



Clover Leaf Candles

THE CANDLE CRAFTSMEN

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PAIA and POPIA Manual

This manual was prepared in accordance with Section 51 of the Promotion of Access to Information Act, 2000 and to address requirements of the Protection of Personal Information Act, 2013.

This manual applies to Banzi Trade 39 Proprietary Limited

Registration Number: 2006/006275/07

“the company”

Registered Office Address: Erica
Street, Stutterheim, 4930

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1 Introduction

The private body is a proprietary limited duly registered according to the Company's Act No. 61 of 2008. The primary business of the private body is the manufacture and distribution of Candles, FMCG, Cosmetic and Paint and Hardware related products to the retail and wholesale trade and other contract customers.

2 Company Contact Details [Section 51(1)(a)]

Name of Body:	Banzi Trade 39 (Pty) Ltd t/a Clover Leaf Candles
Directors:	Richard Boardman Gerald Boardman Phillip Boardman
Information Officer:	Richard Boardman
Deputy Information Officer:	Maryke Vockerodt
Physical Address:	Erica Street Stutterheim 4930
Postal Address:	PO Box 175 Stutterheim 4930
Telephone Number:	+27 43 683 1328
Email Address (IO):	rboardman@newden.co.za
Email Address (Deputy IO):	maryke@newden.co.za

3 The Act and Section 10 Guide [Section 51(1)(b)]

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

Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

A guide to the Act (as contemplated under section 10 of the Act) is available from the South African Human Rights Commission. The guide contains such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide and its contents should be directed to:

The South African Human Rights Commission: Postal
address: Private Bag 2700, Houghton, 2041
Telephone: +27 11 877-3600
Fax: +27 11 403-0625
Website: <https://www.sahrc.org.za>

4 Records Automatically Available [Section 51(1)(c)]

At this stage no notice(s) has/have been published in terms of section 52 of the PAIA on the categories of records that are automatically available without a person having to request access in terms of the PAIA.

Records that are automatically available as the registered office of the company on payment of the prescribed fee for reproduction are:

- Records of the company lodged in terms of government requirements such as the Registrar of Deeds;
- Documentation and information relating to the company which is held by CIPC in accordance with the requirements set out in section 25 of the Companies Act No 71 of 2008;
- Product and service brochures
- Marketing information

5 Schedule of Records [Section 51(1)(e)]

The list below depicts records of information which the company has available in terms of laws applicable to it. Some of this information and the access thereto may be restricted to protect the privacy and private information of Data Subjects:

5.1 Statutory Company Information

- Certificate of Incorporation and Memorandum of Incorporation
- Register of Directors and Public Officers
- Remuneration of Directors
- Minutes of Board Meetings and Resolutions
- Records relating to the appointment of directors / auditor / secretary / public officer and other officers

5.2 Financial Records

- Financial Statements
- Documents relating to taxation of the company
- Accounting Records
- Financial Agreements

5.3 Agreements or Contract Records

- Standard Agreements
- Contracts concluded with Companies
- Contracts concluded with Customers
- Third Party Contracts (such as Service Level Agreements etc.)
- Suppliers Contracts

5.4 Employees

- List of Employees
- Personal Information of Employees
- Employee Contracts of Employment
- Remuneration of Employees
- Leave Records
- Collective Agreements

5.5 Company Policies and Directives

- Internal relating to employees and the company
- External relating to clients and other third parties

5.6 Regulatory

- Licenses or Authorities

5.7 Customer Information

- Customer Details
- Contact details of individuals within Customers
- Communications with Customers

5.8 Intellectual Property

- Formulas, work instructions and manufacturing procedures
- Designs
- Know-how

5.9 Safety, Health and Quality

- Safety management system, data and audits
- Quality management system, data and audits

6 Records that are not automatically available

Records of the company which are not automatically available must be requested in terms of the procedure set out in section 7 of this PAIA Manual or the Regulations as set out in terms of POPIA and which may be subject to the restrictions and right of refusal to access as provided for in the PAIA and in the POPIA.

No request shall be accepted telephonically nor shall any information be supplied telephonically. Only the Information Officer or any Deputy Information Office appointed shall have the mandate to disclose information in terms of this manual.

