



PAIA Manual

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 and to address the requirements of the Protection of Personal Information Act 4 of 2013.

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1. DEFINITIONS

Client	Any natural or juristic person that received or receives services from Metal and Engineering Industries Bargaining Council (MEIBC) NPC
Conditions for Lawful Processing	The conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 12 of this Manual.
Data Subject	The person to whom Personal Information relates.
Information Officer	The individual who is identified in paragraph 3 of this manual.
Manual	This manual.
Members of the profession	Persons whether legal or natural within the Metal and Engineering Profession, falling under MEIBC mandate under clause 2.3
PAIA	The Promotion of Access to Information Act 2 of 2000.
Personal Information	Means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to – <ul style="list-style-type: none"> a. Information relating to the race, gender, sex, pregnancy, marital status, national, 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; b. Information relating to the education or the medical, financial, criminal or employment history of the person; c. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; d. The biometric information of the person;

	<ul style="list-style-type: none"> e. The personal opinions, views or preferences of the person; f. 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; g. The views or opinions of another individual about the person; and h. 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.
Personnel	Any person who works for or provides services to or on behalf of MEIBC and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of MEIBC, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers.
POPI	The Protection of Personal Information Act 4 of 2013.
POPI Regulations	The regulations promulgated in terms of section 112(2) of POPI.
Private Body	Means – <ul style="list-style-type: none"> a. A natural person who carries or has carried on any trade, business or profession, but only in such capacity; b. A partnership which carries or has carried on any trade, business or profession; or c. Any former or existing juristic person but excludes a public body.
Processing	Means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including – <ul style="list-style-type: none"> a. The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

	<ul style="list-style-type: none"> b. Dissemination by means of transmission, distribution or making available in any other form; or c. Merging, linking, as well as restriction, degradation, erasure or destruction of information.
SAHRC	The South African Human Rights Commission.

Any other terms not described herein will have the meaning as ascribed to it in terms of PAIA or POPI.

2. INTRODUCTION

2.1. For the purpose of POPI and PAIA, MEIBC is defined as a private body. In accordance with its obligations in terms of POPI and PAIA, MEIBC has produced this manual.

2.2. This PAIA manual is useful for the following reasons:

- 2.2.1. Assist with noting the nature of information that is held by the MEIBC and can be availed without submitting a formal request;
- 2.2.2. Assists the reader to understand the process of requesting the access to records;
- 2.2.3. Grants the reader knowledge of remedies that are available with regard to request to access to information, before approaching Courts or the Regulator.
- 2.2.4. Describes the services available to the public from the MEIBC and how to gain access to the services.
- 2.2.5. A description of the guide on how to use PAIA.
- 2.2.6. Processing activities of the MEIBC, categories of data subjects and information related thereto.
- 2.2.7. Inform the reader of any planned transfer of personal information outside the borders of South Africa

2.3. Establishment of Metal and Engineering Industries Bargaining Council (MEIBC)

Metal and Engineering Industries Bargaining Council is a Bargaining council duly registered in terms of Section 29 of the Labour Relations Act, No. 66 of 1995, on the 11th of November 1996.

2.3.1. Objectives of the Council are:

- 2.2.1.1. to consider and regulate, in accordance with the provisions of the Act, matters of mutual interest to the parties and to prevent and settle disputes;
- 2.2.1.2. to promote good relationship between employers and employees;
- 2.2.1.3. to use its endeavours generally in the direction of maintaining industrial peace;
- 2.2.1.4. to secure the complete organisation of employers and employees in the Industry;
- 2.2.1.5. to secure for employees regular employment and to minimise unemployment;

