

PAIA Information Manual

**Prepared in accordance with
The Promotion of Access to Information Act, No 2 of 2000**

1. **Background to the Promotion of Access to Information Act**

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 ("the Act" or "PAIA") gives effect to the constitutional right of access information held by a state or other organisation which may be required to exercise or safeguard the rights of the person requesting access.
- 1.2 The Act requires all prescribed organisations to compile a PAIA Information Manual.
- 1.3 When an organisation receives a request for information under the Act, it is required to provide the requested information, subject to any statutory, regulatory, and/or legal obligations that may exist and compel withholding of the requested information. The Act sets out the procedures to be followed to obtain information from an organisation.

2. **Communities Against Pollution NPC ("CAP")**

- 2.1 CAP is a Non-Profit Company established in accordance with the laws of South Africa with Registration Number: 2022/445204/08.
- 2.2 Personal data contained in CAP's surveys and forms is stored on SOC 2 Type II compliant data servers in Germany.
- 2.3 This manual is available and may be viewed at the Company's: -

Registered Address: Communities Against Pollution NPC c/o Baker Tilly Morrison Murray,
20 Westville Road, Westville, KZN, 3629

Website: www.communitiesagainstpollution.com

A copy of this manual is available in English. Where reasonably practical and by specific request, this manual may be explained in the other of the official languages of South Africa.

3. **Purpose of this Manual**

- 3.1 CAP strives to foster an environment of openness and accountability, and will, whenever practical, uphold the right to access information when it is required to exercise or defend a requester's legal rights.
- 3.2 However, the Act acknowledges that the right of access to information cannot be unlimited and should be subject to reasonable restrictions, including but not limited to: -
 - 3.2.1 restrictions designed to reasonable protect privacy;
 - 3.2.2 commercial confidentiality; and

3.2.3 effective, efficient, and good governance;

and in a manner that strikes a balance between those rights with other rights, including those that are protected by the Constitution.

3.3 This manual: -

3.3.1 provides a description of the records held by the Company;

3.3.2 specifies which of the documents can be obtained without submitting a formal, written PAIA request;

3.3.3 provides the contact information for the information officer who will help requesters with the process;

3.3.4 outlines the categories and descriptions of Company records and the procedures for requesting access to them;

3.3.5 provides access to the periodically updated PAIA use guide provided by the Information Regulator;

3.3.6 explains what personal data is processed by the Company, why it is processed, what types of data are processed, and other information associated with it;

3.3.7 discloses whether the Company intends to transfer or process personal data outside the Republic of South Africa and the recipients or categories of recipients who may then have access to such personal data; and

3.3.8 discloses whether the company has adequate security measures in place to ensure the confidentiality, integrity, and availability of the personal data to the appropriate parties, and which recipients or categories of recipients may be given access to such personal data;

4. **Contact Details of the Chief Information Officer**

Chief Information Officer: Mr. Paolo Del Fabbro

Registered Address: Communities Against Pollution NPC c/o Baker Tilly Morrison Murray,
20 Westville Road, Westville, KZN, 3629.

Postal Address: PO Box 6070, Zimbali, 4418.

Telephone Number: +27 82 460 1172

Facsimile Number: +27 86 483 5963

Website: www.communitiesagainstpollution.com

5. **Guide by the Information Regulator**

5.1 The Information Regulator has made available a guide to help persons who want to exercise their rights under the Act and in the Protection of Personal Information Act No. 4 of 2013 (“POPI”), their guide: -

5.1.1 Provides information and details on how to apply the Act;

5.1.2 Describes the objectives, how and in what form requests should be made, and the regulations promulgated under the Act;

5.1.3 Will be revised and published every two years.

5.2 Their guide is available in all the official languages of the Republic of South Africa and is available for inspection, at the offices of the Information Regulator and on its website.

[Request a Copy of the Guide from the Information Regulator SA](#)

5.3 Any enquiries with regards to their guide should be directed to: -

The Information Regulator, at:

Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001.

Telephone Number: (010) 023-5200

Website: <https://info regulator.org.za>

E-mail Address: enquiries@info regulator.org.za

6. **The Notice in Terms of the Act**

6.1 Records of a public nature, such as those available on the CAP website or its published annual financial reports, may be accessed without the need to submit a formal application.

6.2 No formal application is required to obtain records of a public nature, such as those found on the CAP website or its published annual financial reports.

6.3 Other non-confidential materials, such as CIPC statutory records, may also be accessed without submitting a formal application; however, please note that an appointment with the information officer is required to see such records.