7 Procedure for requesting access to the above information

Records held by the company may be accessed on request only once the requirements for access have been met. A requester is any person making a request for access to a record of the company and in this regard, the Act distinguishes between two types of requesters:

□ Personal Requester

A personal requester is a requester who is seeking access to a record containing personal information about the requester. Subject to the provisions of the Act and applicable law, the company will provide the requested information, or give access to any record about the requester's personal information. The prescribed fee for reproduction of the information requested will be charged by the company.

□ Other Requester

This requester (other than a personal requester) is entitled to request access to information pertaining to third parties. However, the company is not obliged to grant access prior to the requester fulfilling the requirements for access in terms of the Act. The prescribed fee for reproduction of the information requested will be charged by the company.

□ Request Procedure

A requester must comply with all the procedural requirements contained in the PAI and POPI Acts relating to a request for access to a record. A requester must complete the request form enclosed herewith in Appendix 1 and submit it, as well as the payment of a request fee, if applicable to the information officer at the physical address, or electronic mail address as stated herein. The request form must be filled in with enough information to at least enable the information officer to identify:

- The record or records requested
- The identity of the requester
- What form of access is required
- The postal address or fax number of the requester.

A requester must state that he or she requires the information to exercise or protect a right, and clearly state what the nature of the right is, so to be exercised or protected. The requester must also provide an explanation of why the

requested record is required for the exercise or protection of that right.

The company will process a request within 30 days, unless the requester has stated special reasons which would satisfy the information officer that circumstances dictate that this period not be complied with.

The requester shall be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the way it is required. If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the 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 to the information officer.

□ Decision

The company will decide whether to grant or decline a request and give notice with reasons (if required) to that effect. The 30-day period within which the company has to decide whether to grant or refuse a request, may be extended for a further period of not more than 30 days if the request is for a large quantity of information, or the request requires a search for information that has been backed up or stored offsite and the information cannot reasonably be obtained within the original 30-day period. The information officer will notify the requester in writing should an extension be necessary.

8 Grounds for refusal of access to information

The company has the right to refuse access to information on legal grounds as set out in the POPI and PAI Acts which will mainly be on one or more of the following grounds:

- Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable.
- Mandatory protection of the commercial information of a third party, if the records contain:
 - Trade secrets of that third party
 - Financial, commercial, scientific, or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
 - Information disclosed in confidence by a third party to the company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records that would be regarded as privileged in legal proceedings.
- Protection of the commercial information of the company, which may include:
 - Trade secrets
 - Financial/commercial, scientific, or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the company.
 - Information which, if disclosed, could put the company at a disadvantage in contractual or other negotiations or prejudice the company in commercial competition; and/or
- Computer programs which are owned by the company, and which are protected by copyright and intellectual property laws.
- Mandatory protection of research information of the company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage.
- Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

9 Remedies available to the requester upon refusal of a request for access of PAIA

□ Internal remedies

The company does not have an internal appeal procedure. As such, the decision made by the Information Officer is final, and requesters will have to exercise such external remedies at their disposal if a request for an access is refused and the requester is not satisfied with the response provided by the Information.

- External remedies
In accordance with sections 56(3) (c) and 78 of PAIA, a requester may apply to a court for relief within 180 days of notification of the decision for appropriate relief.

10 Fees

The Act provides for two types of fees:

Fees can be scrutinised in Appendix 2.

A request fee, (which will be a standard fee) and an access fee, which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs where applicable. When a request is received by the Information Officer of the company, the Information Officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, if any, before further processing of the request can take place. If a search for the information is necessary and the preparation and disclosure of the information for disclosure, requires more time than prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit if the request is granted.

The Information Officer shall withhold information until the requester has paid the fee or fees indicated. A requester, whose request for access to information has been granted, must pay an access fee reproduction, for search, preparation, and for any time in excess of the prescribed hours to prepare the information for disclosure including making arrangements to make it available in the request form. If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer shall repay the deposit to the requester.