- 2.2.1.6. to administer agreements arrived at by the parties;
- 2.2.1.7. to consider, advise and make representations on any legislation or proposed legislation affecting employers and employees;
- 2.2.1.8. to consider and deal with such other matters as may affect the interests of employers and employees;
- 2.2.1.9. to establish and regulate uniform working hours and conditions of employment;
- 2.2.1.10. to secure the recognition and observance by all persons in the Industry of any agreement negotiated by the parties;
- 2.2.1.11. to receive and raise moneys by such means as the Council may, from time to time, consider advisable for the purpose of furthering the objects of the Council in the interest of employers and employees in the Industry, including the disbursement of moneys to such persons, bodies or organisations on behalf of the Council;
- 2.2.1.12. subject to Section 53(5) of the Labour Relations Act to purchase, take on lease or in exchange or otherwise acquire and sell, dispose of and otherwise deal with movable and immovable property for the Council's own needs of all kinds for the purpose of furthering the objects of the Council in the interests of employers and employees in the Industry;
- 2.2.1.13. to borrow or raise money in such manner as the Council may think fit, and in security of such money so borrowed or raised, to mortgage, pledge or charge the whole or any part of the property, assets or revenue of the Council for the purpose of furthering the objects of the Council in the interests of employers and employees in the Industry;

3. CONTACT DETAILS

Business Name	Metal and Engineering Industries Bargaining Council (MEIBC) NPC
Registration Number	LR2/616/41
Registered Office	1st Floor, Metal Industries House, 42 Anderson Street, Johannesburg 2001
Postal Address	1st Floor, Metal Industries House, 42 Anderson Street, Johannesburg 2001

Contact Number	+ 27 11 639 8029
Information Officer	Sicelo Nduna
Email address	Sicelon@meibc.co.za
<u>Kwa Zulu Natal Region</u>	
	Mercury House
	320 Smith Street, Durban, 4001
	031 305 4761
<u>Richards Bay Office/Region</u>	
	19 Calypso Centre 2 Kruger Rand, 3900
	PO Box 1563, Richards Bay 3900
	035 789 2084
<u>Mpumalanga Office/Region</u>	
	1 st Floor 68 Arras Street, 1035
	PO Box 3787 Witbank, 1035
	013 658 9400/1-7
<u>Cape Office/Region</u>	
	Unit 3 Canal Edge 1 Ground Floor, Tyger Waterfront Bellville, 7530
	021 421 6140
<u>Tshwane Office/Region</u>	
	Metro Park Building, 351 Schoeman Street, Pretoria
	012 407 3700
<u>Free State and Northern Cape Office/Region</u>	
	Wessels & Smith Building, 1 st Floor 26 – 28 Heeren Street, Welkom, 9459
	PO Box 30095, Moreskof, 9462

	057 352 4142
<u>Midland Region Port Elizabeth (Eggebheha)</u>	Old Mutual Building, 6 th Floor, 64 Govan Mbeki Avenue, 6006
	PO Box 12848 Centrahill
	041 586 1542
<u>Border Region (East London)</u>	Malcomess Park Office No 7 St Georges Road Southernwood
	PO Box 13162, Vincent 5217
	043 743 7747
<u>George Office (Western Cape)</u>	Eagles View Building 2 nd Floor, 5 Progress Street, 6530
	044 873 3200/044 873 3201

1. Background information of how MEIBC processes information can be found at <https://www.meibc.co.za/>

4. GUIDE OF INFORMATION REGULATOR

- 4.2. A guide to PAIA and how to access information in terms of PAIA has been published pursuant to section 10 of PAIA.
- 4.3. The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA.
- 4.4. Should you wish to access the guide you may request a copy from the Information Officer by submitting **ANNEXURE A**, attached hereto, to the details specified above.
- 4.5. You may also inspect the guide at MEIBC's offices during ordinary working hours.
- 4.6. You may also request a copy of the guide from Information Regulator at the following details:

Information Regulator:

Postal Address: P O Box 31533, Braamfontein, Johannesburg, 2017

Telephone: +27 (10) 023-5200
Website: <https://infoeregulator.org.za/>
Email: PAIACompliance@infoeregulator.org.za

5. LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA

- 5.2. At this stage no Notice(s) has/have been published on the categories of records that are available without having to request access to them in terms of PAIA.

6. AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

- 6.2. MEIBC holds and/or process the following records for the purposes of PAIA and POPI.
6.3. The following records may be requested; however, it should be noted that there is no guarantee that the request will be honoured. Each request will be evaluated in terms of PAIA and any other applicable legislation.

Products and/or Services:

- All products and/or services are available freely on MEIBC's website as set out above.

