



# PAIA MANUAL



**GreenCape Sector Development Agency**

2nd Floor, Aria North Wharf, 42 Hans Strijdom Ave, Foreshore, Cape Town, 8001

+27 21 811 0250 | [info@green-cape.co.za](mailto:info@green-cape.co.za) | [www.green-cape.co.za](http://www.green-cape.co.za)

Company Registration No. 2012/039750/08

*Refer to the GreenCape website for director details*

**SECTION 51 MANUAL**  
IN TERMS OF  
**THE PROMOTION OF ACCESS TO INFORMATION ACT**  
**2 of 2000 (AS AMENDED) (“PAIA”)**

FOR

**THE GREENCAPE SECTOR DEVELOPMENT AGENCY NPC**

1. PURPOSE OF PAIA MANUAL & AVAILABILITY	3
2. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION	4
3. HOW TO REQUEST ACCESS TO RECORDS HELD BY THE ORGANISATION	4
4. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC	5
5. CATEGORIES OF RECORDS AVAILABLE WITHOUT REQUEST	6
6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION	6
7. INFORMATION HELD BY THE ORGANISATION IN TERMS OF THE ACT	7
8. PRESCRIBED FEES	7
9. PROCESSING OF PERSONAL INFORMATION	8
10. UPDATING OF THE MANUAL	12
ANNEXURE A – REQUEST ACCESS TO RECORDS	13
ANNEXURE B – FEES	18
ANNEXURE C - OBJECTIONS	19
ANNEXURE D - REQUEST FOR CORRECTION OR DELETION	22

## 1. PURPOSE OF PAIA MANUAL & AVAILABILITY

- 1.1 This Manual is published and made available in terms of Section 51 of the Promotion of Access to Information Act 2 of 2000, (“the Act”) and the Protection of Personal Information Act 4 of 2013 and its regulations (“POPIA”), as the GreenCape Sector Development Agency NPC (“the Organisation”) is a “private body” as defined in the Act.
- 1.2 The Act gives effect to the provisions of Section 32 of the Constitution of the Republic of South Africa, 1996, which provides for the right of access to information held by the State and to information held by another person or entity, when such information is required by someone to protect his/her rights.
- 1.3 The aim of this Manual is to assist potential requestors in requesting access to information (documents or records) from the Organisation.
- 1.4 This PAIA Manual is useful for the public to-
- check the categories of records held by a body which are available without a person having to submit a formal request in terms of the Act;
  - have a sufficient understanding of how to make a request for access to a record of the Organisation, by providing a description of the subjects on which the Organisation holds records and the categories of records held on each subject;
  - know the description of the records of the Organisation which are available in accordance with any other legislation;
  - access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
  - know the description of the guide on how to use the Act, as updated by the Regulator and how to obtain access to it;
  - know if the Organisation will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
  - know the recipients or categories of recipients to whom the personal information may be supplied;
  - know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
  - know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.
- 1.5 A copy of this Manual is available –
- On request from our Information Officer via email at [info@green-cape.co.za](mailto:info@green-cape.co.za)
  - On request from our Deputy Information Officer via email at [rita@green-cape.co.za](mailto:rita@green-cape.co.za)
  - On our website: [www.green-cape.co.za](http://www.green-cape.co.za)
  - At our premises, free of charge

## 2. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION

The contact details in terms of Section 51(1)(a) of the Act are as follows:

### Chief Information Officer

Name: M Mulcahy, Chief Executive Officer  
Tel: +27 21 811 0250  
Email: [info@green-cape.co.za](mailto:info@green-cape.co.za)  
Postal Address: 2nd Floor, Aria North Wharf, 42 Hans Strijdom Avenue, Foreshore, Cape Town, 8001

### Deputy Information Officer

Name: R Mizrahi, Legal and Compliance Manager  
Tel: +27 21 811 0250  
Email: [rita@green-cape.co.za](mailto:rita@green-cape.co.za)  
Postal Address: 2nd Floor, Aria North Wharf, 42 Hans Strijdom Avenue, Foreshore, Cape Town, 8001

### **National Office**

Postal Address: 2nd Floor, Aria North Wharf, 42 Hans Strijdom Avenue, Foreshore, Cape Town, 8001