6.4 Only the information specified in this paragraph is ordinarily available to the public. CAP has not published any category of records as being ordinarily available.

7. Records Available Only on Request to Access in Terms of the Act

7.1 This paragraph lists the kind of data and documents that CAP has on hand. The information is classified and grouped into following categories: -

7.1.1 Personnel Records

7.1.1.1 Personal records provided by personnel.

7.1.1.2 Records provided by a third party pertaining to personnel.

7.1.1.3 Conditions of employment and other personnel-related contractual and quasi-legal records.

7.1.1.4 Internal evaluation records and other internal records.

7.1.1.5 Correspondence relating to personnel.

7.1.1.6 Training schedules and material.

“Personnel” refers to anyone who performs work for, or on behalf of, CAP and receives or is entitled to receive compensation and any other person who assists in carrying out or conducting the business of CAP. This includes, without limitation, directors (executive and non-executive), all permanent, temporary, and part-time staff, as well as contract workers.

7.1.2 Member or Customer Related Records

7.1.2.1 Records provided by a member, customer, or third party to CAP.

7.1.2.2 Records provided by a member, customer, or third party to a party acting for or on behalf of CAP.

7.1.2.3 Records generated by or within CAP pertaining to its members or customers, including transactional records.

“Customer” or “Member” refers to any natural or juristic entity that receives services or products from CAP.

7.1.3 Company Records

7.1.3.1 Financial records.

7.1.3.2 Operational records.

7.1.3.3 Databases.

7.1.3.4 Information Technology.

7.1.3.5 Marketing records.

7.1.4 Internal Correspondence

7.1.4.1 Product records.

- 7.1.4.2 Statutory records.
- 7.1.4.3 Internal Policies and Procedures.
- 7.1.4.4 Records held by officials of the institution.

These records include, but are not limited to, the records which pertain to CAP's own affairs.

7.1.5 Other Party Records

- 7.1.5.1 Records pertaining to individuals, clients, members, or organisations that are not held by CAP.
- 7.1.5.2 Records kept by CAP concerning other parties, including without limitation financial records, correspondence, records relevant to contracts, records supplied by the other party, and records third parties have provided about the contractors/suppliers.
- 7.1.5.3 CAP may have information belonging to other parties in its possession, such as contractors, suppliers, holding companies, joint venture partners, and service providers. Or these other parties may have in their possession of documents that can be deemed to belong to CAP.

7.2 Accessibility to these records may be refusal in terms of the Act. There may be other or additional grounds for denial, including records that a third party has determined to be confidential and to which CAP must first obtain that third party's consent to contemplate access.

8. Records Available in Terms of Any Other Legislation

- 8.1 Where other legislation may be applicable to CAP's operations, it may also have records and documents in terms of such legislation.
- 8.2 Where records and documents are requested in terms of other legislation, such information will be made available, to affected persons, in accordance with the Act and provided that doing so is not prohibited in terms of legislation, regulations, contractual agreement, or other reason.
- 8.3 A request for access to such information must be made in accordance with the Act's procedural requirements and may be denied for any of the reasons listed in this manual.
 - 8.3.1 Basic Conditions of Employment Act No. 75 of 1997;
 - 8.3.2 Broad-Based Black Economic Empowerment Act, 2003;
 - 8.3.3 Business Act No. 71 of 1991;
 - 8.3.4 Companies Act No. 71 of 2008;
 - 8.3.5 Compensation of Occupational Injuries and Diseases Act No. 130 of 1993;
 - 8.3.6 Competition Act. No. 71 of 2008;
 - 8.3.7 Constitution of the Republic of South Africa 2008;
 - 8.3.8 Copyright Act No. 98 of 1978;
 - 8.3.9 Customs and Exercise Act No. 91 of 1964;
 - 8.3.10 Cybercrimes Act No. 19 of 2020;