Human Resources:

- Employment Contracts
- Employee Benefits
- Evaluation of personnel
- Personnel Records and Correspondence
- Training Records
- Internal Policies
- Pension and Provident Fund Records
- Insurance inclusive of Family, Group life, spouse insurance, disability insurance

Dispute Resolutions

- Dispute outcomes.
- Collective Agreements
- Compliance notices and enforcements
- Firm and Trade Union names, contact details and registration information.
- Correspondence with employees and employers

Legal:

- Agreements with Clients
- Agreement with Suppliers
- Shareholder Agreements
- Partnership Agreements
- Licenses and Permits
- Power of Attorneys
- Sale Agreements
- Lease Agreements

Company Secretarial:

- Memorandum of Incorporation
- Secretarial Records
- Tradename Registrations
- Trademark Registrations
- Company Registration Documents
- Statutory Registers
- Minutes of Shareholder's meetings
- Minutes of Director's meetings
- Register of Directors

Financial:

- Accounting Records
- Annual Reports
- Interim Reports
- Auditor Details and Reports
- Tax Returns
- Insurance Records

Marketing:

- Published Marketing Material
- Educational Material (for external use)

Miscellaneous:

- Internal Correspondence
- Suretyship Agreements
- Credit Facilities and Letters of credit
- Agreements with clients
- Information Technology Records
- Operational records
- Trade secrets
- Domain Name Registrations
- Website Information
- Asset Registers
- Title Deeds

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- 7.2.1. Basic Conditions of Employment Act, No. 75 of 1997
- 7.2.2. Companies Act, No. 71 of 2008
- 7.2.3. Consumer Protection Act 68 of 2008
- 7.2.4. Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- 7.2.5. Competition Act, No. 89 of 1998
- 7.2.6. Constitution of the Republic of South Africa Act, 1996
- 7.2.7. The Criminal Procedure Act, No. 51 of 1977
- 7.2.8. Deed Registries Act, No. 47 of 1937
- 7.2.9. Employment Equity Act, No. 55 of 1998
- 7.2.10. Financial Intelligence Centre Act, No. 38 of 2001
- 7.2.11. Identification Act, No. 68 of 1997
- 7.2.12. National Credit Act, No. 34 of 2005
- 7.2.13. Insolvency Act, No. 24 of 1936
- 7.2.14. The Labour Relations Act, No. 66 of 1995
- 7.2.15. Pension Funds Act, No. 24 of 1956
- 7.2.16. Short Term Insurance Act, No. 53 of 1998
- 7.2.17. Skills Development Levies Act, No. 9 of 1999
- 7.2.18. Unemployment Insurance Act, No. 63 of 2001
- 7.2.19. Value Added Tax Act, No. 89 of 1991
- 7.2.20. Electronic Communication and Transactions Act, No. 25 of 2002
- 7.2.21. Patents, Designs and Copyright Merchandise Marks Act, No. 17 of 1941
- 7.2.22. Income Tax Act, No. 58 of 1962
- 7.2.23. Occupational Health and Safety Act No. 85 of 1993
- 7.2.24. Prevention of Organised Crime Act No. 121 of 1998
- 7.2.25. National Payment Systems Act No. 78 of 1998
- 7.2.26. Prescription Act No. 68 of 1969
- 7.2.27. Trademark Act No. 194 of 1993
- 7.2.28. Promotion of Access to Information Act, No. 2 of 2000
- 7.2.29. Protection of Personal Information Act, No. 4 of 2013
- 7.2.30. National Road Traffic Act No. 93 of 1996
- 7.2.31. Standards Act 29 of 1993
- 7.2.32. National Environmental Management Act 107 of 1998
- 7.2.33. Cyber Crimes Act 19 of 2020

- 7.2.34. Engineering Profession Act 46 of 2000
- 7.2.35. Standards Act 29 of 1993
- 7.2.36. National Environmental Management Act 107 of 1998
- 7.2.37. Hazardous Substances Act 15 of 1973

**Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.*

8. REQUEST PROCESS

- 8.2. An individual who wishes to place a request must comply with all the procedures laid down in PAIA.
- 8.3. The requester must complete **ANNEXURE B**, which is attached hereto and submit it to the Information Officer at the details specified above.
- 8.4. The prescribed form must be submitted as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail as is stated herein.
- 8.5. The prescribed form must be completed with enough particularity to enable the information officer to determine:
 - 8.5.1. The record(s) requested;
 - 8.5.2. The identity of the requestor;
 - 8.5.3. What form of access is required; and
 - 8.5.4. The Postal address or fax number of the requestor.
- 8.6. The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. An explanation of why the records requested is required to exercise or protect the right.
- 8.7. The request for access will be dealt with within 30 days from date of receipt, unless the requestor has set out special grounds that satisfies the Information Officer that the request be dealt with sooner.
- 8.8. The period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of MEIBC and the information cannot be reasonably obtained within 30 days. The information officer will notify the requestor in writing should an extension be necessary.
- 8.9. The Information Officer must communicate a response to the request for access using **"Annexure E"**, this communication shall inform the requestor of:
 - 8.9.1. The decision;
 - 8.9.2. Fees payable in terms of paragraph 11.

- 8.9.2.1. In the event that the Information Officer is of the opinion that the searching and preparation of the record for disclosure would amount to more than 6 hours, he/she shall inform the requestor to pay a deposit not exceeding one third of the amount payable.
- 8.10. Should the requestor have any difficulty with the form or the process laid out herein, the requestor should contact the Information Officer for assistance.
- 8.11. An oral request can be made to the Information Officer should the requestor be unable to complete the form due to illiteracy or a disability. The Information Officer will complete the form on behalf of the requestor and provide a copy of the form to the requestor.

9. GROUNDS FOR REFUSAL

- 9.2. The following are grounds upon which MEIBC may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access in accordance with Chapter 4 of PAIA:
- 9.2.1. Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable.
- 9.2.2. Mandatory protection of the commercial information of a third party, if the Records contain:
- 9.2.2.1. Trade secrets of that third party;
- 9.2.2.2. Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
- 9.2.2.3. Information disclosed in confidence by a third party to MEIBC, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- 9.2.3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 9.2.4. Mandatory protection of the safety of individuals and the protection of property;
- 9.2.5. Mandatory protection of Records that would be regarded as privileged in legal proceedings;
- 9.2.6. Protection of the commercial information of MEIBC, which may include:
- 9.2.6.1. Trade secrets;
- 9.2.6.2. Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of MEIBC;
- 9.2.6.3. Information which, if disclosed, could put MEIBC at a disadvantage in contractual or other negotiations or prejudice MEIBC in commercial competition; and/or
- 9.2.6.4. Computer programs which are owned by MEIBC, and which are protected by copyright and intellectual property laws;
- 9.2.7. Research information of MEIBC or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and

- 9.2.8. Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

10. REMEDIES SHOULD A REQUEST BE REFUSED

- 10.2. MEIBC does not have an internal appeal procedure in light of a denial of a request, decisions made by the information officer is final.
- 10.3. The requestor may in accordance with sections 56(3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

11. FEES

- 11.2. The following fees shall be payable upon request by a requestor:

Request fee (Payable on every request)	R140.00
Photocopy of an A4 page or part thereof	R2.00
Printed copy of an A4 page or part thereof	R2.00
Hard copy on flash drive (Flash drive to be provided by requestor)	R40.00
Hard copy on a compact disc (Compact disc to be provided by requestor)	R40.00
Hard copy on a compact disc (Compact disc to be provided by MEIBC)	R60.00
Transcription of visual images per A4 page	As per quotation of service provider
Copy of visual images	As per quotation of service provider
Transcription of an audio record per A4 page	R24.00
Copy of an audio record on flash drive (Flash drive to be provided by requestor)	R40.00
Copy of an audio on a compact disc (Compact disc to be provided by requestor)	R40.00
Copy of an audio on a compact disc (Compact disc to be provided by MEIBC)	R60.00
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	R145.00

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 (Cannot exceed total cost)	R435.00
Postage, email or any other electronic transfer	Actual expense, if any

