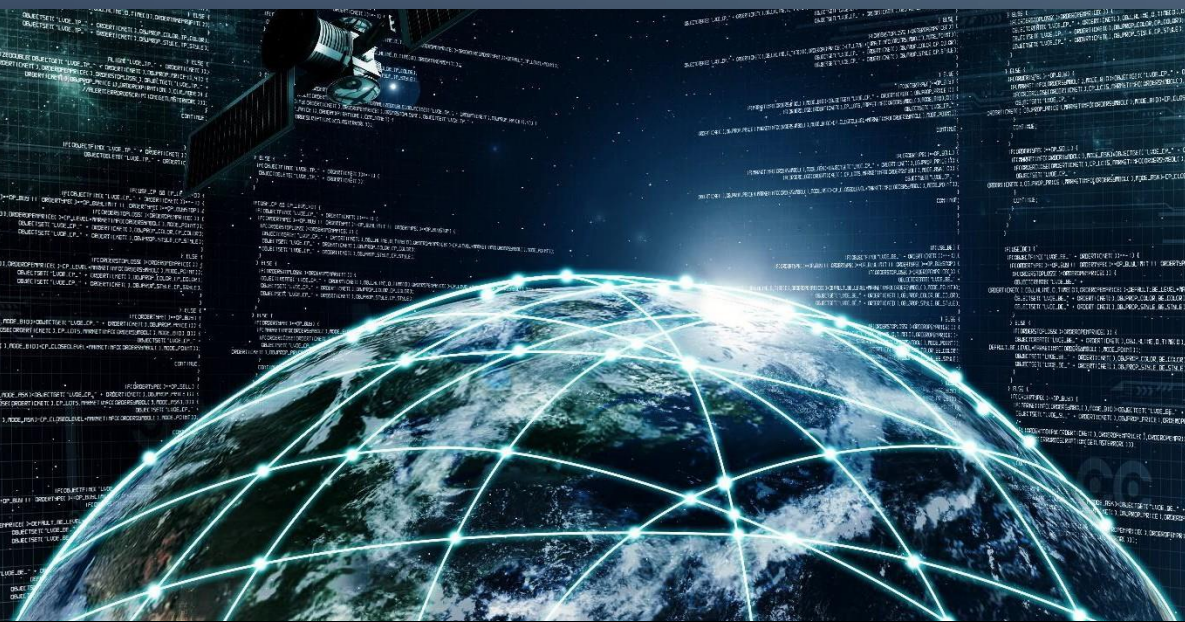





# PAIA AND POPIA MANUAL



**THIS MANUAL WAS PREPARED IN ACCORDANCE WITH SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2002 (ACT NO. 2 OF 2000) (“PAIA”)**

***SANSa is an entity of the Department of Science and Innovation***

**SECTION 1 - APPROVAL AND DOCUMENT CONTROL**

<b>DOCUMENT APPROVAL RECORD</b>			
<b>Version No. 2</b>			
<b>APPROVAL</b>	<b>POSITION AND NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
Sponsor	<b>Michael Kabai</b> Legal and Compliance Services Manager		20/04/2022
Recommended	<b>Teboho Ramosangoana</b> Acting Chief Information Officer		20/04/2022
Approved	<b>Andiswa Mlisa</b> Acting Chief Executive Officer		26/04/2022

## 1. TABLE OF CONTENTS

1.	TABLE OF CONTENTS	3
2.	INTRODUCTION	5
3.	PARTICULARS IN TERMS OF SECTION 14	5
4.	CONTACT DETAILS - (SECTION 14 (1)(B))	7
5.	THE SECTION 10 GUIDE ON HOW TO USE THE ACT - SECTION 14(1)(C)	7
6.	ACCESS TO THE RECORDS HELD BY SANSA	8
7.	THE REQUEST PROCEDURES - SECTION 14 (1)(D)	10
8.	SERVICES AVAILABLE - SECTION 14(1)(F)	12
9.	THE REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE NOT COMPLIED WITH - SECTION 14(1)(H)	13
10.	ANY OTHER INFORMATION AS MAY BE PRESCRIBED - SECTION 14(1)(I)	13
11	PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY SANSA	14
	ANNEXURE A - PRESCRIBED FORM A	19
	ANNEXURE B - FEES IN RESPECT OF PUBLIC BODIES	23
	ANNEXURE C - Form 1: OBJECTION TO PROCESSING OF PERSONAL INFORMATION	26
	ANNEXURE D - Form 2- REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION	28

