

RUST EN VREDE

STELLENBOSCH

THE PROMOTION OF ACCESS TO INFORMATION MANUAL ("MANUAL")

1. PURPOSE OF THIS MANUAL

This manual has been completed in accordance with the Promotion of Access to Information Act 2 of 2000 and the Protection of Personal Information Act 4 of 2013, hereafter referred to as PAIA and POPIA respectively.

PAIA gives effect to the Constitutional right of access to information and grants a requester access to records of a company if the record is required for the exercise or protection of any right. If a public body lodges a request, the public body must be acting in the public interest.

Requests in terms of PAIA are required to be made in accordance with the prescribed procedures, at the rates provided. The purpose of this manual is to facilitate requests for access to information of Rust en Vrede Wynlandgoed Proprietary Limited (hereinafter referred to as "Rust en Vrede Wynlandgoed").

POPIA is the South African data privacy and data protection law and amends certain provisions of PAIA in order to balance the need for access to information against the need to ensure the protection of personal information. POPIA also set-outs the rights of a data subject in respect of their personal information.

The purpose of this manual is to facilitate requests for access to information of Rust en Vrede Wynlandgoed as well the requests permitted to data subjects as set-out in POPIA.

A "data subject" as defined in POPIA means the person to whom personal information relates and includes a natural or a juristic person.

This manual does not comprehensively deal with every procedure provided for in these Acts.

Requesters of information for purpose of PAIA or where a data subject would like to object to the processing of personal information or require information to be updated / deleted as permitted in POPIA are advised to familiarise themselves with the provisions of the respective Acts, before making any requests to Rust en Vrede Wynlandgoed.

Rust en Vrede Wynlandgoed makes no representation and gives no undertaking or warranty that the information provided by it to a requester is complete or accurate, or that such information is fit for any purpose. All users of such information shall use such information entirely at their own risk, and Rust en Vrede Wynlandgoed shall not be liable for any loss, expense, liability or claims, howsoever arising, resulting from the use of this manual or any information provided by Rust en Vrede Wynlandgoed or any error therein.

2. CONTACT DETAILS OF THE INFORMATION OFFICER

The responsibility for administration and compliance in terms of PAIA and POPIA have been delegated to the Information Officer.

Requests pursuant to the provisions of PAIA and POPIA must be directed to the below contact details:

Name of Private Body:	Rust en Vrede Wynlandgoed Proprietary Limited
Information Officer:	Jan-Sarel Kruger
Physical Address:	Annandale Road, Stellenbosch, 7600
Telephone Number:	+27 (0)21 881 3881
E-mail:	jansarel@rustenvrede.com
Website:	https://rustenvrede.com/

3. CONTACT INFORMATION OF THE INFORMATION REGULATOR:

The Information Regulator oversees compliance to both PAIA and POPIA:

Physical Address:	Woodmead North Office Park, 54 Maxwell Drive, Johannesburg, 2191
Telephone Number:	+27 (0)10 023 5200 +27 (0)8000 17 160
E-mail:	enquiries@info regulator.org.za
Website:	https://info regulator.org.za/

4. AUTOMATICALLY AVAILABLE INFORMATION

Rust en Vrede Wynlandgoed, may voluntarily make available a description of categories of records available without a person having to request access in terms of PAIA, and the only fee for access to these records may be the prescribed fee for reproduction.

The automatically available information includes:

- Information available on the Rust en Vrede Wynlandgoed website
- Marketing material which includes (brochures, pamphlets and advertisements)
- Information already available in the public domain

5. CATEGORIES OF RECORDS THAT MAY BE REQUESTED

Rust en Vrede Wynlandgoed maintains records on the following categories as detailed below. Each request for this information will be individually assessed and does not imply that a request for access to the record will be honoured. There are a number of grounds for refusal of access to records.

The below is not an exhaustive list.