12. POPI

12.2. Conditions for lawful processing:

12.2.1. POPI has eight conditions for lawful processing and includes:

- 12.2.1.1. Accountability
- 12.2.1.2. Processing limitation
- 12.2.1.3. Purpose specification
- 12.2.1.4. Further processing limitation
- 12.2.1.5. Information quality
- 12.2.1.6. Openness
- 12.2.1.7. Security safeguards
- 12.2.1.8. Data subject participation

12.2.2. MEIBC is involved in the following types of processing:

- 12.2.2.1. Collection
- 12.2.2.2. Recording
- 12.2.2.3. Organization
- 12.2.2.4. Structuring
- 12.2.2.5. Storage
- 12.2.2.6. Adaptation or alteration
- 12.2.2.7. Retrieval
- 12.2.2.8. Consultation
- 12.2.2.9. Use (deliberate)
- 12.2.2.10. Disclosure by transmission
- 12.2.2.11. Dissemination or otherwise making available
- 12.2.2.12. Alignment or combination
- 12.2.2.13. Restriction
- 12.2.2.14. Erasure
- 12.2.2.15. Destruction

12.2.3. MEIBC processes information for the following purposes:

- 12.2.3.1. To fulfil agreements in relation to its internal employees and agents;
- 12.2.3.2. to provide services to member of the Engineering and Medal industry, as indicated under clause 2.3.
- 12.2.3.3. to undertake activities related to the provision of services, such as:
 - 12.2.3.3.1. to fulfil domestic legal, regulatory and compliance requirements;
 - 12.2.3.3.2. to verify the identity of persons that come into contact with the MEIBC or may be contacted by MEIBC;
 - 12.2.3.3.3. to monitor and record calls and electronic communications with the member of the public, and or the Metal and Engineering profession, for quality, training, investigation, and fraud prevention purposes;
 - 12.2.3.3.4. to enforce or defend MEIBC or its affiliates' rights;

- 12.2.3.3.5. to manage MEIBC's relationship with members of the profession, which may include providing information to such members and their affiliates about MEIBC's services;
 - 12.2.3.4. the purposes related to any authorised disclosure made in terms of agreement, law or regulation;
 - 12.2.3.5. any additional purposes expressly authorised by MEIBC's client;
- 12.3. MEIBC processes personal information the following categories of Data Subjects:
- 12.3.1. Juristic persons –
 - 12.3.1.1. Corporate Clients (members of the profession)
 - 12.3.1.2. Suppliers
 - 12.3.2. Natural persons –
 - 12.3.2.1. Individuals
 - 12.3.2.2. Staff
 - 12.3.2.3. Members of the profession
 - 12.3.2.4. Suppliers
- 12.4. MEIBC process the following categories personal information:
- 12.4.1. Profile information of member of the profession;
 - 12.4.2. Bank account details;
 - 12.4.3. Payment information;
 - 12.4.4. Representatives of the member of the profession;
 - 12.4.5. Names;
 - 12.4.6. Email addresses;
 - 12.4.7. Telephone numbers;
 - 12.4.8. Facsimile numbers;
 - 12.4.9. Physical addresses;
 - 12.4.10. Tax numbers;
 - 12.4.11. Identity numbers;
 - 12.4.12. Passport numbers;
- 12.5. Recipients of Personal Information;
- 12.5.1. MEIBC, its affiliates, their respective representatives.
 - 12.5.2. Government Institutions as may be required by any legislation.
- 12.6. When making authorised disclosures or transfers of personal information in terms of Section 72 of POPI, personal information may not be disclosed to recipients in countries that do not have the same level of protection for personal information as South Africa does.
- 12.7. The following Security measures are implemented by MEIBC:
- 12.8. MEIBC implements numerous Security measures to protect personal information that is stored electronically and physically.
- 12.8.1. MEIBC ensures that appropriate security measures are taken and updates these measures on a regular basis.
 - 12.8.2. MEIBC have also implemented various policies for additional security for personal information stored both physically and electronically.