11 Information available in terms of other legislation [Section 51(1)(d)]

No	Ref	Act
1	No 75 of 1997	Basic Conditions of Employment Act
2	No 53 of 2003	Broad Based Black Economic Empowerment Act
3	No 71 of 2008	Companies Act
4	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
5	No 71 of 2008	Competition Act
6	No 108 of 1996	Constitution of South Africa
7	No 68 of 2008	Consumer Protection Act
8	No 98 of 1978	Copyright Act
9	No 47 of 1937	Deed Registries Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 55 of 1998	Employment Equity Act
12	No 26 of 2013	Employment Tax Incentive Act
13	No 36 of 1947	Fertilizers, Farm Feeds, Seeds and Remedies Act
14	No 60 of 2000	Firearms Control Act
15	No 54 of 1972	Foodstuffs, Cosmetics and Disinfectants Act
16	No 15 of 1973	Hazardous Substances Act
17	No 95 of 1967	Income Tax Act
18	No 66 of 1995	Labour Relations Act
19	No 107 of 1998	National Environmental Management Act
20	No 39 of 2004	National Environmental Management: Air Quality Act
21	No 59 of 2008	National Environmental Management: Waste Act
22	No 103 of 1997	National Building Regulations and Standards Act
23	No 93 of 1996	National Road Traffic Act
24	No 85 of 1993	Occupational Health and Safety Act
25	No 2 of 2000	Promotion of Access to Information Act

26	No 4 of 2000	Promotion of Equality and Prevention of Unfair Discrimination Act
27	No 4 of 2013	Protection of Personal Information Act
28	No 9 of 1997	Skills Development Act
29	No 9 of 1999	Skills Development Levies Act
30	No 8 of 2008	Standards Act
31	No 77 of 1973	Trade Metrology Act
32	No 4 of 2002	Unemployment Contributions Act
33	No 63 of 2001	Unemployment Insurance Act
34	No 89 of 1991	Value Added Tax Act

12 Protection of Personal Information that is processed by the company

12.1 Conditions of Processing

Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA. Below is a description of the eight Conditions for Lawful Processing as contained in POPIA:

- a) Accountability - the Responsible Party has an obligation to ensure that there is compliance with POPIA in respect of the Processing of Personal Information.
- b) Processing limitation - Personal Information must be collected directly from a Data Subject to the extent applicable; must only be processed with the consent of the Data Subject and must only be used for the purposes for which it was obtained.
- c) Purpose specification - Personal Information must only be processed for the specific purpose for which it was obtained and must not be retained for any longer than it is needed to achieve such purpose.
- d) Further processing limitation - further processing of Personal Information must be compatible with the initial purpose for which the information was collected.
- e) Information quality - the Responsible Party must ensure that Personal Information held is accurate and updated regularly and that the integrity of the information is maintained by appropriate security measures.
- f) Openness - there must be transparency between the Data Subject and the Responsible Party.
- g) Security safeguards - a Responsible Party must take reasonable steps to ensure that adequate safeguards are in place to ensure that Personal Information is being processed responsibly and is not unlawfully accessed.
- h) Data Subject participation - the Data Subject must be made aware that their information is being processed and must have provided their informed consent to such processing.

12.2 Purpose of the Processing of Personal Information by the company

As outlined in paragraph 12.1c, Personal Information may only be processed for a specific purpose. The purposes for which the company processes or will Process Personal Information, is set out in Appendix 3.

12.3 Categories of Data Subjects and Personal Information/Special Personal Information relating thereto

As per section 1 of POPIA, a Data Subject may either be a natural or a juristic person. Appendix 3 sets out the various categories of Data Subjects that the company Processes Personal Information on and the types of Personal Information relating thereto.

12.4 Recipients of Personal Information

Part C of Appendix 3 outlines the recipients to whom the company may provide a Data Subjects Personal Information to.

12.5 Cross-Border Flows of Personal Information

Section 72 of POPI provides that Personal Information may only be transferred out of the Republic of South Africa:

- a) If the recipient country can offer such data an "adequate level" of protection. This means that its data privacy laws must be substantially like the Conditions for Lawful Processing as contained in POPIA; or
- b) If the Data Subject consents to the transfer of their Personal Information; or
- c) If the transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or

- d) If the transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- e) If the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would likely provide such consent.

The company does not do any Cross-Border transfers of any Personal Information relating to employees, clients, companies, or organisation.

