



FOOTGEAR PROPRIETARY LIMITED
PROMOTION OF ACCESS TO INFORMATION MANUAL
("PAIA MANUAL")

Prepared in terms of section 51 of the
Promotion of Access to Information Act 2 of 2000
(as amended)

COPYRIGHT WARNING NOTICE

This PAIA Manual is the property of Footgear (Pty) Ltd. Copyright subsists in this work. Any unauthorised reproduction, publication or translation of the work, are acts of copyright infringement and make the doer liable for copyright infringement and may make the doer liable to criminal prosecution.

Reference to one gender can be interpreted to imply as belonging to either gender.

All policies and manuals for Footgear (Pty) Ltd are under the management of the Legal Department.



Table of Contents

1. DEFINITIONS	3
2. PURPOSE	5
3. COMPANY CONTACT INFORMATION.....	6
4. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE TO THE PAIA.....	6
5. CATEGORIES OF COMPANY RECORDS AVAILABLE VOLUNTARILY [Section 51(1)(c)]	8
6. RECORDS HELD IN TERMS OF APPLICABLE LEGISLATION [Section 51(1)(d)]	8
7. DESCRIPTION OF THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE COMPANY [Section 51(1)(e)]	8
8. REQUEST FOR ACCESS TO RECORDS	9
9. PROCESSING OF PERSONAL INFORMATION	11
10. AVAILABILITY OF THE MANUAL	13
11. UPDATING OF THE MANUAL	13
ANNEXURE A	15
ANNEXURE B	16
ANNEXURE C	22
ANNEXURE D	26
ANNEXURE E	27
ANNEXURE F	29

1. DEFINITIONS

1.1. Unless inconsistent with the context, the words, expressions, abbreviations and acronyms set forth below shall bear the following meanings –

- 1.1.1. **“Company”** or **“Companies”** means Footgear Holdings and/or Footgear;
- 1.1.2. **“Data Subject”** means the person to whom the personal information relates as fully defined in POPIA;
- 1.1.3. **“Deputy Information Officer”** means such persons as nominated by the Information Officer of the Company;
- 1.1.4. **“Footgear Holdings”** means Footgear Holdings Proprietary Limited (registration number 2019/176123/07), a limited liability company duly registered in accordance with the laws of the Republic of South Africa;
- 1.1.5. **“Footgear”** means Footgear Proprietary Limited (registration number 2001/029722/07), a limited liability company duly registered in accordance with the laws of the Republic of South Africa;
- 1.1.6. **“Guide”** means the guide established in terms of section 10(1) of PAIA;
- 1.1.7. **“Information Officer”** means the Chief Executive Officer of the Company;
- 1.1.8. **“Information Regulator”** means the Information Regulator established in terms of section 39 of POPIA;
- 1.1.9. **“PAIA Manual”** means this PAIA Manual read together with all annexures thereto and made available at the head office of the Company and on its website in accordance with the provisions of the PAIA;
- 1.1.10. **“PAIA”** means the Promotion of Access to Information Act No. 2 of 2000 (as amended);
- 1.1.11. **“Personal information”** means information relating to an identifiable natural and/or juristic person, including but not limited to –
 - 1.1.11.1. information relating to the race, gender, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;



- 1.1.11.2. information relating to the education or the medical, financial, criminal or employment history of the person;
- 1.1.11.3. any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assigned to the person;
- 1.1.11.4. the biometric information of the person;
- 1.1.11.5. the personal opinions, views or preferences of the person;
- 1.1.11.6. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 1.1.11.7. the views or opinions of another individual about the person; and
- 1.1.11.8. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;
- 1.1.12. **“POPIA”** means the Protection of Personal information Act no. 4 of 2013;
- 1.1.13. **“Privacy Policy”** means the Company’s terms and conditions in respect of private information received, processed and/or kept.
- 1.1.14. **“Record”** means any recorded information, regardless of form or medium, which is in the possession or under the control of the Company/ Companies and whether or not it was created by the Company;
- 1.1.15. **“Requester”** means any person, including but not limited to, a public body, an official thereof, or any person acting on behalf of such a person requesting access to a record of the Company; and
- 1.1.16. **“Responsible Party”** means the private body which, alone or in conjunction with others, determines the purpose of and means for processing personal information.

