

ANNEXURE A: PERSONAL INFORMATION REQUEST FORM

PERSONAL INFORMATION REQUEST FORM

Please submit the completed form to the Information Officer:

Name	
Contact Number	
Email Address:	

Please be aware that we may require you to provide proof of identification prior to Processing your request.
There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject

Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	

B. Request

I request the FSP to:

- | | |
|--|--------------------------|
| (a) Inform me whether it holds any of my Personal Information | <input type="checkbox"/> |
| (b) Provide me with a Record or description of my Personal Information | <input type="checkbox"/> |
| (c) Correct or update my Personal Information | <input type="checkbox"/> |
| (d) Destroy or delete a Record of my Personal Information | <input type="checkbox"/> |

C. Instructions

D. Signature Page

Signature
Date

ANNEXURE B: POPIA COMPLAINT FORM

POPIA COMPLAINT FORM

We are committed to safeguarding your privacy and the confidentiality of your Personal Information and are bound by the Protection of Personal Information Act ("POPIA").

Please submit your complaint to the Information Officer:

Name	
Contact Number	
Email Address:	

Where we are unable to resolve your complaint, to your satisfaction you have the right to complain to the Information Regulator.

The Information Regulator: Ms Mmamoroke Mphelo

Physical Address: SALU Building, 316 Thabo Sehume Street, Pretoria

Email: inforreg@justice.gov.za

Website: <http://www.justice.gov.za/inforeg/index.html>

A. Particulars of Complainant

Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	

B. Details of Complaint

C. Desired Outcome

D. Signature Page

Signature:
Date