12.6 Description of information security measures to be implemented by the company

Section E of Appendix 3 sets out the types of security measures implemented by the company to ensure that Personal Information is respected and protected.

A preliminary assessment of the suitability of the information security measures implemented or to be implemented by the company may be conducted in order to ensure that the Personal Information that is processed by the company is safeguarded and processed in accordance with the Conditions for Lawful Processing.

12.7 Objection to the Processing of Personal Information by a Data Subject

Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as Appendix 5 subject to exceptions contained in POPIA.

12.8 Request for correction or deletion of Personal Information

Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Appendix 4 to this Manual.

Appendix 1

Request for Access to the Record to be completed by a Requestor

Request for Access to Record of Private Body

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (Regulation 10)

A. Particulars of a Private Body

The Head:

B. Particulars of Person Requesting access to the Record

- | |
|---|
| <ul style="list-style-type: none">* The particulars of the person who requests access to the record must be given below.* The address and/or Fax number in the Republic of South Africa to which the information is to be sent must be given.* Proof of the capacity in which the request is made, if applicable, must be attached. |
|---|

Full Names and Surname _____

Identity Number: _____

Postal Address: _____

Fax Number: _____

Telephone Number: _____ E-Mail Address: _____

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

C. Particulars of Person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full Names and Surname: _____

Identity Number: _____

D. Particulars of Record

- | |
|--|
| <ul style="list-style-type: none">* 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 folio and attach it to this form. The requestor must sign all the additional folios. |
|--|

1. Description of record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

- * A 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.
- * You will be notified of the amount required to be paid as the request fee.
- * 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.

* 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 hereunder, state your disability and indicate in which form the record is required.

Disability: _____

_____ Form in which Record is required: _____

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the Record is in written or printed form			
<input type="checkbox"/>	Copy of Record*	<input type="checkbox"/>	Inspection of Record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the Images	<input type="checkbox"/>	Copy of the Images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the Images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette, CD, DVD, or digital audio format)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (CD, DVD, or digital audio format)
*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.			<input type="checkbox"/>

G. Particulars of right to be exercised or protected

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

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

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

H. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day _____ of 20 _____

Signature of Requester/Person on whose behalf request is made

Appendix 2

Applicable Fees in Respect of Private Bodies in Relation to PAIA

Fees in respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) 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 compact disc	R70.00
d) For a transcription of visual images, for an A4-size page or part thereof	R40.00
e) For a copy of visual images	R60.00
f) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
g) For a copy of an audio record	R30.00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11 (3) 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 compact disc	R70.00
d) For a transcription of visual images, for an A4-size page or part thereof	R40.00
e) For a copy of visual images	R60.00
f) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
d) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
1. For purposes of section 54 (2) of the Act, the following applies:	
a) Six hours as the hours to be exceeded before a deposit is payable; and	
b) one third of the access fee is payable as a deposit by the requester.	
2. The actual postage is payable when a copy of a record must be posted to a requester.	

Appendix 3

Processing of Personal Information in Accordance with POPIA

A. Purpose of Processing

THE COMPANY uses personal information under its care in the following manner:

- Administration
- Providing products and services to customers
- Staff administration
- Complying with Tax Laws
- Keeping accounts of records
- Conducting credit references checks and assessments
- Complying with legal and regulatory requirements
- Marketing and sales

B. Categories of Data Subjects and their Personal Information

THE COMPANY may possess records relating to suppliers, shareholders, service providers, staff and customers:

Data Subject	Information Processed
Customers – Natural Persons	Names, contact details, physical and postal addresses, date of birth, ID number, Tax related information, nationality, gender, confidential correspondence
Customers – Juristic Persons / Entities	Names of contact persons, name of legal entity, physical and postal address and contact details, financial information, registration number, founding documents, tax related information, authorised signatories, shareholding information, BBEEE Information
Service Providers	Names of contact persons; Name of Legal Entity, Physical and Postal address and contact details, Registration Number, Founding document, Tax related information, authorised signatories, beneficiaries, ultimate beneficial owners
Employees / Directors	Gender, pregnancy, marital status, ethnicity, age, language, education information, financial information, employment history, ID number, physical and postal address, contact details, criminal behaviour, well-being

C. Recipients of Personal Information

The company may share the Personal Information with its agents, affiliates and associated companies or any party to whom it may have assigned or transferred any of its rights and obligations under any agreement, and/or to service providers who perform the following services:

- Capturing, organising and storing of data
- Administration of Provident Fund Schemes

D. Actual or Planned Trans-border Flows of Personal Information

The company has no planned trans-border flow of information.