2. PURPOSE

- 2.1. The purpose of this PAIA Manual is to give effect to section 32 (2) of the Constitution of the Republic of South Africa, 1996 which states that everyone has a right of access to any information that is held by another person and that is required for the exercise or protection of any rights.
- 2.2. Accordingly, this PAIA Manual aims to assist a requester/s with –
 - 2.2.1. access to all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the requester with the records they intend to access;
 - 2.2.2. a description of the Guide on how to use PAIA, as updated by the Information Regulator and how to obtain access to same;
 - 2.2.3. information on the categories of records held by the Company which are available to the requester without having to lodge a formal request in accordance with section 52(2) of the PAIA, if applicable;
 - 2.2.4. the description of the records of the Company which are available in accordance with any other legislation;
 - 2.2.5. providing a description of the subjects on which the Company holds records and the categories of records held on each subject; and
 - 2.2.6. providing a sufficient understanding of how to lodge a request for access to a record of the Company.
- 2.3. Further and in accordance with the POPIA, this PAIA Manual aims to provide information on –
 - 2.3.1. the purpose of the processing of personal information of data subjects;
 - 2.3.2. the description of the categories of data subjects and of the information or categories of information relating thereto;
 - 2.3.3. the recipients or categories of recipients to whom the personal information may be supplied;

- 2.3.4. whether the Company intends to transfer or process personal information outside of the Republic of South Africa, and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.3.5. a general description allowing a preliminary assessment of the suitability of the information security measures implemented by the Company to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. COMPANY CONTACT INFORMATION

Information Officer

Name: Craig Langley
 Tel: 087 2914 754
 Email: infoofficer@footgear.co.za

Deputy Information Officer

Name: Joyce Boshoff
 Tel: 087 291 4736
 Email: infoofficer@footgear.co.za

Head Office

Postal Address: PO Box 4110
 Durbanville
 7551
 Physical Address: Unit F09
 Willowbridge Shopping Centre
 39 Carl Cronje Drive
 Tygervally
 Cape Town
 7530
 Tel: 087 291 4754
 Website: www.footgear.co.za

Access to information general contacts

Email: infoofficer@footgear.co.za

4. THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE TO THE PAIA

- 4.1. In terms of section 10(1) of the PAIA, the South African Human Rights Commission has compiled and updated the Guide, which was made available by the Information Regulator, intended to assist individuals in understanding how to exercise their rights in accordance with the PAIA and/or POPIA.
- 4.2. The Guide is available in each of the official languages and in Braille.
- 4.3. The aforesaid Guide contains the description of –



- 4.3.1. the objects of PAIA and POPIA;
- 4.3.2. the postal and street address, phone and fax number and, if available, electronic mail address of –
 - 4.3.2.1. the information officer of every public body, and
 - 4.3.2.2. every deputy information officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
- 4.3.3. the manner and form of a request for -
 - 4.3.3.1. access to a record of a public body contemplated in section 11 of the PAIA and
 - 4.3.3.2. access to a record of a private body contemplated in section 50 of the PAIA;
- 4.3.4. the assistance available from the information officer of a public body in terms of PAIA and POPIA;
- 4.3.5. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and/or POPIA, including the manner of lodging–
 - 4.3.5.1. an internal appeal;
 - 4.3.5.2. a complaint to the Information Regulator; and
 - 4.3.5.3. an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal or a decision by the Information Regulator or a decision of the head of a private body;
- 4.3.6. the provisions of sections 14 and 51 of the PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.7. the provisions of sections 15 and 52 of the PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.8. the notices issued in terms of sections 22 and 54 of the PAIA regarding fees to be paid in relation to requests for access; and
- 4.3.9. the regulations made in terms of section 92.
- 4.4. Members of the public can gain access to the Guide –
 - 4.4.1. upon request to the Information Officer of the Company;
 - 4.4.2. on request from the Information Regulator at:

Postal address:

P O Box 31533
Braamfontein



Email 2017
 enquiries@infoeregulator.org.za.
 Website https://www.justice.gov.za/infoereg/

4.4.3. or on request from the South African Human Rights Commission at:

Postal address: Private Bag 2700
 Houghton
 2041
 Tel: 011 877 3600
 Fax: 011 484 0625
 Website www.sahrc.org.za.