## DEFINITIONS AND INTERPRETATION

<b>Conditions for Lawful Processing</b>	means the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPIA and in paragraph 11.1 of this Manual.
<b>Constitution</b>	means the Constitution of the Republic of South Africa, 1996.
<b>Customer / Client</b>	refers to any natural or juristic person that received or receives services from SANSA.
<b>Data Subject</b>	has the meaning ascribed thereto in section 1 of POPIA.
<b>Information Officer</b>	means the duly authorised Head (as defined in section 1 of PAIA) of SANSA.
<b>PAIA</b>	means the Promotion of Access to Information Act 2 of 2000.
<b>Personal Information</b>	has the meaning ascribed thereto in section 1 of POPIA.
<b>POPIA Regulations</b>	means the regulations promulgated in terms of section 112(2) of POPIA.
<b>Private Body</b>	has the meaning ascribed thereto in sections 1 of both PAIA and POPIA.
<b>Processing</b>	has the meaning ascribed thereto in section 1 of POPIA.
<b>Responsible Party</b>	has the meaning ascribed thereto in section 1 of POPIA.
<b>Record</b>	has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information.
<b>Requester</b>	has the meaning ascribed thereto in section 1 of PAIA.
<b>Request for Access</b>	has the meaning ascribed thereto in section 1 of PAIA.
<b>SAHRC</b>	means the South African Human Rights Commission.

## 2. INTRODUCTION

The **Protection of Personal Information Act No. 4 of 2013** (“POPIA”) was assented to on the 26th of November 2013. The purpose of POPIA is to give effect to section 14 of The Constitution, the “right to Privacy”, by protecting Personal Information and regulating the free flow and processing of Personal Information. The South African National Space Agency (“SANSA”) is committed to promoting the Constitutional rights of all to both, access to information on the one hand and the protection of Personal Information on the other.

The **Promotion of Access to Information Act No. 2 of 2000** (“PAIA”) gives effect to the provisions of section 32 of The Constitution which provides for the “right of access to information” held by the State and by another person that is required for the exercise and/or protection of any right.

The **PAIA and POPIA Manual** (“Manual”) is intended to foster a culture of transparency and accountability within SANSA, its employees and its stakeholders, customers / clients and third parties; to promote a culture of effective access to information and to enable all stakeholders to fully exercise and protect all their rights.

Both PAIA and POPIA recognise that the rights of access to information and privacy respectively are subject to the limitations clause in terms of section 36 of The Constitution where such limitation is reasonable and justifiable in terms of the law of general application in an open and democratic society based on human dignity, equality and freedom.

The purpose of this Manual is to set out inter alia the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of the SANSA.

## 3. PARTICULARS IN TERMS OF SECTION 14 OF PAIA

### The mandate of SANSA

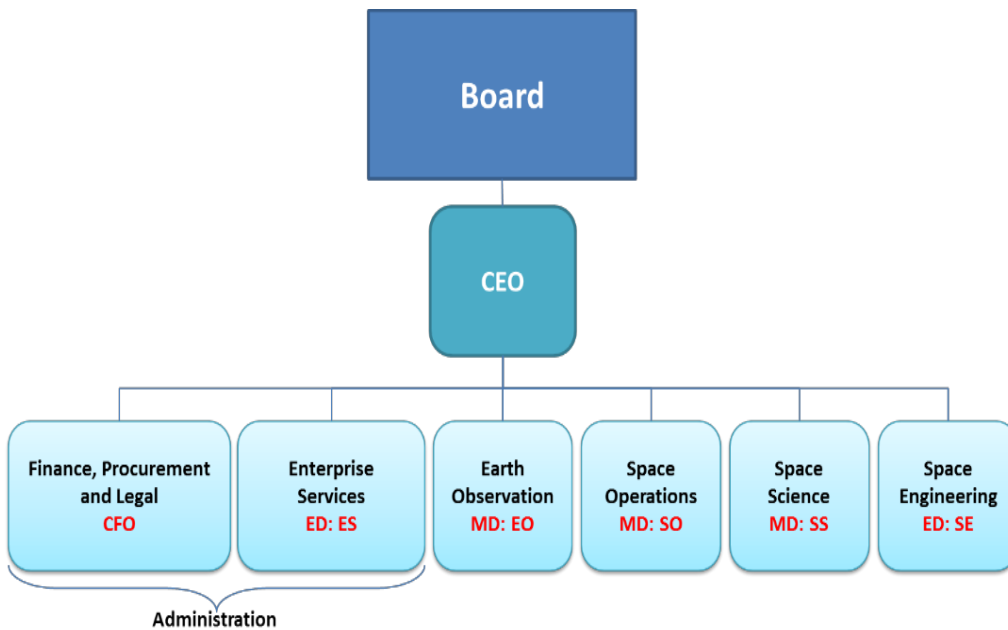
To be the leader in ensuring that space science and technology benefits society, the environment, the economy and the global community through products and services; research and development; and human capital development.