- 8.3.11 Designs Act No. 195 of 1993;
- 8.3.12 Electronic Communications Act No. 36 of 2005;
- 8.3.13 Electronic Communications and Transaction Act No. 25 of 2002;
- 8.3.14 Employment Equity Act No. 55 of 1998;
- 8.3.15 Financial Intelligence Centre Act No 38 of 2001;
- 8.3.16 Identification Act No.68 of 1997;
- 8.3.17 Income Tax Act No. 58 of 1962;
- 8.3.18 Insolvency Act No. 24 of 1936;
- 8.3.19 Intellectual Property Laws Amendment Act 38 of 1997;
- 8.3.20 Labour Relations Act No. 66 of 1995;
- 8.3.21 Long Term Insurance Act 52 of 1998;
- 8.3.22 Machinery and Occupational Safety Act No. 6 of 1983;
- 8.3.23 National Road Traffic Act 93 of 1996;
- 8.3.24 National Environmental Management Act No 107 of 1998;
- 8.3.25 National Environmental Management: Air Quality Act 39 of 2004
- 8.3.26 National Environmental Management: Waste Act 59 of 2008
- 8.3.27 National Water Act 36 of 1998
- 8.3.28 Occupational Health and Safety Act No. 85 of 1993;
- 8.3.29 Patents Act No. 57 of 1978;
- 8.3.30 Pension Funds Act No. 24 of 1956;
- 8.3.31 Prescription Act No. 68 of 1969;
- 8.3.32 Prevention & Combating of Corrupt Activities Act 12 of 2004
- 8.3.33 Prevention of Constitutional Democracy Against Terrorist & Related Activities Act 33 of 2004
- 8.3.34 Prevention of Organised Crime Act 121 of 1998
- 8.3.35 Promotion of Access to Information Act No. 2 of 2000;
- 8.3.36 Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 8.3.37 Protected Disclosures Act 26 of 2000
- 8.3.38 Protection of Personal Information Act No. 4 of 2013;
- 8.3.39 Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002
- 8.3.40 Revenue laws Second Amendment Act. No 61 of 2008;
- 8.3.41 Road Transportation Act. No. 74 of 1977;
- 8.3.42 Skills Development Levies Act No. 9 of 1999;
- 8.3.43 Short-term Insurance Act No. 53 of 1998;
- 8.3.44 Taxation Laws Amendment Act No. 7 of 2010;

- 8.3.45 Trademarks Act No. 194 of 1993;
- 8.3.46 Transfer Duty Act No 40 of 1949;
- 8.3.47 Uncertificated Securities Tax Act No. 31 of 1998;
- 8.3.48 Unemployment Contributions Act 63 of 2001;
- 8.3.49 Unemployment Insurance Act No. 30 of 1966;
- 8.3.50 Value Added Tax Act 89 of 1991.

9. **Access to Records Held by CAP**

9.1 Prerequisites for Access by Personal and Other Requests

9.1.1 Records held by CAP may be accessed by requests only once the prerequisite requirements for access have been met.

9.1.2 There may be two types of requests: -

9.1.3 Personal Request

9.1.3.1 Where the requester is seeking to access a record containing their personal information.

9.1.3.2 CAP will provide such requested information or give access to any record with regards to the requester's personal information, subject to the payment of the prescribed fees (where applicable) for reproduction of the information.

9.1.4 Other Request

9.1.5 The requester (or a requester acting on behalf of another) is entitled to request access to information of third parties.

9.1.6 When considering such a request, CAP will apply the provisions of the Act. The Information Officer will take all reasonable steps to inform a third party to whom the requested record relates of the request, informing them that they may make a written or oral representation to the Information Officer as to why the request should be refused or, where required, give written consent for the disclosure of the Information.

10. **Request Procedure**

10.1 When requesting access to information or records a requester must comply with all the procedural requirements outlined in the Act.

10.2 Any request for access to information must be made by completing the prescribed PAIA Form 2 in Annexure A, and then submitting the same together with payment of the request fee and a deposit (where applicable) to the Information Officer at the postal or physical address, fax number or electronic mail address stated paragraph 4.

- 10.3 The prescribed form must have sufficient information to enable the Information Officer to establish the: -
- 10.3.1 identity of the requester; and
 - 10.3.2 record or records requested.
- 10.4 The requester must indicate the nature of access required and specify their preferred delivery address being a postal address, physical address, or fax number, within the Republic, and/or an electronic mail address.
- 10.5 The requester must clearly state what the nature of the right they wish to exercise or protect. They must also specify why and how the record they are wanting to access is necessary to exercise or protect the said right.
- 10.6 CAP will process the request within 30 (thirty) days, unless the requester has provided the Information Officer, with reasons, to the satisfaction of the said officer, that exigent circumstances dictate that the said period should be reduced.
- 10.7 The requester shall be advised in writing whether access is granted or denied
- 10.8 Where requesters are applying on behalf of a third party, they must submit proof, satisfaction of the Information Officer, of their capacity and/or authority to act on behalf of such third party.
- 10.9 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 10.10 CAP can only process the request within the period stated once it has received all the information and payments due required in terms of paragraph 15. The prescribed time periods will only commence once the requester has furnished all the necessary and required information and payment has been received.
- 10.11 Where only a portion of information is requested, the Information Officer, may extract or deduct information, where possible, so to grant access to only that portion information requested, provided it is not prohibited from being disclosed.
- 11. Access to Personal Information by a Data Subject**
- 11.1 POPI provides data subjects access to their personal data information.
 - 11.2 A data subject has the right to seek access to all the information that CAP possesses about them free of charge, this includes information regarding the identities of any third parties that have or have had access to their personal information.