4.5. A copy of the Guide is also available at the head office of the Company in the following two official languages, for public inspection during normal office hours -

4.5.1. English; and

4.5.2. isiXhosa

5. CATEGORIES OF COMPANY RECORDS AVAILABLE VOLUNTARILY [Section 51(1)(c)]

5.1. Any and all information as published on the Company's website is made available voluntarily by the Company to the public.

6. RECORDS HELD IN TERMS OF APPLICABLE LEGISLATION [Section 51(1)(d)]

6.1. The Company is required by law to keep certain records.

6.2. The records as set out in Annexure A are in accordance with the Acts of Parliament. Please note, this list is not exhaustive.

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE COMPANY [Section 51(1)(e)]

Subjects On Which the Company Holds Records	Categories Of Records
• Certificates of Incorporation • Certificate to Commence Business • Certificate of Change of Name • Memorandum of Incorporation • Other corporate information such as minutes of board and shareholder meetings.	Statutory Company Information



• Board resolutions • Documentation lodged with the Companies and Intellectual Property Commission (Copies) • Registers of directors and director's shareholding • Health and Safety Records	
• Conditions of employment and other Personnel records and contracts • Employment Equity plan & report • Skills development plan • IR disciplinary and grievance procedures & hearings • CCMA records • Policies & procedures	Human Resources and Employment
• Financial statements • Financial & Tax records • Supplier records • Policies & procedures • Auditor's reports • Bank statements and other banking records	Financial
• Secured Customer Database/Mailing list • Customer complaints records • Personal customer information, including transactional records • Footgear website preferences • Any information required to carry out legal or contractual obligations	Customer
• Market information • Advertising records • Product information • Performance records • Product sales records • Marketing strategies	Marketing
• Trademarks and tradenames • Intellectual Property Agreements	Intellectual Property

8. REQUEST FOR ACCESS TO RECORDS

8.1. Procedure to request access of records not automatically available

- 8.1.1. If the requester wishes to request access to any of the categories of information mentioned herein or wishes to exercise a right regarding their personal information



as set out in section 23 and 24 of the POPIA, such requester/s are required to complete and submit a request form at its head office and to the electronic mail address designated to manage PAIA and/or POPIA related matters as set out above. A copy of the request form is annexed hereto and marked as annexure B. These forms are also available from the South African Human Rights Commission website (www.sahrc.org.za) and the Department of Justice and Constitutional Development website (www.doj.gov.za).

8.1.2. In completing the request form, the requester/s must provide the Information Officer with information relating to -

- 8.1.2.1. The requester's identity;
- 8.1.2.2. the record requested;
- 8.1.2.3. the form of access to the record as required by the requester;
- 8.1.2.4. the rights they wish to exercise or protect through the request of such records;
- 8.1.2.5. an explanation setting out why the requested records is required to exercise or protect the rights of the requester;
- 8.1.2.6. the physical address, email address or other contact details to which the outcome of the request must be communicated to the requester; and
- 8.1.2.7. if the request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

8.1.3. It is important to note that an application for access to information, excluding the personal information of a data subject, may be refused if the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an Access Request Form do not automatically allow the requester access to the requested record.

8.2. Fees

- 8.2.1. In order to process requests for personal information and to provide such information in the format and manner as requested by the requester/s, the Company is entitled to set a reasonable fee ("**request fee**") in respect of such requests.
- 8.2.2. A requester who seeks access to a record containing personal information about that requester is not required to pay a request fee. Where a requester is making a



formal request for any other information, excluding personal information, such requester must pay the required request fee.

- 8.2.3. Prior to the processing of the request by the Company, a requester will be notified of whether they will be required to make payment of a request fee and the value of the applicable fee.
- 8.2.4. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 8.2.5. For a full list of fees payable, please see Annexure D set out herein.