Physical Address: 2nd Floor, Aria North Wharf, 42 Hans Strijdom Avenue, Foreshore, Cape Town, 8001

Telephone: +27 21 811 0250  
Email: [info@green-cape.co.za](mailto:info@green-cape.co.za)  
Website: [www.green-cape.co.za](http://www.green-cape.co.za)

## 3. HOW TO REQUEST ACCESS TO RECORDS HELD BY THE ORGANISATION

- 3.1 Requests for access to records held by the Organisation must be made in writing by email - making use of the request form in **Annexure A** also available at <https://info regulator.org.za/docs/forms/InfoRegSA-PAIA-Form02-Req7.pdf> - to the Information Officer or the Deputy Information Officer at the above details.
- 3.2 When a record is requested, the following will apply:
  - 3.2.1 A fee or fees which are prescribed by the Act and regulations will be payable. The current fee schedule is attached to this document as **Annexure B**. Kindly note that the fees can change from time to time as and when the laws are amended and will be deemed to have been automatically updated herein.

- 3.2.2 The requester must complete all the details on the Request Form, including the right the requester wants to exercise or protect by requesting the information and the reason the access to the information is required.
- 3.2.3 If the requester is acting on behalf of someone else, the signature of the person on whose behalf he/she is acting authorising the request to be made must be provided in order to verify the validity of the authority and further proof to that effect may be required by the Organisation.
- 3.2.4 The requester must specify the format, (inspection of copy, paper copy, electronic copy, transcript, etc.) in which s/he wants to access the information.
- 3.2.5 If the record is part of another record, the requester will only be given access to the part(s) that pertain(s) to the information s/he has requested or is entitled to, and not the entire record.
- 3.2.6 All requests will be evaluated against the provisions of the Act, and the Information Officer may refuse access on the basis or grounds provided by the Act. Access to another person's confidential or personal information, or trade or commercial secrets of a business, for example, may not be given.
- 3.3 The Organisation must respond to a request for information within 30 (thirty) days of the request, in accordance with the Act and if not granted, and the requester is not satisfied s/he may approach the courts within 30 (thirty) days of the decline decision.

#### **4. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC**

- 4.1 The Act provides that a requester may be provided 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 interest of the public. Requests under the Act must be made in terms of the procedures prescribed by the Act, at the rates provided. The forms and tariff are dealt with under section 53 and 54 of the Act.
- 4.2 Additional information regarding how requesters can exercise their Constitutional Rights is contained under the Guide in terms of Section 10 of the Act which has been compiled by the South African Human Rights Commission, ("SAHRC") available at <https://www.sahrc.org.za/home/21/files/Section%2010%20guide%202014.pdf>
- 4.3 The Guide and all other additional information on how the Act works can also be obtained from the SAHRC at:  
**PAIA Unit**  
The Research and Documentation Department  
Postal Address: Private Bag 2700, Houghton,20141  
Telephone Number: +27 11 877 3600  
Fax number: +27 11 403 0625  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)
- 4.4 There are also provincial SAHRC offices in all provinces.



## 5. CATEGORIES OF RECORDS OF THE ORGANISATION WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

5.1. The following categories of records are available without a person having to request access by completing a form. These are mostly records that maybe available on the website and a person may download or request telephonically or by sending an email or a letter.

Category of records	Types of the Record	Available on Website	Available upon request
Governance	Memorandum of incorporation (MOI)		X
Governance	Directors' names	X	X
Financial	Company's Banking details		X
Operational	External newsletters and circulars	X	X
Operational	Information on our Website	X	X
Operational	Market Intelligence Reports	X	X

5.2 At this stage no notice(s) in terms of Section 52 has / have been published obligating the Organisation to make further Voluntary Disclosure.

## 6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

6.1 Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws.

6.2 As legislation changes from time to time, and new laws may stipulate new manners and extend or limit the scope of access by persons specified in such entities, this list should be read as not being a complete list.