## The function and objectives of SANSA

- 3.1.1. Deliver space-related services and products to the citizens of South Africa and the region
- 3.1.2. Support, guide and conduct research and development in space science and engineering and the practical application of the innovations they generate
- 3.1.3 Stimulate interest in science and develop human capacity in space science and technologies in South Africa
- 3.1.4 Create an environment that promotes industrial development
- 3.1.5 Nurture space-related partnerships to enhance South Africa's standing in the community of nations

## The structure of SANSA

### A schematic diagram of the organisational structure of SANSA



## The structure of SANSA

SANSA functions through five (5) programmes, as follows:

### 1.1.1 Programmes:

1. Administration Programme
2. Earth Observation Programme
3. Space Science Programme

4. Space Operations Programme
5. Space Engineering Programme

#### 1.1.2 Offices / Branches:

1. Pretoria	Enterprise Building, Mark Shuttleworth Street, Innovation Hub, Pretoria, 0087, Gauteng, South Africa
2. Hermanus	Hospital Street, Hermanus, 7200, Western Cape South Africa
3. Hartebeesthoek	Farm 502JQ, Hartebeesthoek, Registration Division JQ, Northwest Province, South Africa

#### 4. CONTACT DETAILS (Section 14 (1)(b))

<b>Information Officer:</b>	<b>Ms Andiswa Mlisa</b> The Acting Chief Executive Officer, Tel: (012) 844 0500 Fax: (012) 841 3549 Email: <a href="mailto:popi_paia@sansa.org.za">popi_paia@sansa.org.za</a>
<b>Deputy Information Officer:</b>	<b>Mr Teboho Ramosangoana</b> Acting Chief Information Officer Tel: (012) 844 0500 Email: <a href="mailto:popi_paia@sansa.org.za">popi_paia@sansa.org.za</a>
<b>Postal Address:</b>	P O Box 484 Silverton 0127 Gauteng South Africa

#### 5. THE SECTION 10 GUIDE ON HOW TO USE PAIA – Section 14(1)(c)

The guide to the Act and the rights of requesters is available from the South African Human Rights Commission (SAHRC) from their website: [www.sahrc.org.za](http://www.sahrc.org.za) Should you have any queries in this regard, please contact the SAHRC directly at:

<b>Contact body:</b>	The South African Human Rights Commission
<b>Physical Address:</b>	PAIA Unit 29 Princess of Wales Terrace Cnr York and Andrew Streets, Parktown
<b>Postal Address:</b>	Private Bag 2700, Houghton 2041
<b>Telephone No:</b>	(011) 877 3600
<b>Fax No.</b>	(011) 403 0668
<b>Email:</b>	<a href="mailto:paia@sahrc.org.za">paia@sahrc.org.za</a>
<b>Website:</b>	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>



## THE INFORMATION OFFICER

PAIA prescribes the appointment of an Information Officer for public bodies where such Information officer is responsible for, amongst other things, assessing requests for access to information. The Head of a Private body in terms of sections 51(1) and (2) of PAIA, fulfils the function of compiling and updating the PAIA manual.

The Information Officer appointed in terms of PAIA also refers to the Information Officer as referred to in the POPIA. The Information Officer oversees the function and responsibilities as required in terms of both PAIA and section 55 of the POPIA after registering with the Information Regulator.

The Information Regulator may where it is deemed necessary appoint Deputy Information Officers, as allowed for in section 17 of PAIA as well as section 56 of the POPIA. All requests for information in terms of PAIA must be addressed to the Information Officer.