9. PROCESSING OF PERSONAL INFORMATION

9.1. Purpose of Processing Personal Information

- 9.1.1. The Company collects and processes personal information mainly to provide its customers with access to its services and products, to help the Company improve its offerings, and to support the Company's contractual relationship with its customers.
- 9.1.2. Other purposes for which personal information is collected and processed include—
 - 9.1.2.1. to conduct market or customer satisfaction research or for statistical analysis;
 - 9.1.2.2. to address enquiries and to follow up on leads on prospective customers;
 - 9.1.2.3. to give effect to mandates from its customers including fulfilling orders for deliveries, return of products and such other instructions as received;
 - 9.1.2.4. to give effect to and manage our relations with suppliers;
 - 9.1.2.5. to recruit and onboard new employees;
 - 9.1.2.6. to obtain or provide quotations, if necessary; and
 - 9.1.2.7. to comply with applicable legislation.
- 9.1.3. The company's website, in addition to outlining the Privacy Policy further outlines what information is processed and how such information is processed, this can be found at: www.footgear.co.za

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



Categories Of Data Subjects	Personal Information That May Be Processed
Customers	Full name, physical address, registration numbers or identity numbers, employment status, online identifier (if applicable), telephone or mobile number, email address and bank details.
Service Providers	Full names, physical and/or registered address, registration number or identity numbers, VAT numbers, telephone number, mobile number (if applicable), email address, bank details.
Employees	Address, qualifications, sex, gender, race, nationality, employment history, identity number, telephone or mobile number, online identifier, email address and bank details

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

9.3.1. The Company supplies the abovementioned personal information to –

- 9.3.1.1. regulatory and governmental authorities, ombudsman, law enforcement agencies or other authorities, including tax authorities, where the Company has a duty to share information as set out in the relevant legislation;
- 9.3.1.2. credit bureaus;
- 9.3.1.3. financial institutions from whom payments are received on behalf of Data Subjects;
- 9.3.1.4. third party service providers; and
- 9.3.1.5. business affiliates.

9.3.2. The recipients of this information are required to agree to use the information of the Data Subject in accordance with the terms of the Company's Privacy Policy and in accordance with the law.

9.4. Planned transborder flows of personal information

The Company transfers, processes and stores personal information outside of South Africa and receives, processes and stores personal information from the Company's associates outside of South Africa. Where personal information crosses South African borders, technical and organisational security measures are in place to ensure the



safety of personal information and the Company will also rely on the consent of the Data Subject in this regard and have service level agreements in place with the parties concerned to ensure that the personal information is adequately protected (where possible).

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. The Company is legally obliged to provide adequate protection for the personal information it holds and to stop unauthorised access and use of personal information. The Company will, on an on-going basis, continue to review its security controls and related processes to ensure that your personal information is secure.
- 9.5.2. The Company has taken appropriate and reasonable technical and organisational steps to protect the personal information in its possession to ensure that it remains secure including physical, technological and procedural safeguards which are in line with industry best practice. For more detail on these technical and organisation security measures, please refer to the Company's Privacy Policy which is available on the Company's website or on request.

10. AVAILABILITY OF THE MANUAL

10.1. A copy of the Manual is available –

- 10.1.1. on the Company's website www.footgear.co.za
- 10.1.2. at the head office of the Company for public inspection during normal business hours;
- 10.1.3. to any person upon request and upon the payment of a reasonable prescribed fee; and
- 10.1.4. to the Information Regulator upon request.

10.2. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per A4-size photocopy made.

11. UPDATING OF THE MANUAL

The Company will on a regular basis update this manual.