6.3 The Organisation keeps records in terms of the following legislation, amongst others and as amended from time to time:

- Constitution of the Republic of South Africa, Act 108 of 1997;
- Income Tax Act 58 of 1962;
- Value Added Tax Act 89 of 1991;
- Labour Relations Act 66 of 1995;
- Basic Conditions of Employment Act 75 of 1997;
- Employment Equity Act 55 of 1998;
- Skills Development Act 97 of 1998;
- Skills Development Levies Act 9 of 1999;
- Labour Relations Act 66 of 1995;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993;

- Occupational Health and Safety Act 85 of 1993;
- Unemployment Insurance Act 63 of 2001;
- Electronic Communications and Transactions Act 25 of 2002;
- Telecommunications Act 103 of 1996;
- Electronic Communications Act 36 of 2005;
- Consumer Protection Act 68 of 2008;
- National Credit Act 34 of 2005;
- Medical Schemes Act 131 of 1998;
- Companies Act 71 of 2008;

## **7. INFORMATION HELD BY THE ORGANISATION IN TERMS OF THE ACT**

The Organisation holds the information / documents listed herein below, amongst others:

- 7.1. Details relating to the operational, commercial and financial interests of the Organisation
- 7.2. Governmental Departments, grant makers, donor, suppliers, staff and other stakeholders' details (personal information in terms of POPIA, commercial and financial information, information on agreements and the like)
- 7.3. Human Resources (Employment contracts, personal information of past, present and prospective employees and directors, employee benefits, pre- and post-employment checks and screening, training materials, staff manuals, policies and the like)
- 7.4. Audits, financial statements and other financial records
- 7.5. Records in connection with and to comply with legal and regulatory requirements (including submissions to the Department of Labour and submissions to the Receiver of Revenue)
- 7.6. Documents relating to administrative functions (including insurance policies, vehicle registrations and licences, address books, calendars, diaries, sent and received information via e-mail, telephone records, invoices, orders, proposals, quotes, requests for quotes and the like)
- 7.7. Board documentation (including notices, agenda and minutes of all meetings, resolutions adopted, copies of reports presented at meetings and the like)
- 7.8. Monitoring and evaluation information (including surveys, reports and other data)
- 7.9. Donor proposals (including applications, concept notes, communications with donors and prospective donors)
- 7.10. Photographic images and video recordings.
- 7.11. Other information.

## **8. PRESCRIBED FEES**

- 8.1. The Organisation shall be entitled to charge fees plus VAT for any request, as per the regulations to the Act, published from time to time, and as at the date of this manual, per Annexure B hereto.

8.2. Should the amounts per any regulation change at any point, Annexure B shall automatically be amended accordingly, which amended figures shall be available on the website of the SAHRC at [www.sahrc.org.za](http://www.sahrc.org.za).

## 9. PROCESSING OF PERSONAL INFORMATION

### 9.1. Purpose of Processing Personal Information

The purpose for which the Organisation collect and process personal information includes

- 1.1. to provide persons with information or services requested;
- 1.2. to assist persons with enquiries and to communicate with them;
- 1.3. to include persons as members on our databases;
- 1.4. for reporting and governance purposes to our stakeholders;
- 1.5. for completing co-developed funding application proposals; and
- 1.6. to register persons for our events, including webinars

### 9.2. Description of the categories of Data Subjects and of the information or categories of information relating thereto

The following sets out the categories of data subjects and the description of the nature or categories of the personal information to be processed. Note that the nature or categories of the personal information is dependent on the purpose of the Organisation in performing its functions or services.

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients / Beneficiaries	Name of legal entity, registration number, names of contact persons / directors / members and identifying documents such as identity document or passport of contact persons / directors / members, physical and postal address and contact details (email, cellphone), creditworthiness or other financial information, founding documents from the CIPC or other forms of proof of registration / incorporation such as trust deeds, partnership agreements or CC incorporation documents, tax related information, authorised signatories, resolutions for authority or business transactions, shareholding information, B-BBEE information, confidential correspondence, beneficiaries, ultimate beneficial owners, shareholding information, and any