Human Resources

- Staff records
- Contracts of employment
- Employment equity
- Policies and Procedures
- Disciplinary Code

Financial

- Audited financial statements
- Taxation records
- Asset registers
- Management accounts
- Banking details

- Insurance documentation

6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are kept and are available upon specified conditions in accordance with such other legislation as is applicable to Rust en Vrede Wynlandgoed, including:

- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Health Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Employment Equity Act 55 of 1998
- Environmental Health and Safety Act 1989
- Immigration Act 13 of 2002
- Income Tax Act 95 of 1967
- Medical Schemes Act 131 of 1998
- National Credit Act 34 of 2006
- National Liquor Act 59 of 2003
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Levies Act 9 of 1999
- The Companies Act 71 of 2008 (as amended)
- The Labour Relations Act 66 of 1995
- Tobacco Products Control Act 83 of 1993
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Western Cape Liquor Act 4 of 2008

This is not an exhaustive list of laws and regulations that may require records to be kept.

7. PURPOSE FOR DATA BEING PROCESSED

In terms of POPIA, data must be processed for a specified purpose, and should not be retained for any longer than what the information is required for. The purpose for which information is processed by Rust en Vrede Wynlandgoed will depend on the nature of the information and the particular data subject. This purpose is ordinarily disclosed either explicitly or implicitly at the time when the information is processed and generally includes the following:

- to provide our products and services – such as fulfilling the contract; managing our relationship with clients, before, during and after their visit to Rust en Vrede Wynlandgoed or when making use of our products and services; client surveys etc.
- legitimate purposes – such as wanting to protect our legitimate interest or that of yours
- marketing purposes – such as pursuing lawful related marketing activities for our legitimate interest;
- business purposes – such as internal audit, accounting, vendor management and procurement, statistical, business planning, HR & payroll, disposals of business, or other proposed and actual transactions; and
- legal purposes – such as where necessary in the performance of a contract; handling claims, complying with regulations, or pursuing good governance.
- Security purposes – to monitor and maintain the security of the premises of Rust en Vrede Wynlandgoed and assets; to assist with crime prevention and risk management.

8. CATEGORIES OF DATA SUBJECTS' AND THE INFORMATION COLLECTED:

The below table is grouped into the 3 categories of data subjects and the categories of information collected for each. This is not an exhaustive list of all the categories of information collected.

Data Subject	Definition	Type of information collected
Client Records	A client (natural or juristic entity) that enquires about or makes use of our products and services. Refer to our Privacy Policy for more information.	Identifying information, contact information, reservation information, history and future reservation information, technical and location information, financial information.
Employee Records	Employee refers to any person who works for Rust en Vrede Wynlandgoed and receives, or is entitled to receive, remuneration from Rust en Vrede Wynlandgoed. The list includes but is not limited to directors (executive and non-executive), permanent, temporary and part- time staff, as well as contract workers.	Psychometric assessment and criminal record results, identifying information, contact information, address information, financial information, medical and health information, pension and provident fund, tax, employee performance assessments, leave records, training records, biometric information for clock-in and accessing certain systems
Third Party Records	Third party refers to for example contractors, suppliers and service providers.	Company information, address and contact information, financial information, tax clearance and B-BBEE certificate.

9. RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED

Depending on the nature of the personal information, Rust en Vrede Wynlandgoed may supply information or records to the following categories of recipients:

- Anyone making a successful application for access in terms of PAIA;
- Employees, that require the personal information to do their jobs and rendering our products and services to you. These include our responsible restaurant staff, management, sales and marketing, accounting, HR & payroll, audit, compliance, information technology, or other personnel.
- Divisions within Rust en Vrede Wynlandgoed to which we belong so as to provide joint content and services like registration, for transactions and customer support; to help detect and prevent potentially illegal acts and violations of our policies, and to guide decisions about our products, services, and communications;
- Corporates where for example restaurant bills are to be billed back for payment by these parties;
- Our service providers under contract who help provide certain goods or services or help with parts of our business operations, including Audit (Internal and External), IT sub- contractors, fraud prevention, invoicing portal, marketing, technology services, offsite contracted document storage facilities. Our contracts dictate that these goods or services providers only use information in connection with the goods or services they supply or services they perform for us and not for their own benefit;
- Credit bureaus to report account information, as permitted by law;
- Banking partners as required by credit card association rules; and
- Regulators, as required by law or governmental audit.
- Medical, Pension and Provident funds
- Marketing purposes to for example disclose aggregate statistics (information about the customer population in general terms) about the personal information to advertisers or business partners to provide services (e.g. maintenance, analysis, audit and marketing). They will have access to your information as reasonably necessary to perform these tasks on our behalf and are obligated not to disclose or use it for other purposes.
- Law enforcement if required:
 - by a subpoena or court order;
 - to comply with any law;
 - to protect the safety of any individual or the general public; and
 - to prevent violation of our customer relationship terms.