E. General Description of Information Security Measures

THE COMPANY employs up to date technology to ensure the confidentiality, integrity, and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure

Appendix 4

Request for Amendment, Correction or Erasure of Personal Data

Section 24 of POPI and regulation 3 of the POPI Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted as held by us.

As a main rule, your request will be handled free of charge. However, if we were to find your request to be manifestly unfounded, excessive, or repetitive, we may charge a reasonable fee based on the administrative cost of providing the information and not exceeding R0.00.

Please fill out the details below and we will get back to you 30 calendar days upon receipt of a fully completed form, proof of identity and other required documents, if applicable. The aforementioned documentation should be sent to the following address: Information Officer, Boardman Brothers (Pty) Ltd, Erica Street, Stutterheim, 4930.

Details of the person requesting Amendment, Correction or Erasure	
Full Name	
Address	
Date of Birth	
E-mail Address	
Phone Number	

Your Role	
<input type="checkbox"/>	I am the data subject
<input type="checkbox"/>	I am not the data subject, though I am acting on behalf of the data subject by virtue of a power of attorney
<input type="checkbox"/>	I am not the data subject, but I am acting on behalf of a data subject as its parent or legal guardian.

Proof of Identity and Authority Submitted	
<input type="checkbox"/>	Driving License
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Identity Document
<input type="checkbox"/>	Power of Attorney
<input type="checkbox"/>	Evidence of parental responsibility or legal guardianship

Amendment	
<input type="checkbox"/>	I wish to amend my personal data (proof of identity must be provided).
<input type="checkbox"/>	I wish to amend personal data concerning a data subject that I am acting on behalf of (proof of identity of the representative, a power of attorney and proof of identity of the data subject must be provided).
<input type="checkbox"/>	I wish to amend personal data concerning a data subject to whom I am a parent or legal guardian (proof of identity and evidence of parental responsibility or legal guardianship must be provided).
Type of personal data you wish to amend:	
Describe the amendment :	

Correction	
<input type="checkbox"/>	I wish to correct my personal data (proof of identity must be provided).
<input type="checkbox"/>	I wish to correct personal data concerning a data subject that I am acting on behalf of (proof of identity of the representative, a power of attorney and proof of identity of the data subject must be provided).
<input type="checkbox"/>	I wish to correct personal data concerning a data subject to whom I am a parent or legal guardian (proof of identity and evidence of parental responsibility or legal guardianship must be provided).
Type of personal data you wish to correct:	
Describe the correction:	

Erasure	
<input type="checkbox"/>	I wish to erase my personal data (proof of identity must be provided).
<input type="checkbox"/>	I wish to erase personal data concerning a data subject that I am acting on behalf of (proof of identity of the representative, a power of attorney and proof of identity of the data subject must be provided).
<input type="checkbox"/>	I wish to erase personal data concerning a data subject to whom I am a parent or legal guardian (proof of identity and evidence of parental responsibility or legal guardianship must be provided).
Describe the type of personal data you wish to erase:	

By signing this form, you certify that the information you have provided is correct to the best of your knowledge and that you are the person to whom it relates or that you are legally entitled to act on behalf of such person. You understand that it may be necessary to obtain further information in order to comply with this request.

Signature: _____

Date: _____

Appendix 5

Form to Object to the Processing of Personal Information in Terms of POPIA

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)

Please Note:

- a. Affidavits or other documentary evidence in support of the object needs to be attached to this form.
- b. If more space is required add additional pages as appendices to this form.

Details of Data Subject	
Name and Surname	
Address	
Phone Number	
Fax Number	
E-mail	
Details of Responsible Party	
Name and Surname of the Responsible Person, Public, or Private Body	
Address	
Phone Number	
Fax Number	
E-mail	

Reasons for Objection (Please provide full details)

Signed at _____ this _____ day of _____ 20 _____

Signature of Applicant (Data Subject) _____