

Fluxmans

**PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (“PAIA”) AND
PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (“POPI”) MANUAL**

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1. INTERPRETATION OF THE MANUAL

1.1. This manual should be interpreted in conjunction with the provisions of the Promotion of Access to Information Act 2 of 2000 ("**PAIA**") and the provisions of the Protection of Personal Information Act 4 of 2013 ("**POPIA**").

2. AIM OF THE MANUAL

2.1. The aim of this manual is to:

2.1.1. facilitate requests for access to information as set out in sections 14 and 51 of the PAIA which gives effect to the rights enshrined in section 32 of the Constitution of the Republic of South Africa 1996 ("**the Constitution**"); and

2.1.2. address the requirements as set out in the POPIA which provides for the lawful and fair processing of personal information, in accordance with the right to privacy as entrenched in section 14 of the Constitution.

3. DETAILS OF THE COMPANY

- | | |
|---------------------------------------|--|
| 3.1. Full name : | Fluxmans Inc. (" Fluxmans ") |
| 3.2. Registration No. : | 2000/024775/21 |
| 3.3. Physical address (Head Office) : | 24 Fricker Road, Illovo |
| 3.4. Telephone : | 011 328 1700 |
| 3.5. Website : | fluxmans.com |
| 3.6. Email : | info@fluxmans.com |

4. **DETAILS OF THE INFORMATION OFFICER OF THE COMPANY**

4.1. Name: Ryszard Lisinski

4.2. Email Address: io@fluxmans.com

4.3. Contact Number: 011 328 1700

5. **RECORDS HELD BY FLUXMANS**

5.1. **Records that are automatically available in terms of section 51(1)(c)**

5.1.1. At this stage no notices have been published by the Information Regulator on the categories of records automatically available without a person having to request access thereto in terms of PAIA.

5.1.2. The records that are located on the Fluxmans website, however, are automatically available and are freely accessible to any person requesting this information. It is therefore not necessary to apply for access thereto in terms of PAIA. Fluxmans' website address is <https://www.fluxmans.com/>.

5.2. **Records held by Fluxmans in accordance with other legislation**

Fluxmans is required in accordance with legislation to retain certain records. We hold records for the purposes of PAIA in accordance with the following legislation, among others –

5.2.1. Basic Conditions of Employment Act 75 of 1997;

5.2.2. Broad-Based Black Economic Empowerment Act 53 of 2003;

5.2.3. Companies Act 71 of 2008;

- 5.2.4. Compensation for Occupational Injuries and Diseases Act 130 of 1993;
- 5.2.5. Electronic Communications and Transaction Act 25 of 2002;
- 5.2.6. Employment Equity Act 55 of 1998;
- 5.2.7. Financial Intelligence Centre Act 38 of 2001;
- 5.2.8. Income Tax Act 58 of 1962;
- 5.2.9. Labour Relations Act 66 of 1995;
- 5.2.10. Legal Practice Act 28 of 2014;
- 5.2.11. Occupational Health and Safety Act 85 of 1993;
- 5.2.12. Pension Funds Act 24 of 1956;
- 5.2.13. Regulation of Interception of Communications and Provision of Communication-Related Information Act 70 of 2002;
- 5.2.14. Skills Development Levies Act 9 of 1999;
- 5.2.15. Skills Development Act 9 of 1999;
- 5.2.16. Unemployment Insurance Act 63 of 2001; and
- 5.2.17. Value Added Tax Act 89 of 1991.