## 6. ACCESS TO THE RECORDS HELD BY SANSA

### Automatic disclosures – Section 14(1)(e)

All information available on the website: [www.sansa.org.za](http://www.sansa.org.za) is voluntarily disclosed including the current Annual Report, annual financial statements, Report by the Auditor-General, Report on Corporate Governance, Executive Report and Financial statements.

The following information is also voluntarily disclosed -

Documents relating to the policy and governance of SANSA - in Annual Reports, newspaper(s) or on the SANSA website.



## **Records that may be requested – Section 14(1)(d)**

Operational Information and Agreements relating to the following categories:

- 6.1.1 Documents relating to the policy, objectives, and governance of SANSA
- 6.1.2 Directives, resolutions, and instructions of the Board of SANSA
- 6.1.3 Title deeds, mortgage bonds, leases and notarial bonds relating to movable and immovable property
- 6.1.4 Memorandums of Understanding
- 6.1.5 Joint Venture Agreements with subsidiaries and/or agreements with any person, government, or administration Rental agreements
- 6.1.6 Metadata and spatial information

## **Finances and Accounting records relating to the following categories:**

- 6.1.7 Bank account records
- 6.1.8 Accounting Records and reports
- 6.1.9 Auditor's annual report
- 6.1.10 Audited Annual Financial Statements
- 6.1.11 Annual budget and corporate plan as provided for in the Public Finance Management Act, Act No. 1 of 1999
- 6.1.12 Annual report, including Statement of Financial Position and Statement of Financial Performance certified by the Auditor-General
- 6.1.13 SITE and PAYE records
- 6.1.14 Additional information required by the Minister

## **Human Resources records relating to the following categories: -**

- 6.1.15 Policies and procedures
- 6.1.16 Personnel files / Personal Information
- 6.1.17 Contracts, conditions of service and other agreements
- 6.1.18 Statutory employee records
- 6.1.19 Pension fund records of the pension fund established under the  
Associated Institutions Pension Fund Act, 1963

## 6.1.20 Medical Scheme Records

### **Research, technology solutions and support information relating to the following categories: -**

6.1.21 Space Science

6.1.22 Space Engineering

6.1.23 Space Operations

6.1.24 Earth Observation

### **Intellectual property information relating to the following categories: -**

6.1.25 Rights in discoveries and inventions and improvements in respect of processes, apparatus and machines made by employees of SANSA in the course of their employment as employees of SANSA

6.1.26 Rights in a discovery, invention or improvement made by SANSA during an investigation for or on behalf of another person, government or administration

6.1.27 Patents and patent applications

6.1.28 Licence Agreements

## **7. THE REQUESTS PROCEDURES- Section 14 (1)(d)**

Disclosure of records must be given access to a record of a public body if the requester complies with the following:

7.1.1 The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and

7.1.2 Access to that record is not refused on any ground of refusal provided for in the Act.

### **Nature of the request**

7.1.3 A requester must use the prescribed form, Form A, published in Government Notice R187 of 15 February 2002. Prescribed Form A will have to be filled in by the requester when requesting for information. Prescribed Form A is attached to this PAIA Manual as Annexure A.