- 12.9. The personal information that is stored physically is protected as follows:
 - 12.9.1. Where physical records of the data exist, such records will be stored in a secure area that can be 'locked-away' as to avoid a breach of the personal information.
 - 12.9.2. Such physical data records will be 'locked-away' and secured when not in use.
- 12.10. MEIBC may share personal information with third parties and in certain instances this may result in cross border flow of the personal information. The personal information will always be subject to protection, not less than the protection it is afforded under the Protection of Personal Information Act No.4 of 2013.
- 12.11. Objection to the processing of personal information by a data subject:
 - 12.11.1. Section 11(3) of POPI and regulation 2 of the POPI regulations provides that a data subject may, at any time object to the processing of their personal information in the prescribed form attached to this manual as **ANNEXURE "C"**.
- 12.12. Request for correction or deletion of personal information:
 - 12.12.1. Section 24 of POPI and regulation 3 of the POPI regulations provides that a data subject may request for their personal information to be corrected and/or deleted in the prescribed form attached hereto as **ANNEXURE "D"**.

SIGNATURE INFORMATION

OFFICER : _____

DATE : _____

ANNEXURE A

FORM 1

REQUEST FOR A COPY OF THE GUIDE

[Regulations 3]

TO: The Information Officer

I,

Full Names:				
In my capacity as (<i>mark with "X"</i>):	Information Officer:		Other:	
Name of Public/Private Body (if applicable):				
Postal Address:				
Street Address:				
E-mail Address:				
Facsimile:				
Contact Numbers:	Tel. (B):		Cellular:	

Hereby request the following copy(ies) of the Guide:

Language (<i>mark with "X"</i>):	No of Copies	Language (<i>mark with "X"</i>):	No of Copies
Sepedi		Sepedi	
Setswana		Setswana	
Tshivenda		Tshivenda	
Afrikaans		Afrikaans	
isiNdebele		isiNdebele	
isiZulu		isiZulu	

Manner of Collection (*mark with "X"*):

Personal Collection	Postal Address	Facsimile	Electronic Communication (Please Specify)

Signed at _____ this _____ day of _____ 20 ____.

Signature of Requester



ANNEXURE B

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulations 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 Name of person on whose behalf request is			

Initial

made (if applicable):				
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 <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to the 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			

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 (Please Specify)

Signed at _____ this _____ day of _____ 20 ____.

Signature of Requester / Person on whose behalf request is made

FOR OFFICAL 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 C

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 _____

DETAILS OF DATA SUBJECT	
Name and Surname of Data Subject	
Residential, postal or business address	
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	



Contact number(s)	
Fax number:	
E-mail address:	
Name of Public Body or Private Body (if Responsible Party not a natural person):	
Business address:	
	Code ()
Contact number(s):	
Fax number:	
e-mail address:	

<p>REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i></p>

Signed at _____ this _____ day of _____ 20 ____.

Signature of Data Subject (Applicant)



ANNEXURE D

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"

1. Request For:

Correction or deletion of 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 authorized to retain the record of information.

DETAILS OF DATA SUBJECT	
Name and Surname of Data Subject	
Residential, postal or business address	
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	
Contact number(s)	
Fax number:	
E-mail address:	
Name of Public Body or Private Body (if Responsible Party not a natural person):	
Business address:	



	Code ()
Contact number(s):	
Fax number:	
e-mail address:	

<p>REASONS FOR</p> <p>*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 IN IN THE POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY</p> <p><i>(Please provide detailed reasons for the objection)</i></p>

Signed at _____ this _____ day of _____ 20 ____.

Signature of Data Subject

Initial

ANNEXURE E

FORM 3

OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

- 1. *If your request is granted –*
 - (a) *Amount of the deposit, if any, is payable before your request is processed; and 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

<p>Personal Inspection of information 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>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you.</p> <p>If you then require any form of reproduction of the information, you will be liable for the fees in Annexure B</p>	
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Initial

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 or 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 information on compact disc 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	
Courier service to street address	
Facsimile of information in written or printed format <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>	

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			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will		
Copy of visual images	depend on the quotation of the		
	service provider		
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive			
• To be provided by requestor	R40.00		
(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
TOTAL:			

1. Deposit payable (if search exceeds six hours):
 Yes

 No

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

Submit proof of payment to:

Signed at _____ this _____ day of _____ 20 _____

Information officer