5.3. Other types of records held by Fluxmans in terms of section 51(1) of PAIA

- 5.3.1. Certain records held by Fluxmans are not automatically available without a request in terms of PAIA and a request made in terms of

PAIA for any of the said records may be refused in accordance with any of the grounds of refusal as set out in PAIA. These records are as follows:

5.3.1.1. **Statutory records:**

- 5.3.1.1.1. company incorporation documents;
- 5.3.1.1.2. share register;
- 5.3.1.1.3. memorandum of Incorporation;
- 5.3.1.1.4. minutes of meetings of the board of directors;
- 5.3.1.1.5. records relating to the appointment of directors, auditors, and other officers;

5.3.1.2. **Income tax:**

- 5.3.1.2.1. pay-as-you-earn (PAYE) records;
- 5.3.1.2.2. documents issued to employees for income tax purposes;
- 5.3.1.2.3. records of payments made to South African Revenue Services on behalf of employees;
- 5.3.1.2.4. all or any statutory compliance;
- 5.3.1.2.5. Value Added Tax;
- 5.3.1.2.6. skills development levies;

5.3.1.2.7. Unemployment Insurance Fund;

5.3.1.3. **Labour relations:**

5.3.1.3.1. personnel documents and records;

5.3.1.3.2. employment contracts;

5.3.1.3.3. medical aid records;

5.3.1.3.4. Pension Fund records;

5.3.1.3.5. disciplinary records;

5.3.1.3.6. salary records;

5.3.1.3.7. disciplinary code and/or procedures;

5.3.1.3.8. leave records;

5.3.1.3.9. training records;

5.3.1.3.10. training manuals;

5.3.1.3.11. address lists;

5.3.1.3.12. internal telephone lists;

5.3.1.4. **Finance:**

5.3.1.4.1. receipt and payment;

5.3.1.4.2. bank statements;

5.3.1.4.3. a list of the company's debtors and creditors;

5.3.1.4.4. budgets;

5.3.1.4.5. management accounts;

5.3.1.4.6. asset registers;

5.3.1.4.7. invoices;

5.3.1.4.8. salaries;

5.3.1.4.9. minutes of meetings;

5.3.1.4.10. correspondence;

5.3.1.5. **Risk and compliance:**

5.3.1.5.1. contracts;

5.3.1.5.2. policies and procedures;

5.3.1.5.3. risk assessment;

5.3.1.5.4. compliance records;

5.3.1.6. **Others:**

5.3.1.6.1. IT usage statistics and equipment details;

5.3.1.6.2. supplier lists;

5.3.1.6.3. secretarial records;

5.3.1.6.4. media releases and public relation events records.

6. HOW TO REQUEST ACCESS TO A RECORD

- 6.1. To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this manual as Annexure A. This request must be sent to the Information Officer at the address provided in paragraph 4.2.
- 6.2. For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed Form 1 (objection) or Form 2 (correction or deletion), which are attached to this Manual as Annexure B.
- 6.3. The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requestor. The requestor must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 6.4. If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.
- 6.5. PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether or not to grant a request for access to information.

7. PAYMENT OF FEES

7.1. PAIA provides for two types of fees, namely –

7.1.1. a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and

7.1.2. an access fee, payable when access is granted which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal and electronic transfer costs.

7.2. Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any), before further processing of the request.

7.3. If the search for and preparation for disclosure of the record has been made, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Fluxmans will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

7.4. Fluxmans may withhold a record until the requester has paid the fees as indicated in Annexure C.

7.5. A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

- 7.6. In terms of POPIA, a data subject has the right to request Fluxmans to confirm, free of charge, whether or not it holds personal information about the data subject and request from Fluxmans the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 7.7. POPIA further provides that where the data subject is required to pay a fee for services provided to them, Fluxmans must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

8. APPLICABLE TIME-PERIODS

- 8.1. Fluxmans will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- 8.2. The 30-day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Fluxmans or the records are not located at Fluxmans' offices.

9. OUTCOME OF REQUEST

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon; and that the requester may lodge an application with a Court against the refusal of the request.

10. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 10.1. In terms of Section 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds –

- 10.1.1. protection of privacy to a third party who is a natural person;
- 10.1.2. protection of the commercial information of a third party;
- 10.1.3. protection of certain confidential information of a third person;
- 10.1.4. protection of the safety of individuals and the protection of property;
- 10.1.5. protection of records privileged from production and legal proceedings;
- 10.1.6. the commercial information and activities of Fluxmans;
- 10.1.7. the protection of research information of a third party; and
- 10.1.8. any other ground legally available on which to refuse access to the information requested.