7.1.4 The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.

- 7.1.5 All requests to SANSA will be evaluated and considered in accordance with the Act. Publication of this PAIA Manual and providing a description of the categories and subject matter of information held by SANSA does not give rise to any right (in contract or otherwise) to access such information or record except in terms of the Act.
- 7.1.6 The requester must indicate whether the request is to obtain a copy of the record or whether inspection of the record at the offices of the public body is requested. Alternatively, if the record is not a document, it can be viewed in the requested form – section 29(2).
- 7.1.7 Access should be provided in the particular form and manner requested unless such manner would interfere unreasonably with the running of the public body concerned or damages the record, or infringes a copyright owned by the state. If for practical reasons access cannot be given in the required form, but in an alternative manner, the fee must be calculated in accordance with the manner of disclosure first requested by the requester – section 29(3) and (4).
- 7.1.8 If, in addition to a written reply to the request for the record, the requester requires to be advised of the decision in any other manner, eg. by telephone, this must be indicated – section 18(2)(e).
- 7.1.9 If a requester requests the information on behalf of somebody else, the capacity in which the request is made must be indicated – section 18(2)(f).
- 7.1.10 If the requester is unable to read or write, or has a disability, the request may be made orally. In such event, the Information Officer must complete the form on behalf of the requester and provide the requester with a copy – section 18(3).
- 7.1.11 In terms section 26 of Act, the Information Officer/Deputy Information Officer may extend the period of 30 (thirty) days referred to in section 25(1) (in the section referred to as the 'original period' of request) once for a further period of not more than 30 days, if -
- (a) the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the public body concerned
  - (b) the request requires a search for records in, or collection thereof from, an office of the public body not situated in the same town or city as the office of the information officer that cannot reasonably be completed within the original period
  - (c) consultation among divisions of the public body or with another public body is necessary or desirable to decide upon the request that cannot reasonably be completed within the original period
  - (d) more than one of the circumstances contemplated in paragraphs (a), (b) and (c) exist in respect of the request making compliance with the original period not reasonably possible, or
  - (e) the requester consents in writing to such extension.

7.1.12 In the event the Information Officer/Deputy Information Officer fails to give the decision on a request for access to the requester concerned within the period contemplated in section 25(1), the Information Officer/Deputy Information Officer shall, for the purposes of the Act, be regarded as having refused the request.

## **Fees payable**

7.1.13. There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee – section 22 (PAIA).

7.1.14. A requester who seeks access to a record containing Personal Information about the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the prescribed request fee.

7.1.15 The Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

7.1.16 The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to court against the tender or payment of the request fee.

7.1.17 After the Information Officer has decided on the request; the requester must be notified of such decision in the manner requested by the requester.

7.1.18 If the request is granted, an access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

7.1.19 The request fees and access fees payable by a requester referred to section 22, unless exempted under section 22(8), of PAIA are listed in Annexure B of this Manual.

## **8. SERVICES AVAILABLE – Section 14(1)(f)**

**In terms of the South African National Space Agency Act, Act No. 36 of 2008, SANSA, may, in order to perform any of its functions and to achieve its objects, embark on the following:**

8.1.1 Enter into an agreement with any person, government or administration on the terms and conditions agreed upon by SANSA and that person, government or administration.

8.1.2 For the purposes of developing or exploiting any invention or technological space expertise, establish a company, or in collaboration with any other person establish such a company and acquire an interest in any company or other juristic person undertaking the development or exploitation of an invention or technological space innovation.

8.1.3 Establish any programme in line with national space policy in respect of enabling technologies that will provide leadership in coordinating and supporting applied research, coordination and

support to the development of space science missions, space mission applications and space mission operations.

8.1.4 Support programmes or projects relating to scientific space research.

## **9. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE NOT COMPLIED WITH - Section 14 (1)(h)**

**The SANSA does not have an internal appeal procedure in place to facilitate appeals against decisions of the Information Officer or Deputy Information Officer. An aggrieved party may by way of application apply to the Court for appropriate relief. On hearing such application, the Court may grant any order that is just and equitable including:**

- 1.1.3 Confirming, amending or setting aside the decision that is the subject of the application
- 1.1.4 Requiring the Information Officer to take some action or to refrain from taking such action as the Court considers necessary within the period mentioned in the order
- 1.1.5 Granting an interdict, interim or specific relief, a declaratory order or compensation; or
- 1.1.6 Costs.

## **10. ANY OTHER INFORMATION AS MAY BE PRESCRIBED -Section 14(1)(i)**

There is currently no additional information available from the Minister.

## 11.PROTECTION OF PERSONAL INFORMATION THAT IS PROCESSED BY SANSA

### 11.1 Conditions for Lawful Processing

Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA. Below is a description of the eight Conditions for Lawful Processing as contained in POPIA:

- a) **Accountability** - the Responsible Party has an obligation to ensure that there is compliance with POPIA in respect of the Processing of Personal Information.
- b) **Processing limitation** - Personal Information must be collected directly from a Data Subject to the extent applicable; must only be processed with the consent of the Data Subject and must only be used for the purposes for which it was obtained.
- c) **Purpose specification** - Personal Information must only be processed for the specific purpose for which it was obtained and must not be retained for any longer than it is needed to achieve such purpose.
- d) **Further processing limitation** - further processing of Personal Information must be compatible with the initial purpose for which the information was collected.
- e) **Information quality** - the Responsible Party must ensure that Personal Information held is accurate and updated regularly and that the integrity of the information is maintained by appropriate security measures.
- f) **Openness** - there must be transparency between the Data Subject and the Responsible Party.
- g) **Security safeguards** - a Responsible Party must take reasonable steps to ensure that adequate safeguards are in place to ensure that Personal Information is being processed responsibly and is not unlawfully accessed.
- h) **Data Subject participation** - the Data Subject must be made aware that their information is being processed and must have provided their informed consent to such processing.

