

Form 2: Request for correction or deletion of Personal Information or destruction or deletion of record of Personal Information

GNR.1383 of 14 December 2018: Regulations relating to the Protection of Personal Information (Government Gazette No 42110)

General note:

These Regulations commenced on 01 July 2021 except Regulation 4 which commenced on 01 May 2021 and Regulation 5 which commenced on 01 March 2021.

Department of Justice and Constitutional Development

The Information Regulator has, under section 112(2) of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) ("the Act") made the regulations in the Schedule.

Request for correction or deletion of Personal Information or destruction or deletion of record of Personal Information

1. A Data Subject who wishes to request a correction or deletion of Personal Information or the destruction or deletion of a record of Personal Information in terms of Section 24(1) of the Act, must submit a request to the Responsible Party on Form 2 forming part hereof.
2. The Responsible Party, or a Designated Person, must render such reasonable assistance as is necessary, free of charge, to enable the Data Subject to complete Form 2 forming part hereof.

(Date of commencement of Regulation 3: 01 July 2021.)

Request for correction or deletion of Personal Information or destruction 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) ("the Act").

Regulations relating to the protection of Personal Information, 2018 [Regulation 3]

Notes:

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.

Mark the appropriate box with an 'X'.

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Correction or deletion of the Personal Information about the Data Subject which is in possession or under the control of the Responsible Party.

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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 Data Subject

**First name(s) and last name/
Registered name of Data Subject:**

Unique identifier/Identity number:

Residential, postal or business address:

Postal code:

Contact number(s):

Fax number/Email address:

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B

Details of Responsible Party

First name(s) and last name/
Registered name of Responsible Party:

Residential, postal or business address:

Postal code:

Contact number(s):

Fax number/Email address:

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C Information to be corrected/deleted/destroyed/destroyed

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Reasons for correction or deletion of the Personal Information about the Data Subject in terms of Section 24(1)(a) of the Act which is in possession or under the control of the Responsible Party, and/or

D Reasons for destruction or deletion of a record of Personal Information about the Data Subject in terms of Section 24(1)(b) of the Act which the Responsible Party is no longer authorised to retain. (Please provide detailed reasons for the request.)

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Signed at _____ on this _____ day of _____ 20_____.

Signature of Data Subject/Designated Person