



**ANNEXURE A: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTRUCTION OR TRANSFER 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 ACT, 2018
[Regulation 3]

Note:

1. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
2. If the space provided for in the form is inadequate, submit information as an annexure to this form and sign each page.
3. Complete as is applicable.

Request for: (mark the appropriate box with an "X")

- 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.

| SECTION A | DETAILS OF DATA SUBJECT |
|--|------------------------------|
| Name(s) and surname/registered name of data subject: | |
| Unique identifier/identity number: | |
| Residential, postal or business address: | |
| Contact number(s): | |
| Fax number/email address: | |
| SECTION B | DETAILS OF RESPONSIBLE PARTY |



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|---|---|
| Name(s) and surname/registered name of responsible party: | |
| Residential, postal or business address: | |
| Contact number(s): | |
| Fax number /email address: | |
| SECTION C | INFORMATION TO BE CORRECTED/DELETED/DESTROYED |
| | |
| <p style="text-align: center;">SECTION D (Please provide detailed reasons for the request)</p> | <p style="text-align: center;">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 AUTHORTISED TO RETAIN</p> |
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