### Purpose of the Processing of Personal Information by SANSA

As outlined in paragraph 12(1)(c), Personal Information may only be Processed for a specific purpose. The purposes for which SANSA Processes or will Process Personal Information, is set out below:

#### 1) FOR EMPLOYEES:

- Verification of applicant employees' information during recruitment process.
- General matters relating to employees including:
  - Pension funds,
  - Medical aid,
  - Payroll,
  - Disciplinary action, and
  - Training.
- Any other reasonably required purpose relating to the employment or possible employment.

- Complying with the SANSA regulatory obligations.

## **2) FOR SERVICE PROVIDERS AND THIRD PARTIES:**

- Verifying information and performing checks including financial, tax status, past experience;
- Purposes relating to the agreement or business relationship or possible agreement or business relationship between the parties including the processing of procurement bids and quotations;
- Payment of invoices;
- Complying with the SANSA's regulatory obligations; and
- Any other reasonably required purpose relating to the SANSA's operations.

## **Categories of Data Subjects and Personal Information / special Personal Information relating thereto**

As per section 1 of POPIA, a Data Subject may either be a natural or a juristic person. The various categories of Data Subjects that SANSA Processes Personal Information on and the types of Personal Information relating thereto may include:

### **3) EMPLOYEES**

- Name and contact details,
- Identity number and identity documents including passports,
- Employment history and references,
- Banking and financial details,
- Details of payments to third parties (deductions from salary),
- Employment contracts,
- Employment equity plans,
- Medical aid records,
- Pension Fund records,
- Remuneration or salary records,
- Performance appraisals,
- Disciplinary records,
- Leave records, and
- Training records,
- Other information not specified, reasonably required to be processed for business operations,
- Other information required in order to comply with the SANSA's regulatory obligations.

### **4) SERVICE PROVIDERS AND THIRD PARTIES**

- Name and contact details,
- Identity and/or company information and directors' information,
- Banking and financial information,
- References,
- Tax Status,
- Other information required to comply with the SANSA's regulatory obligations.

## **Recipients of Personal Information**



The recipients to whom SANSA may provide a Data Subjects Personal Information to may include:

- Any firm, organisation or person that the SANSA uses to collect payments and recover debts or to provide a service on its behalf,
- Any firm, organisation or person that or who provides the SANSA with products or services,
- Any payment system the SANSA uses,
- Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where SANSA has a duty to share information,
- Third parties to whom payments are made on behalf of employees,
- Financial institutions from whom payments are received on behalf of data subjects,
- Any other operator not specified,
- Employees, contractors and temporary staff, and
- Agents.

### **Cross-border flows of Personal Information**

Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa:

- a) If the recipient country can offer such data an “adequate level” of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPIA; or
- b) If the Data Subject consents to the transfer of their Personal Information; or
- c) If the transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
- d) If the transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
- e) If the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would likely provide such consent.

Personal information may be transmitted transborder to SANSA’s suppliers in other countries, and personal information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. SANSA will endeavour to ensure that its service providers and third parties will make all reasonable efforts to secure said data and Personal Information via contractual clauses or notices in agreements and otherwise.

### **Description of information security measures to be implemented by SANSA**

The types of security measures to implemented by SANSA in order to ensure that Personal Information is respected and protected are set out below.

SANSA undertakes to institute and maintain the data protection measures to accomplish the following objectives outlined below. The details given are to be interpreted as examples of how to achieve an

adequate data protection level for each objective. SANSA may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

**1. Access Control of Persons**

SANSA shall implement suitable measures in order to prevent unauthorised persons from gaining access to data processing equipment where data is processed.

**2. Data Media Control**

SANSA undertakes to implement suitable measures to prevent the unauthorised manipulation of media, including reading, copying, alteration or removal of the data media used by SANSA and containing Personal Information.