10.2. Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated in terms of section 70 of PAIA.

11. **REMEDIES FOR REFUSAL**

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a Court for the appropriate relief.

12. COLLECTING AND PROCESSING INFORMATION

12.1. Chapter 3, as well as Section 4 of POPIA provides for the minimum conditions that are required for the lawful processing of personal information by a Responsible Party. There are 8 minimum conditions, namely:

12.1.1. accountability;

12.1.2. processing limitations;

12.1.3. purpose specification;

12.1.4. further processing limitation

12.1.5. information quality;

12.1.6. openness;

12.1.7. security safeguards; and

12.1.8. data subject participation.

12.2. These minimum conditions may not be departed from unless specific provisions or exclusions apply, as highlighted in POPIA.

12.3. In order to carry out the everyday tasks and obligations of its business, Fluxmans processes personal information relating to both individual and juristic persons.

12.4. The manner in which this information is processed and the purpose for which it is processed is determined by Fluxmans. Fluxmans is therefore termed a "Responsible Party" for the purposes of POPIA and will ensure

that the personal information of a Data Subject is processed and protected in accordance with POPIA.

13. CATEGORIES OF DATA SUBJECTS

13.1. In terms of Section 1 of POPIA, a "Data Subject" is defined as being either a natural or a juristic person.

13.2. For the purposes of this manual, the categories of Data Subjects that Fluxmans may collect personal information from include:

13.2.1. clients;

13.2.2. employees;

13.2.3. directors;

13.2.4. agents;

13.2.5. financial institutions;

13.2.6. suppliers;

13.2.7. any other third party vendor, business or organisation who provides Fluxmans with a product or service.

14. CATEGORIES OF PERSONAL INFORMATION THAT MAY BE COLLECTED

14.1. Personal information that may be collected from any of the abovementioned parties by Fluxmans, subject to their role and relationship with Fluxmans, includes:

14.1.1. full names;

- 14.1.2. contact details (inclusive of email addresses, phone numbers, and physical addresses);
- 14.1.3. credit information;
- 14.1.4. banking details;
- 14.1.5. employment history (inclusive of prior employment contracts);
- 14.1.6. educational and training history;
- 14.1.7. disciplinary proceedings;
- 14.1.8. criminal history;
- 14.1.9. medical aid and pension fund records;
- 14.1.10. identity number (inclusive of identity books and passports;)
- 14.1.11. age;
- 14.1.12. gender;
- 14.1.13. nationality;
- 14.1.14. language;
- 14.1.15. online appraisals, reviews and recommendations;
- 14.1.16. any other information that may be required by Fluxmans in order to carry out its operations, and comply with its obligations in the ordinary course of business.

15. PURPOSE OF PROCESSING PERSONAL INFORMATION

15.1. Section 13 of POPIA provides that personal information must be collected for a *“specific, explicitly defined and lawful purpose related to a function or activity of the Responsible Party.”*

15.2. In accordance with Section 13 of POPIA, Fluxmans will process personal information for the purposes of:

- 15.2.1. performing its duties and meeting the obligations and requirements of any agreement or contract between itself and a client or third party;
- 15.2.2. the management of the administrative and accounting practices carried out in the ordinary course of business;
- 15.2.3. employee recruitment processes;
- 15.2.4. sale and credit application procedures;
- 15.2.5. product improvement;
- 15.2.6. marketing and statistical purposes (inclusive of social media marketing, SMS communication, email communication and telephonic communication);
- 15.2.7. payment processes;
- 15.2.8. security and software protocol;
- 15.2.9. statutory requirements;
- 15.2.10. any other purpose that may be relevant in order to successfully conduct the business activities of Fluxmans.

15.3. Fluxmans commits to informing all of its Data Subjects of the purpose for which their personal information is collected, processed and stored in accordance with Section 18 of POPIA.

