

**(INFORMATION REQUEST FORM)**

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

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 request box with an "x".

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

<b>A</b>	<b>DETAILS OF THE DATA SUBJECT</b>
Name(s) and surname / registered name of <b>Data subject:</b>	
Unique identifier/ Identity <b>Number:</b>	
Residential, postal, or business <b>address:</b>	
	Code ( )
<b>Contact</b> number(s):	
Fax number / <b>E-mail</b> address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname / registered name of <b>responsible party:</b>	
Residential, postal, or <b>business</b> address:	
	Code ( )
Contact number(s):	
Fax number / <b>E-mail</b> address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
REASONS FOR *CORRECTION OR DELETION OF THE <u>PI</u> 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 <u>PI</u> 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 of .....20.....

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