Categories of Data Subjects	Personal Information that may be processed
	other Personal Information required for vetting purposes in terms of any legislation, employment status and bank details.
Service Providers / Suppliers	Name of legal entity, registration number, names of contact persons / directors / members, physical and postal address, contact details (email, cellphone), financial and tax related information (tax clearance, VAT number), founding documents (CIPC), authorised signatories, directors information for vetting purposes (criminal, credit and CIPC disqualification or deregistration), shareholding information, B-BBEE information, and any other Personal Information required for vetting purposes in terms of any legislation, trade secrets, social media handles, and bank details or, in the case of a natural person, full names, identity number, gender, race / B-BBEE information, age, credit information, criminal information, references, physical and postal address, contact details (email, cellphone), financial and tax related information (tax clearance, VAT number), and any other Personal Information required for vetting purposes in terms of any legislation.
Employees / candidates	B-BBEE/employment equity information, age, language, education, financial information (such as creditworthiness and banking details), employment history, credit information, criminal information, references, physical and postal address, contact details (cellphone and e-mail address), pregnancy, marital status, physical or mental health, medical records, well-being, disability, religion, culture, language, birth, location, online identifiers, biometric and facial recognition information, photographs, breathalyser test results, vehicle registration, driver's license, birth and death certificates, all Personal Information required for the administration of compensation and benefits (including payroll, promotions, salary increases, salary adjustments, bonuses, death benefit pay-outs, COIDA, disability), employee files (including performance records, disciplinary, CCMA records, employee grievances, formal written warnings, SHEQ), legal judgements, garnishee and other court orders
Participants in competitions / challenges	name, address, registration numbers or identity numbers, telephone numbers, business information, social media handles, employment status and bank details
Governmental institutions	Representative names and contact information, other information reasonably required to perform the Organisation's obligations to such Government institution and to comply with legislation applicable.

Categories of Data Subjects	Personal Information that may be processed
Directors	Name, identity number and documents, B-BBEE/employment equity information, age, language, education, financial information (such as creditworthiness and banking details), employment history, criminal information, references, physical and postal address, contact details (cellphone and e-mail address), pregnancy, marital status, physical or mental health, medical records, well-being, disability, religion, culture, language, birth, location, online identifiers, biometric and facial recognition information, photographs.

**9.3. The recipients or categories of recipients to whom the personal information may be supplied**

- Government and Regulatory bodies;
- Financial Institutions;
- Suppliers and Service Providers
- Agents, representatives and employees.

**9.4. Planned transborder flows of personal information**

9.4.1. The Organisation may transfer the Personal Information of a data subject from South Africa to a third party in a foreign country, if:

- The third party receiving the information is subject to a law, binding corporate rules or a binding agreement which provides adequate protection of the Personal Information, which will only be transferred to and stored in a country that has equivalent, or better, data protection legislation than South Africa or with a service provider who is subject to an agreement requiring it to comply with data protection requirements equivalent or better than those applicable in South Africa; or
- The data subject consents to the transfer; or
- The transfer is necessary for the performance of a contract between the data subject and the Organisation or the implementation of pre-contractual measures taken in response to the data subject's request; or
- The transfer is necessary for the conclusion or performance of a contract in the interest of the data subject between the Organisation and the third party; or
- 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 reasonably practicable to obtain consent, the data subject would be likely to give consent.

9.4.2 Some personal information may be stored in the cloud outside the Republic of South Africa, with servers in and stored in a country that has equivalent, or better, data protection legislation than South Africa.

## **9.5. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information**

9.5.1. Information security measures:

- IT – data security systems are in place;
- Physical access control is in place;
- Policies and procedures are in place including the Personnel Policy: Communications, Technology and Privacy.

9.5.2 The Organisation operates on Google Workspace, a cloud-based collaboration and productivity suite. While the Organisation implements security measures within its control, the overall security of the Google Workspace platform is managed by Google. Google invests heavily in security measures to protect the data of its users, including robust encryption, access controls, and monitoring systems. To learn more, please see: [https://apps.google.com/supportwidget/articlehome?hl=en&article\\_url=https%3A%2F%2Fsupport.google.com%2Fa%2Fanswer%2F60762%3Fhl%3Den&assistant\\_id=generic-unu&product\\_context=60762&product\\_name=UnuFlow&trigger\\_context=a](https://apps.google.com/supportwidget/articlehome?hl=en&article_url=https%3A%2F%2Fsupport.google.com%2Fa%2Fanswer%2F60762%3Fhl%3Den&assistant_id=generic-unu&product_context=60762&product_name=UnuFlow&trigger_context=a)

9.5.3 The online platform is configured with a data region policy, to store all data associated with Workspace core services in Europe.