16. RECIPIENTS OF PERSONAL INFORMATION

16.1. The recipients to whom Fluxmans may provide a Data Subject's personal information include:

16.1.1. governmental authorities if by law, Fluxmans is obliged to share such information;

16.1.2. any organisation through which Fluxmans implements its payment processes;

16.1.3. any financial institution from which payment is received on behalf of an employee, client, organisation, or firm by Fluxmans;

16.1.4. any organisation through which Fluxmans conducts its day to day transactions, administration, sale, credit, and account operations;

16.1.5. any employee, director or agent who is employed or who acts on behalf of Fluxmans.

17. CROSS-BORDER TRANSFER/FLOW OF PERSONAL INFORMATION

17.1. Fluxmans does not transfer personal information to any region outside of the Republic of South Africa.

17.2. Should this change at any point in time, Fluxmans will process and transfer personal information in accordance with section 72 of POPIA.

17.3. Section 72 of POPIA provides that personal information may only be transferred outside of the Republic of South Africa if the recipient

organisation of the information is able to successfully implement, and maintain a similar and “adequate level” of protection over the information that is transferred and subsequently received by it.

17.4. Personal information may be transferred to a region outside of the Republic if:

17.4.1. the transfer of the aforementioned personal information is necessary for the purposes of upholding a contractual obligation; and

17.4.2. the data subject to whom the personal information relates, provides consent for the personal information to be transferred outside of the Republic.

17.5. If it is likely that the Data Subject to whom the personal information relates will give their consent to the transfer of personal information, obtaining such consent is not necessary as outlined in section 72(e)(ii) of POPIA.

18. PROCESSING OF PERSONAL INFORMATION: OBJECTION BY THE DATA SUBJECT

18.1. Sections 11(3) and 11(4) of POPIA allow for a Data Subject to object, at any time, to their personal information being processed.

18.2. In accordance with the provisions set out in Section 11(3) and (4) of POPIA, Fluxmans will, as soon as is reasonably practicable, desist from processing the personal information of a Data Subject if and when they communicate such a request to Fluxmans.

18.3. A Data Subject must, as per the procedure set out on the Fluxmans website, inform Fluxmans that they do not wish to have their personal information processed any longer.

19. REQUEST FOR THE CORRECTION OR DELETION OF PERSONAL INFORMATION BY THE DATA SUBJECT

19.1. Section 24 of POPIA provides that a Data Subject may request that their personal information be:

19.1.1. corrected; or

19.1.2. deleted,

if that personal information is "*inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully.*"

19.2. In accordance with Section 24 of POPIA, Fluxmans will, as soon as is reasonably practicable, correct or delete the personal information of a Data Subject if and when they do so communicate such a request to Fluxmans.

19.3. Fluxmans commits to providing the Data Subject with evidence proving that the personal information of the Data Subject has been corrected or deleted in accordance with Section 24(2)(c).

20. UPDATING OF THIS MANUAL

Fluxmans may update this manual every year, or within a time period necessary for its successful implementation.

"ANNEXURE A"

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

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

TO: The Information Officer

(Address)

E-mail address: _____

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 request is made <i>(if applicable)</i> :			
Identity Number			
Postal Address			

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

FORM OF ACCESS
(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	

MANNER OF ACCESS
(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:	

FEEES	
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"

FORM 1

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

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

Note:

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

Reference Number....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal or business address:		
	Code ()	
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (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 <i>(if the responsible party is not a natural person)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

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

FORM 2

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

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

Note:

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

Reference Number....

Mark the appropriate box with an "x".

Request for:

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

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

A		DETAILS OF THE DATA SUBJECT	
Surname:			
Full names:			
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 (<i>if the responsible party is a natural person</i>):			
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:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* *Delete whichever is not applicable*

Signed at this day of20.....

.....
Signature of Data subject

"ANNEXURE C"

Fees in respect of private bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> • Flash drive (to be provided by requester) • Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requestor 	R40.00 R40.00 R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: <ul style="list-style-type: none"> • Flash drive (to be provided by requester) • Compact disc <ul style="list-style-type: none"> • If provided by requester • If provided to the requestor 	R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.