the purpose for which it is collected. We will, at the time of obtaining the information, disclose to you why the personal information is being collected and will process the personal information for that purpose only.

### **3.5.2 RECIPIENTS OR CATEGORIES OF RECIPIENTS WITH WHOM PERSONAL INFORMATION IS SHARED**

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

- a) personal information verification and credit reference agencies;
- d) regulatory and reporting authorities, government institutions;
- e) professional advisors and consultants;
- f) suppliers and service providers;
- g) current, past, and prospective employers;
- h) family, associates, and representatives of the person whose personal information we are processing;
- i) survey and research organisations; and
- j) police forces and courts.

### **3.5.2 TRANS-BORDER FLOWS OF PERSONAL INFORMATION**

Foskor may transfer personal information across borders out of SA, to secure or backup the data, or for operational or technical reasons. The nature of cloud computing means that some data may be transferred across borders. Where it is within the Company's control, it will only transfer data to other countries who have similar privacy and data protection laws as our own.

### **3.5.3 INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION**

The Company is committed to ensuring that your personal information is secure. In order to prevent unauthorised access or disclosure to such information, the Company has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect.

The Company secures its data by maintaining reasonable measures to protect personal information from loss or misuse and unauthorised access, disclosure, alteration, and destruction.

The Company also takes reasonable steps to keep personal information accurate, current, complete, and reliable for its intended use.

### **3.5.4 OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION**

POPIA provides that a data subject may object, at any time, to the processing of personal information by the Company, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. In order to object, the data subject must complete the prescribed form attached hereto as Annexure 4 - 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] and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

### **3.5.5 CORRECTION/DELETION OF PERSONAL INFORMATION**

A data subject may also request the Company 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 the Company is no longer authorised to retain in terms of POPIA's retention and restriction of records provisions.

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 Annexure 5 - 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 POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]

### **3.6 REMEDIES**

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

If you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

### **3.6.1 REMEDIES AVAILABLE WHEN FOSKOR REFUSES A REQUEST FOR INFORMATION**

#### **INTERNAL REMEDIES**

The Company does not have internal appeal procedures. As such, the decision made by the information officer is final, and requestors will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the information officer.

#### **EXTERNAL REMEDIES**

A requestor that is dissatisfied with the information officer's refusal to disclose information, may within 180 days of the decision, submit a complaint to the Information Regulator, or apply to a Court for relief, after exhausting the complaints procedure submitted to the Information Regulator.

Likewise, a third party dissatisfied with the information officer's decision to grant a request for information, may within 180 days of notification of the decision, submit a complaint to the Information Regulator, or apply to a Court for relief, after exhausting the complaints procedure submitted to the Information Regulator. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court, or another court of similar status.

### **3.7 AVAILABILITY OF THE MANUAL**

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

- a) at the Foskor head office for public inspection during normal business hours;
- b) to any person upon request and upon the payment of a reasonable amount; and
- c) to the Information Regulator upon request.

## Prescribed Form A

**REQUEST FOR ACCESS TO RECORDS OF:  
Foskor (Pty) Ltd and/or its subsidiaries  
Promotion of Access to Information**

## FOR INTERNAL USE ONLY

Reference number	
Request received by	
Date request received	
Place request received	
Request fee (if any)	
Deposit (if any)	
Access fee	

\_\_\_\_\_  
Signature of  
Information Officer/Deputy Information Officer

**A) Particulars of the Information Officer / Deputy Information Officer**

The Information Officer/Deputy Information Officer:

Attention:

Mr. Julian Palliam

Telephone number: (011) 347 0600

E-mail address: information@foskor.co.za

Postal Address: PO Box 2494, Halfway House, 1685

**B) Particulars of requester (person requesting access to information)**

- (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	
Postal address	
Identity number	
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/company 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 page and attach it to this form.  
Please sign all additional pages.

1. Full description of the record or relevant part of the record

2. Reference number(s), if available

3. Any further particulars of the 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 to read, view, or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Mark the appropriate box with an X.

Notes:

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

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

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

Disability	Form in which record is required
_____	_____
_____	_____
_____	_____

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\* (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

In which language would you prefer the record?  
 \_\_\_\_\_

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.

**G) Notice of decision regarding request for access**

You will be notified whether your request has been approved or 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?

Postal address    E-mail    Fax    Other. Specify: \_\_\_\_\_

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

\_\_\_\_\_  
 Signature of Requestor

**PAIA FEES GOVERNMENT GAZETTE NO 45057 NOTICE 757 - 27 AUGUST 2021**

Item	Description	Amount
1	The request fee payable by every requester	R100-00
2	Photocopy of A4 size page	R1-50 per page or part thereof
3	Printed copy of A4 size page	R1-50 per page or part thereof
4	For a copy in a computer-readable form on: (i) Flash drive (to be provided by requester) (ii) Compact disc <ul style="list-style-type: none"> <li>• If provided by requester</li> <li>• If provided to requester</li> </ul>	R40-00 R40-00 R60-00
5	For transcription of visual images per A4 size page	Service to be outsourced. Will depend on quotation from service provider
6	Copy of visual images	
7	Transcription of an audio record, per A4 size	R24-00
8	Copy of an audio record on: (i) Flash drive (to be provided by requester) (ii) Compact disc <ul style="list-style-type: none"> <li>• If provided by requester</li> <li>• If provided to requester</li> </ul>	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, reasonable required for such search and preparation. To not exceed a total cost of	R100-00 R300-00
10	Deposit: If search exceed 6 hours	One third of amount per request calculated in terms of items 2 -8
11	Postage, e-mail, or any other electronic transfer	Actual expense if any

1. Copies shall be printed in black and white.

**PAIA GLOSSARY**

Access Fee	A fee prescribed for the purpose of reproduction, search, and preparation of records and, if applicable, postal fees.
Date of Submission	The date on which the requester submits the PAIA Request. The Information Officer must respond to the request within 30 days of this date.
Grounds for Refusal	The Section(s) of PAIA referred to by the Information Officer or Deputy Information Officer in order to refuse a PAIA Request.
Information Officer (IO)	The individual in the public or private body who is responsible for dealing with a PAIA Request.
Letter of Authorisation	A letter from an individual who requires the requester to submit a PAIA Request on their behalf in terms of PAIA. The letter must state that the individual authorises the requester (and other representatives from the requester's organisation, if necessary) to submit a request to access information in terms of PAIA on their behalf.
PAIA	The Promotion of Access to Information Act 2 of 2000.
PAIA Request	The name given to the document(s) submitted to a public body requesting access to information in terms of PAIA.
PAIA Request Reference Number	The reference number allocated for an individual PAIA Request. It is advisable to use this reference number throughout all correspondence.
Personal Requester	A requester seeking access to a record containing personal information about themselves.
Record	Any recorded information irrespective of form or medium.
Requester	An individual seeking or requesting access to records and/or information held by the State and/or public body.
Request Fee	The fee that must be paid by the requester before a request can be processed.

**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**

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:	
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C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at ..... this ..... day of .....20.....

.....

Signature of data subject/designated person

**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**

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):	
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	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ 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 of .....20.....

.....  
Signature of data subject/ designated person