10. TRANSBORDER FLOWS OF PERSONAL INFORMATION

Rust en Vrede Wynlandgoed has not planned transborder flows of personal information. However, should become necessary to transfers personal information to another country for any lawful purpose, Rust en Vrede Wynlandgoed will ensure that the information is subject to a law, binding corporate rules or binding agreement which provides an adequate level of protection and the third party agrees to treat that personal information with the same level of protection as the Regulator is obliged under the Protection of Personal Information Act.

Any transfers of personal information cross border shall be with data subject's consent, however should it not be reasonably practicable to obtain data subject's consent, Rust en Vrede Wynlandgoed shall transfer the personal information if (a) it will be for the data subject's benefit; and (b) the data subject would have given consent should it have been reasonably practicable to obtain such consent

11. SECURITY MEASURES

Rust en Vrede Wynlandgoed take the security of personal information very seriously and always endeavour to comply with applicable data protection laws. Rust en Vrede Wynlandgoed takes practical and reasonable steps to secure personal information from unauthorised access, use or disclosure. Rust en Vrede Wynlandgoed have organisational measures such as access controls e.g. User IDs and passwords for accessing systems and authorise access to personal information only for those employees who require it to fulfil their job responsibilities.

12. Availability of the Manual

This Manual is available for inspection as follows:

- Rust en Vrede Wynlandgoed's website
- Rust en Vrede Wynlandgoed's Head Office
- Upon request and payment of a reasonable amount where required to be printed

13. ACCESS TO INFORMATION REQUEST IN TERMS OF PAIA

13.1 The request procedure:

To facilitate the processing of the request, kindly:

- Use the prescribed form (refer to point 15 of this manual for further details on the form to be used).
- In addition to the prescribed form, requesters will be required to supply a certified copy of their identification document or any other legally acceptable form of identification.
- Address the request to the Information Officer at the address or e-mail address already provided (unless the online form is being completed).
- Provide sufficient details to enable Rust en Vrede Wynlandgoed to identify the following:
 - (a) record(s) requested;
 - (b) requester (and if an agent is lodging the request, proof of capacity);
 - (c) the form of access required;
 - postal address or facsimile number of the requester in the Republic;
 - if the requester wishes to be informed of the decision in any manner (in addition to written), the manner and particulars thereof;
 - (d) the right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

13.2 Notification:

Requesters will be informed within 30 days if Rust en Vrede Wynlandgoed's decision is to refuse access to the information requested based on any of the grounds for refusal as contemplated in the Act. Take note that the 30-day period may be extended for a further 30-day period should more time be required to gather the requested information. The requester will, however, be notified if the initial 30-day notice period is to be extended for a further 30 days.

13.3 Prescribed Fees:

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

- 13.3.1 A requester is required to pay the prescribed fees (R50,00) before a request will be processed;
- 13.3.2 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);
- 13.3.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 13.3.4 Records may be withheld until the fees have been paid.
- 13.3.5 Requesters are required to pay fees for accessing the records and include fees for the search, preparation and reproduction of the documents.
- 13.3.6 The fees are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form	R0,75
(c)	For a copy in a computer-readable form on a compact disc	R70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	R40,00 R60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	R20,00 R30,00
(f)	To search for and prepare the record for disclosure for each hour or part of an hour reasonably required for such search and preparation.	R30,00
(g)	The postage payable when a copy of record must be posted to an actual requester.	

14. DATA SUBJECT RIGHTS UNDER POPIA

POPIA grants the following rights to a data subject after providing proof of identity that allows the data subject to request:

- Confirmation, free of charge whether personal information is kept about the data subject.
- Request the record or a description of the personal information about the data subject held, including information about the identity of all third parties, or categories of third parties, who have, or have, had access to the information.