Issued by Craig Langley

*In his capacity as Information Officer
Director*



ANNEXURE A**RECORDS ARE AVAILABLE IN ACCORDANCE WITH THE FOLLOWING LEGISLATION**

Arbitration Act No.42 of 1965	Labour Relations Act No. 66 of 1995
Banks Act No.94 of 1990	Medical Schemes Act No. 131 of 1998
Basic Conditions of Employment Act No. 75 of 1997	Merchandise Marks Act No. 17 of 1941
Broad Based Black Economic Empowerment Act, No 53 of 2003	National Building Regulations and Building Standards Act No. 103 of 197
Constitution of the Republic of South Africa, 1996	National Credit Act No.34 of 2005
Consumer Protection Act No. 68 of 2008	National Environmental Management: Waste Act No. 59 of 2008
Compensation for Occupational Injuries and Diseases Act No.130 of 1993	Occupational Health & Safety Act No. 85 of 1993
Companies Act No. 71 of 2008	Pension Funds Act No. 24 of 1956
Copyright Act No.89 of 1998	Prescribed Rate of Interest Act No. 55 of 1975
Credit Agreements Act No.68 of 1980	Prevention and Combating of Corrupt Activities Act No. 12 of 2004
Criminal Procedure Act No. 51 of 1980	Promotion of Access to Information Act No. 2 of 2000
Customs and Excise Act No. 91 of 1964	Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 of 2000
Currency and Exchanges Act No. 9 of 1933	Protection of Business Act No. 99 of 1978
Employment Equity Act No. 55 of 1998	Protection of Personal Information Act No. 4 of 2013
Electronic Communications and Transactions Act No. 25 of 2002	Regulation of Interception of Communications and Provision of Communication Related Information Act No 70 of 2002 (as amended)
Financial Intelligence Centre Act No. 38 of 2001	SA Reserve Bank Act No. 90 of 1989
General Pensions Act No. 29 of 1979	Skills Development Act No. 97 of 1998
Import and Export Control Act No.45 of 1963	Standards Act No. 29 of 1993
Intellectual Property Laws Amendments Act No. 38 of 1997	Trademarks Act No. 194 of 1993
Income Tax Act No. 95 of 1967	Unemployment Contributions Act No. 4 of 2002
Insolvency Act No.24 of 1936	Unemployment Insurance Act No. 63 of 2001
Insurance Act No. 27 of 1943	Value Added Tax Act No. 89 of 1991.

ANNEXURE B**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: _____

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:	Telephone (w):	
	Cellular:	
Full names of person on whose behalf request is made (if applicable):		
Identity number:		
Postal Address:		
Street Address:		
E-mail Address:		
Contact numbers:	Telephone (w):	
	Cellular:	
PARTICULARS OF RECORD REQUESTED <i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>		
Description of record or relevant part of the record:		

Reference number, if available:		
Any further particulars of record:		
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>		
Record is in written or printed form		
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>		
Record consists of recorded words or information which can be reproduced in sound		
Record is held on a computer or in an electronic, or machine-readable form		
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>		
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic 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 saved on cloud storage server		

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	

Postal services to street address	
Courier service to street address	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a) 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

Singed at _____ this _____ day of _____ 20 _____

*Signature of requester/
 person on whose behalf request is made*



FOR OFFICIAL USE

Reference number:	
Request received by: (state rank, name and surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer



ANNEXURE C**OUTCOME OF REQUEST AND OF FEES PAYABLE**

[Regulation 8]

Note:

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

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure C.	
--	--

OR**2. You requested:**

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>).	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	



Copy of information on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

Kindly note that your request has been:

☐

Approved

☐

Denied, for the following reasons:

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy	R2.00		
Printed copy	R2.00		
For a copy in a computer-readable form on:			
(i) Flash drive (to be provided by requester)	R40.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record (i) Flash drive (to be provided by requester)	R40.00		
Postage, e-mail, or any other electronic transfer	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds 6 (six) hours):

☐

Yes

☐

No



Hours of search		Amount of deposit (<i>calculated on one third of total amount per request</i>)	
-----------------	--	--	--

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Number: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information Officer



ANNEXURE D**FEES PAYABLE****Fees in Respect of Private Bodies**

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black and 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: (i) Flash drive (to be provided by requester)	R40.00
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 A-4 size page	R24.00
8.	Copy of an audio record on: (ii) Flash drive (to be provided by requester)	R40.00
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.



ANNEXURE E

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, 2018
[Regulation 2]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may 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.
3. Complete as is applicable.

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at this day of20.....

.....
Signature of data subject/designated person



ANNEXURE F

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, 2018
[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may 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.*
3. *Complete as is applicable.*

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
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	



Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTRUCTED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....
Signature of data subject/ designated person