9.5.4 The Organisation's devices also have ESET Protect Advanced installed, which provides best-in-class endpoint protection against ransomware & zero-day threats, backed by powerful data security.

## **9.6 Objection to the processing of Personal Information**

9.6.1 Any person to whom Personal Information in the possession of the Organisation relates (the "data subject"), may at any time submit an objection to the processing of their Personal Information by completing the prescribed form attached as **Annexure C hereto**.

9.6.2 The Information Officer will provide reasonable assistance as necessary to the data subject, free of charge, to enable the data subject to make the objection.

## **9.7 Request for correction or deletion of Personal Information**

9.7.1 A data subject may at any time request the correction or deletion of their Personal Information or the deletion or destruction of a record of Personal Information by completing the prescribed form attached as **Annexure D hereto**.

9.7.2 The Information Officer will provide reasonable assistance as necessary to the data subject, free of charge to enable the data subject to complete the form.

## 10. UPDATING OF THE MANUAL

The head of the Organisation will update this manual on a regular basis.

  
M Mulcahy  
Information Officer and CEO



## 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**  
 2nd Floor, Aria North Wharf, 42 Hans Strijdom  
 Avenue, Foreshore, Cape Town, 8001

E mail address: [mike@green-cape.co.za](mailto:mike@green-cape.co.za)

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Tel. (B):</td> <td style="width: 30%; height: 20px;"></td> <td style="width: 20%; padding: 2px;">Facsimile:</td> <td style="width: 20%; height: 20px;"></td> </tr> <tr> <td style="padding: 2px;">Cellular:</td> <td colspan="3" style="height: 20px;"></td> </tr> </table>	Tel. (B):		Facsimile:		Cellular:			
Tel. (B):		Facsimile:							
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**

*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.)*

Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			

**TYPE OF RECORD**

*(Mark the applicable box with an "X")*

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	

<b>FORM OF ACCESS</b> (Mark the applicable box with an "X")	
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	

<b>MANNER OF ACCESS</b> (Mark the applicable box with an "X")	
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**

*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.*

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) *A request fee must be paid before the request will be considered.*
- b) *You will be notified of the amount of the access fee to be paid.*
- c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason	

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

Fees payable for reproduction in terms of the Act are as follows:

Item	Description	Amount
1.	Request fee, payable by every requester	R140.00
2.	Photocopy or printed black & white copy for every A4 page	R2.00 per page or part of the page
3.	Printed copy of A4-size page	R2.00 per page or part of the page
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> <li>• a flash drive (provided by the requester)</li> <li>• a compact disc (CD) if the requester provides the CD to us</li> <li>• a compact disc (CD) if we give the CD to the requester</li> </ul>	R40.00 R40.00 R60.00
5.	For a transcription of visual images, for an A4-size page or part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider.
6.	For a copy of visual images	This service will be outsourced. The fee will depend on the quotation from the service provider.
7.	For a transcription of an audio record, per A4-size page	R24.00
8.	For a copy of an audio record on a flash drive (provided by the requester) For a copy of an audio record on compact disc (CD) if the requester provides the CD to us For a copy of an audio record on compact disc (CD) if we give the CD to the requester	R40.00 R40.00 R60.00
9.	For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure	R145.00 R435.00

Item	Description	Amount
	The search and preparation fee cannot exceed	
10.	Deposit: if the search exceeds 6 hours	One-third of the amount per request. It is calculated in terms of items 2 to 8 above.
11.	Postage, email or any other electronic transfer	Actual expense, if any.



## Annexure C

### 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....

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



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

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

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

**Annexure D**

**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.**

<b>A</b>		<b>DETAILS OF THE DATA SUBJECT</b>	
Surname:			
Full names:			
Identity number:			
Residential, postal or business address:			
		Code (    )	
Contact number(s):			
Fax number:			
E-mail address:			
<b>B</b>		<b>DETAILS OF RESPONSIBLE PARTY</b>	