- 11.3 POPI states that, a data subject may object to CAP's processing of their personal information at any time, on reasonable grounds specific to their situation, unless legislation states that CAP is entitled to hold such information.
- 11.4 Data subjects who are objecting to the processing of their personal information must completed a POPI Form 1 in Annexure B and submit it to the Information Officer at the postal or physical address, physical phone number, fax number, or email address listed in paragraph 4.
- 11.5 POPI further states that CAP must give data subjects a written estimate of the amount payable before delivering the service, where applicable, and that it is permissible to request that the data subject pay a deposit equal to all or part of the quoted amount.
- 11.6 A data subject may request CAP to change or remove any inaccurate, unnecessary, excessive, out-of-date, uncomplete, misleading, or unlawfully obtained personal information on them that it has in its custody or under its control. The data subjects may also request CAP to destroy or delete a record of personal information about the data subject and that CAP is no longer authorised to retain records in terms of the provisions of POPI in respect of the retention and restriction of access to records.
- 11.7 A data subject requesting the rectification, deletion, or destruction of personal information or of a record a correction, deletion, or the destruction of personal information or of a record must fill out the required POPI Form 2 in Annexure B and submit it to the Information Officer at the postal or physical address, facsimile number, or electronic mail address specified in paragraph 4.
- 11.8 Data subjects must also provide valid identification documentation, such as a certified copy of their identity card or other official forms of identification.
12. **Refusal of Access to Records**
- 12.1 The Act states that private organisations have the right to decline a request for information.
- 12.2 CAP may refuse a request for information that relates to the: -
- 12.2.1 mandatory protection of the privacy of a third party that is a natural person, a deceased person, or a juristic, as included in POPI, which may be prejudiced by the unreasonable disclosure of such personal information;
- 12.2.2 mandatory protection of personal information or disclosure of any such information, covered by other statutory, regulatory, or contractual agreements, to ensure compliance with the provisions of the POPI;
- 12.2.3 mandatory protection of third-party commercial information if the record contains: -
- 12.2.3.1 trade secrets;
- 12.2.3.2 financial, commercial, scientific, or technical information which if disclosed may cause harm to the financial or commercial interests of that third-party;

- 12.2.3.3 information that a third party provided to CAP in confidence and which, if disclosed, could put that third party at a disadvantage in negotiations or commercial competition;
- 12.2.4 mandatory protection of third-party confidential and/or sensitive information if it is protected under any agreement;
- 12.2.5 mandatory protection of the safety of individuals and/or the protection of property;
- 12.2.6 mandatory protection of records which would be regarded as privileged in legal proceedings.
- 12.3 The commercial activities CAP which may include:
 - 12.3.1 its trade secrets;
 - 12.3.2 its financial, commercial, scientific, or technical information, if disclosed may cause harm to the financial or commercial interests;
 - 12.3.3 information which, if disclosed could place CAP at a disadvantage in negotiations or commercial competition;
 - 12.3.4 computer programs or software that CAP owns and is copyright protected.;
 - 12.3.5 the research information conducted by CAP or a third-party if its disclosure would disclose the subject matter of the research or the identity of the researcher and would compromise or place the research at a serious disadvantage.
- 12.4 Any request for information may be refused if in the opinion of the Information Officer determines that it is frivolous or vexatious, or which involves an unreasonable diversion of CAP's resources.
- 12.5 All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.
- 12.6 If a requested record cannot be found or if the record does not exist, the Information Officer will, by way of an affidavit or affirmation, notify the requester that access to the requested record is not possible. Such a notice will be regarded as a decision to refuse access to such record in terms of the Act. Should the record be found at a later date, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

13. Remedies Available should CAP Refuses a Request

13.1 Internal Remedies

CAP does not have an internal appeal procedure. Decisions of the Information Officer are final. The requester must utilise external remedies if their request for information is declined or if they are dissatisfied with the information officer's response.

13.2 External Remedies

- 13.2.1 Within 30 (thirty) days of receiving notice of the decision, a requester who is dissatisfied with the information officer's denial of access to the requested information may file a complaint with the Information Regulator. The requester must use [PAIA Form 05: Complaint Form \[Regulation 10\]](#)
- 13.2.2 After exhausting the Information Regulator's complaints process, the requester may approach the courts for relief. For purposes of the Act, the Courts having jurisdiction over these matters are the Constitutional Court, the High Court, a Magistrate's Court designated by the Minister of Justice and Constitutional Development, and which is presided over by a designated Magistrate, or another court of similar status.