On the latter if a fee is payable for the services rendered a written estimate of the fee must be provided, before providing the service and a deposit might be payable.

Furthermore, a data subject may, in the prescribed manner or a form that is similar (refer to point 15 of this manual for further details on the form to be used):

- Object to the processing of personal information in terms of section 11(3).
- Request in terms of section 24(1) for the:
 - Correction or deletion of 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

- Destroying or deletion of a record of personal information about the data subject that Rust en Vrede Wynlandgoed is no longer authorised to retain.

Rust en Vrede Wynlandgoed has an obligation to retain personal information as required in the respective laws and regulations that are applicable to Rust en Vrede Wynlandgoed. Any request would, therefore, first need to be assessed terms of the retention requirements.

15. PRESCRIBED FORMS

The respective regulations refer to the forms that are to be completed. Where the form is not completed any form which is substantially similar to the form required is to be completed.

There are two options made available that can be accessed either on the Information Regulator's website or annexed hereto. Kindly complete the relevant online form and return it to us at the address supplied.

- PAIA FORM 1: Request for a Copy of the Guide from an Information Officer [Regulation 3]
- PAIA FORM 2: Request for Access to Record [Regulation 7]
- PAIA FORM 3: Outcome of Request and Fees Payable [Regulation 8]
- PAIA FORM 4: Internal Appeal Form [Regulation 9]
- PAIA Access Fees
- POPIA FORM 1: Objection to the Processing of Personal Information
- POPIA FORM 2: Request for Correction or Deletion of Personal

FORM 1

REQUEST FOR A COPY OF THE GUIDE

[Regulations 3]

TO: The Information Officer

I,

Full names:				
In my capacity as (mark with "x"):	Information officer		Other	
Name of *public/private body (if applicable)				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular:	

Hereby request the following copy (ies) of the Guide:

Language (mark with "X")		No of copies	Language (mark with "X")		No of copies
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address:

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Fax number:

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Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made <i>(when made on behalf of another person)</i>				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made <i>(if applicable)</i> :				
Identity Number				
Postal Address				

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

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

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

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE
[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information 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>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive(<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

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>)	

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

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4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

INTERNAL APPEAL FORM

FORM 4

[Regulation 9]

Reference Number:

PARTICULARS OF PUBLIC BODY				
Name of Public Body				
Name and Surname of Information Officer:				
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				
Is the internal appeal lodged on behalf of another person?	Yes	☐	No	☐
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>				
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(If lodged by a third party)</i>				
Full Names				
Identity Number				
Postal Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			
E-Mail Address				

DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>	
Refusal of request for access	
Decision regarding fees prescribed in terms of section 22 of the Act	
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	
Decision to grant request for access	
GROUNDS FOR APPEAL <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>	
State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party

FOR OFFICIAL USE

OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information Officer)</i>				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:			Yes	☐
			No	☐
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>	
	No	☐		
Fees (Sec 22). Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>	
	No	☐		
Extension (Sec 26(1)). Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>	
	No	☐		
Access (Sec 29(3)). Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>	
	No	☐		
Request for access granted. Confirmed?	Yes	☐	New decision <i>(if not confirmed)</i>	
	No	☐		

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority

FEES IN RESPECT OF 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: (i) Flash drive (to be provided by requestor) (ii) Compact disc • 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: (i) Flash drive (to be provided by requestor) (ii) Compact disc • 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-mail or any other electronic transfer	Actual expense, if any.

FORM 1

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

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 2(1)]

Note:

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

Reference Number

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party(<i>if the responsible party is a natural</i>):	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	

Name of public or private body <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

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

FORM 2

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

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

Note:

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

Reference Number....

Mark the appropriate box with an "x".

Request for:

☐

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

☐

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

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

Name of public or private body <i>(if the responsible party is not a natural person)</i> :		
Business address:		
		Code ()
Contact number(s):		
Fax number:		
E-mail address:		
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. <i>(Please provide detailed reasons for the request)</i>	

* *Delete whichever is not applicable*

Signed at this day of20.....

.....
Signature of Data subject