**3. Data Memory Control**

SANSA undertakes to implement suitable measures to prevent unauthorised input into data memory and the unauthorised reading, alteration or deletion of stored data.

**4. User Control**

SANSA shall implement suitable measures to prevent its data processing systems from being used by unauthorised persons by means of data transmission equipment.

**5. Access Control to Data**

SANSA shall implement suitable measures to ensure that the persons entitled to use SANSA's data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions or authorisation.

**6. Transmission Control**

SANSA shall be obliged to enable the verification and tracing of the locations or destinations to which the Personal Information is transferred by utilisation of SANSA's data communication equipment devices.

**7. Transport Control**

SANSA shall implement suitable measures to prevent Personal Information from being read, copied, altered, or deleted by unauthorised persons during the transmission thereof or during the transport of the data media.

**8. Organisation Control**

SANSA shall maintain its internal organisation in a manner that meets the requirements of this Manual.

## **Objection to the Processing of Personal Information by a Data Subject**

Section 11(3) of POPI and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as **Annexure C** subject to exceptions contained in POPIA.

## Request for correction or deletion of Personal Information

Section 24 of POPIA and regulation 3 of the POPIA regulations provides that a Data Subject may request for their Personal Information to be corrected / deleted in the prescribed form attached as **Annexure D** to this Manual.

**ANNEXURE A – PRESCRIBED FORM A**

**FORM A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**  
(Section 18(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 6]

**FOR DEPARTMENTAL USE**

Reference number:

Request received by  
name and surname of information officer/deputy information officer on  
\_\_\_\_\_ (date) at \_\_\_\_\_ (place)

Request fee (if any): R.....

Deposit (if any): R .....

Access fee: R.....

\_\_\_\_\_  
Signature of information officer/deputy Information Officer

**A Particulars of public body**

The Information Officer/Deputy Information Officer:

**B Particulars of person requesting access to the record**

- |  |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent, must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

**C. Particulars of person on whose behalf request is made**

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname:

Identity number:

**D. Particulars of record**

(a) *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.*  
(b) *If the provided space is inadequate, please continue a separate folio and attach it to this form.*  
**The requester must sign all the *additional* folios.**

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

**E. Fees**

(a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*  
(b) *You will be notified of the amount required to be paid as the request fee.*  
(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 for exemption from payment of fees:

## F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

<u>Disability:</u>		Form in which record is required:			
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>					
1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images - (This includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record'	<input type="checkbox"/>	printed copy of information derived from the record*		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (USB or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.					
In which language would you prefer the record?					

2.

**G. Notice of decision regarding request for access**

You will be notified whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.
---

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at ..... this .....day of.....20....

\_\_\_\_\_  
SIGNATURE OF REQUESTER 1 PERSON ON  
WHOSE BEHALF REQUEST IS MADE



**PART I**

**FEES IN RESPECT OF GUIDE**

1. The fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is R0,60 for every photocopy of an A4-size page or part thereof.

**PART II**

**FEES IN RESPECT OF PUBLIC BODIES**

1. The fee for a copy of the manual as contemplated in regulation 6(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) USB or any other external storage device	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record,	

for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) USB or any other external storage device	70,00
(d) (i) For a transcription of visual images, or an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

- (2) For purposes of section 22(2) of the Act, the following applies:
  - (a) Six hours as the hours to be exceeded before a deposit is payable; and
  - (b) one third of the access fee is payable as a deposit by the requester.
- (3) The actual postage is payable when a copy of a record must be posted to a requester.

**ANNEXURE C: Form 1: OBJECTION TO PROCESSING OF PERSONAL INFORMATION**

**(Form 1 of the Regulations)**

**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**

3. [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.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
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>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ Registered name of responsible party:	
Residential, postal, or business address:	
	Code (    )

Contact number(s):	
Fax number/ E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f)</b> <i>(Please provide detailed reasons for the objection)</i>

Signed at ..... this ..... day of .....20.....

.....

*Signature of data subject/designated person*

**Annexure D: Form 2: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION**

**(Form 2 of the Regulations)**

**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:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>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.</b> <i>(Please provide detailed reasons for the request)</i>	

Signed at ..... this ..... day of.....20.....

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