14. Fees

14.1 The Act provides for two types of fees, namely: -

- 14.1.1 A request fee, which is a type of administrative fee payable all requesters, except those accessing personal information, before their request is considered. The request fee is not refundable; and
- 14.1.2 An access fee is due whenever a request for access to information is granted, except where prohibited by the Act or where the Minister has decided on an exclusion. This fee is inclusive of costs incurred by the Company in preparing, collating, and making available a record for delivery to the requester.
- 14.1.3 For a breakdown of the applicable fees, please see Annexure C.
- 14.2 The Information Officer will notify the requester of the requirement to pay the prescribed request fee (where applicable) before proceeding to process the request.
- 14.3 If the search for the record, the preparation of the record for disclosure, and the arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations, the Information Officer will notify the requester to pay, as a deposit, the assessed portion of the access fee which would be payable if the request is granted.
- 14.4 When a request for access to a record is granted, the requester must pay all the applicable fees prior to the release of the information. These fees may include an access fee, request fee, reproduction fees, search fees, and preparation fees, and for time that is reasonably necessary beyond the allotted hours to locate the record, prepare the information for disclosure, and arraigning to make it available in the format requested.
- 14.5 If a deposit has been paid in respect of a request for access, which is refused, the Information Officer will repay the deposit to the requester.

15. **Other Fees Applicable**

15.1 Deposits

When CAP receives a request for access to information and the Information Officer determines that it will take more than 6 (six) hours to prepare the requisite record of disclosure, the information officer may ask the requester to pay a deposit. The amount of the deposit shall not be greater than $\frac{1}{3}$ (one third) of the amount of the applicable fees.

15.2 Reproduction Fees

CAP may charge fees to cover the costs associated with finding and copying the records requested, in accordance with the prescribed regulations.

15.3 All fees must be deposited into the bank account stipulated in the **Form** provided by the Information Officer and a copy of the deposit slip, application form and other correspondence/documents, forwarded to the Information Officer via email or fax.

15.4 See copy of prescribed fees as applicable at the time of publishing of this manual in Annexure C. All fees are subject to change as prescribed in the Act. Fees charged may differ from those in this manual at the time the request is made. Requesters shall be informed of the fees prior to making a payment.

16. **Decision**

16.1 CAP will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline access to the information requested and give notice with reasons (if required).

16.2 Where the request is for a substantial amount of information or if it necessitates a search for information held at another office of CAP and the information cannot reasonably be obtained within the original 30 (thirty) day period, that period may be extended for an additional period of no more than 30 (thirty) days.

16.3 CAP will notify the requester in writing should an extension be required.

17. **Availability and Updating of the PAIA Manual**

17.1 This manual is made available in terms of Regulation Number R 187 of 15 February 2002.

17.2 CAP will update this manual from time to time when deemed necessary.

Annexure A PAIA Forms

Form 2 - Request for Access to Record

[PAIA Regulation 7]

TO: The Information Officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

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

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.

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 <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

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

Signature of Information Officer

Annexure B POPI Forms

Form 1 - Objection to the Processing of Personal Information

[POPI 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:		

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

Signed at _____ this _____ day of _____ 20 _____

Signature of data subject (applicant)

POPI Forms

Form 2 - Request for Correction or Deletion of Personal Information or Destroying or Deletion of Record of Personal Information

[POPI Regulation 3(2)]

Note:

3. Affidavits or other documentary evidence in support of the objection must be attached.
4. 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:	
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:	
B	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 of _____ 20 _____

Signature of data subject

Annexure C Fees

Prescribed Fees. Government Notice No. R.757 dated 27 August 2021

Item	Description	Amount
1	The request fee payable by every requester	R140.00
2	Photocopy black & white copy of A4-size page	R2.00 per page or part thereof.
3	Printed black & white copy of A4-size page	R2.00 per page or part thereof.
4	For a copy in a computer-readable form on: 4.1 Flash drive (to be provided by requestor) 4.2 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	Where services are required to be outsourced, the cost will be dependent on the service provider fee.
6	Copy of visual image	
7	Transcription of an audio record, per A4-size page	
8	Copy of an audio record on: 8.1 Flash drive (to be provided by requestor) 8.2 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	1/3 of amount of the 2 to 8 items requested
11	Postage, e-mail, or any other electronic transfer	Actual expense, if any.